

President's Advisory Group Operating Procedures

1. Scope and Function of the President's Advisory Group:

The President's Advisory Group advises the Superintendent/President about issues of college-wide importance. It ensures that college members and the S/P are informed of institutional perspectives on major initiatives that impact the campus community and/or will be submitted to the Board of Trustees. For example, the President's Advisory Group will:

- a. Represent institutional perspective on issues of college-wide importance
- b. Collaborate on solutions to institutional challenges
- c. Review and make recommendations to the Superintendent/President on such matters as:
 - 1) Board policies and administrative procedures as appropriate
 - 2) Institutional Goals and Objectives
 - 3) Resource allocation decisions of institutional significance
 - 4) Reports, including those related to Accreditation, Institution Set Standards, planning, and resources
- d. Initiate a review of the College mission every six years (2020, 2026, and every six years thereafter)
- e. Organize open forums for discussion of important or controversial issues

2. Meetings:

Meeting times will be established at the first meeting of the fall semester. Meetings will be called by the tri-chairs as needed. Meetings will be open to anyone who wishes to attend.

3. Agenda and Minutes:

The President's Advisory Group tri-chairs shall establish the agenda and will make agendas widely available a minimum of 72 hours in advance of meetings. Campus community members may submit agenda items in writing to one or more tri-chairs for consideration. Minutes will be published in a timely manner and made widely available: e.g., ALL USERS, PAG website, etc.

4. Membership:

The President's Advisory Group includes 20 members, 2 of which are non-voting:

- The Superintendent/President (non-voting)
- Three Vice Presidents
- Two students appointed by ASMPC
- One MPCEA representative appointed by MPCEA
- Three classified employees appointed by MPCEA¹
- Academic Senate President
- One MPCTA representative appointed by MPCTA
- Five faculty members appointed by Academic Senate

¹ MPCSEA appoints these members in lieu of a Classified Senate; if a classified senate were to be established, these members would be appointed by the Classified Senate.

- Two management representatives
- One non-voting administrative support person for minute taking and other duties as required

5. How Members and Alternates are Chosen:

In early spring of each academic year, the tri-chairs will announce the membership vacancies that will be given to the appropriate constituency group for final selection.

- a. Academic Senate will select faculty representatives, except for the MPCTA representative.
- b. The MPCTA executive board will select a member.
- c. MPCEA will select classified members.²
- d. The Management Team will select management members.
- e. ASMPC will select student members.

6. Term Lengths of Members:

Term lengths will be three years except for members whose membership is contingent on their positions. The terms will be staggered so all members do not change at one time. At the end of the three-year term a member may be reappointed by his/her constituency group. New members will be appointed in the early spring each year and will begin their term at the first meeting in the fall. Terms will be staggered.

7. Member Responsibilities:

- a. Any member unable to attend a meeting should notify one of the tri-chairs. Members will give the tri-chairs the name of their alternate prior to the meeting.
- b. The alternate representative will be responsible for participating as regular members.
- c. Members are responsible for apprising their alternate with current PAG information.

8. Selection and Term Length of Tri-Chairs:

The tri-chairs will include the Superintendent/President, one faculty, and one classified member; the faculty and classified members will serve for a three year term. Whenever possible, faculty and classified tri-chairs should be selected from current PAG members to ensure tri-chairs are familiar with the committee and tri-chair role prior to beginning their term. Ideally, during the third year of a tri-chair's service, the newly elected tri-chairs will shadow the current tri-chairs.

9. Responsibilities of Tri-Chairs Include:

- a. Jointly writing agendas.
- b. Chairing PAG meetings.

² MPCSEA appoints these members in lieu of a Classified Senate; if a classified senate were to be established, these members would be appointed by the Classified Senate.

- c. Bringing appropriate topics to the attention of the group, from information provided by the Advisory Groups, the Academic Senate, other campus committees, or any member of the campus community.
- d. Assuring the conduct of PAG business is communicated to the college community in a timely manner.
- e. Announcing upcoming vacancies in early spring to ensure vacancies are filled by fall.

10. How the President's Advisory Group Conducts Business:

- a. PAG agendas will be published a minimum of 72 hours prior to meetings and will be widely distributed to the campus community.
- b. All meetings will be open to any interested member of the college community.
- c. Relevant material will be provided to each PAG member 72 hours prior to meeting when possible.
- d. When an agenda item is introduced for action, after appropriate discussion, recommendations will be made via a simple majority vote of the members present.
- e. Minutes will reflect the number of votes (or abstentions) on each motion made.

11. Participatory Governance Evaluation Process:

- a. Each September the President's Advisory Group will produce an annual report of its previous academic year's activities.
- b. The President's Advisory Group will be responsible for initiating and organizing a review of the participatory governance model on a regular basis.

12. PAG Bylaws Evaluation Process:

- a. Bylaws will be reviewed and evaluated for effectiveness during PAG's first meeting of the academic year.

13. The President's Advisory Group Working Principles:

- a. Keep student learning foremost.
- b. Promote participation by all members of the campus community.
- c. Ensure that decisions are informed by data.
- d. Follow Norms for Collaboration in Institutional Decision Making as described in the *Resource Guide to Decision Making at MPC*.