

September 6, 2011

SAN DIEGO MESA COLLEGE

PRESIDENT'S CABINET

Agenda

September 6, 2011, 2 – 3:30, A104

1) GENERAL ITEMS (Pamela Luster, President)

a) Welcome and Introductions

b) Chancellors' Cabinet Update: Pam shared that there was no enrollment update due to the Labor Day holiday.

c) Representation of Supervisors: Pam stated that she had been approached by a supervisor asking to have a topic that was tabled from President's Cabinet over two years ago to be brought back for discussion. The issue involved supervisory staff having a voting member on the President's Cabinet shared governance committee. Pam stated that she would meet with Penny Hedgecoth to begin the process of discussing the proposal from the supervisory group. This proposal would then be submitted to a future President's Cabinet meeting. Pam will also request that Penny meet with Robin Watkins, the Classified Senate President.

d) President's Cabinet Retreat, March 2, 2012, 9a – 4p, Mission Trails Regional Park – The date is set for the full day retreat for President's Cabinet members and the Mesa College Administrators.

2) MAJOR EVENT APPROVAL

a) Fall 2011 Student Services Fair, Sept. 15, 2011, 11 a – 1:30 p.m., Mesa Quad (Ashanti Hands, Gilda Maldonado) Ashanti shared information on the upcoming Student Services Fair on Sept. 15. There was a question on the cost of the food, supplies and materials in the amount of \$5,500 and discussion on whether an outside vendor could be used to save on expenses. Several of the administrators present agreed that the policies around food service and outside vendors needed to be clarified. Ron Perez will ask Gayla Pierce to attend a future President's Cabinet meeting to discuss the District Policies on food service and outside vendors. This discussion also led to a request that the Major Event approval process to be updated to detail program needs and a process to communicate those needs to different offices before it is brought to President's Cabinet.

A motion was made to approve the Student Services Fair event by Joi Blake; second: Cherie Deogracias. The motion was unanimously approved.

3) ACCREDITATION

a) No report.

4) INSTRUCTION (Tim McGrath, VPI)

a) Enrollment Report – Tim will provide two enrollment updates at the next President's Cabinet meeting.

5) STUDENT SERVICES (Brian Stockert, Interim VPSS)

a) No report.

6) ADMINISTRATIVE SERVICES (Ron Perez, VPA)

a) Quad Design Steering Committee – Ron shared that the first meeting of the steering committee was held. The committee still needs two classified and two student representatives. The Campus Quad Design Workshops will be held on Thursday and Friday, Sept. 15 and 16. Ron will forward an email to the campus about these workshops.

7) PARTICIPATORY GOVERNANCE REPORTS

a) Academic Senate (Madeleine Hinkes) Next Monday the Academic Senate will hold their first meeting. Their discussion will include curriculum balance/updates, SLOs, grant writing and Honors Global Certificates.

b) Classified Senate (Robin Watkins) Survey results came back for the most opportune meeting time for classified staff and it is the same time: 3rd Fridays at 9:30 a.m. Next Friday will be the first meeting.

c) Associated Students Governance (Cherie Deogracias) In-house elections will be held tomorrow to fill open cabinet positions. The ASG will also take their group photo. Plans are underway for two leadership retreats: one with District ASG and one with other ASG clubs.

8) OTHER

Student Services Fair and Constitution Week Event flyers were distributed.

9) ANNOUNCEMENTS

a) Chancellor's Forum, Tuesday, Sept. 13, 2011, 2 – 3 p.m., G101

No President's Cabinet on this date

b) Math+Science Groundbreaking Ceremony, Wednesday, Sept. 28, 10 a.m.

c) Program Review – Lead Writers Training (Jill Baker) Oct. 7, 11 a.m. – 1 p.m., G101

d) “An Afternoon with UCSD,” (Joi Blake) Monday, Oct. 10, 2011, 1:30 – 4 p.m., G101

e) Mesa College BOT Campus Meeting, Thursday, Oct. 27, 4-5 p.m., Location TBD.

f) Holiday Reception, Friday, Dec. 9, 2011, 11 a.m. - 1 p.m., H 117-118-119

g) President's Cabinet Retreat, March 2, 2012, 9a – 4p, Mission Trails Regional Park

h) Scholarship Gala: Friday, April 27, 2012, 5:30 p.m., Doubletree Hotel Mission Valley

i) Commencement: Saturday, May 12, 2012, 4 p.m., USD Jenny Craig Pavilion

10) ROUNDTABLE

A call for school supply donations for homeless students was made by Margie Fritch on behalf of Andrea Marx. These can be dropped off in B106.

Jill Baker shared that a Program Review meeting was held – they still need committee members, including 4 faculty.

The next meeting of President's Cabinet is Tuesday, September 20, 2011, 2 – 3:30 p.m. in the A104 conference room.