

President's Advisory Group Meeting
Tuesday, November 8, 2016
2:00 – 4:00 pm
Sam Karas Room

Minutes

Members: Luz Aguirre, Suzanne Ammons, Wendy Bates, Monika Bell, Lauren Blanchard, Diane Boynton, Heather Craig, Steven Crow, Scott Gunter, Kevin Haskin, Kiran Kamath, Jon Knolle, Kim McGinnis, Stephanie Perkins, Lyndon Schutzler, DJ Singh, Francisco Tostado, Walter Tribley, Veronica Lindemann- ASMPC Rep.,

Absent: Wendy Bates, Kiran Kamath, Stephanie Perkins, Lyndon Schutzler

Guests: Catherine Webb, Mike Midkiff, Susan Kitagawa, Fred Hochstaedter

Item	Topic	Lead(s)	Type: Information (I), Discussion (D), Action (A)	Time (in min.)	Desired Outcome
1.	Welcome	Diane Boynton		5	Welcome members & visitors: Members and new ASMPC Rep. Veronica Lindemann introduced themselves.
2.	Campus community comments	Diane Boynton	I	5-10	Recognition of college events, needs, concerns: <ul style="list-style-type: none"> • Francisco – MPC will host Migrant Youth Day Region 16 on Nov. 17th. • Heather - ASCCC President, Julie Bruno and ASCCC Treasurer, John Frieitas visit MPC Nov. 10th. Open Session 2 – 4pm in Karas Rm. See All Users announcement. • Kim – Veterans' Day celebration is Nov. 9, 11-2 at the Student Center.
3.	Approval of minutes: a. Oct 25, 2016	Diane Boynton	A	5	Approval: Suzanne suggested minor grammar corrections plus the following: <ul style="list-style-type: none"> • 3b: "...recruitment of the Safety Operations lead <u>management position</u>." • 4. "Dean of Planning and Institutional Research" position should be "Dean of Planning, Research and Institutional Effectiveness." • 7. Delete "was recommended to the Supt./Pres." (redundant). <p>The minutes were approved with changes as noted below. Motion made by Jon; seconded by Heather. All in favor, none opposed; Veronica, Francisco, Scott, Lauren and Kevin abstained.</p>
4.	Replacement position: a. Dean of	Walt Tribley	I	15	Understanding of staffing needs: Dr. Tribley reported on the position

	Instruction				vacated by retiring Laura Franklin. Dr. Paul Long is serving as “interim” Dean of Instruction while the national search is conducted.
5.	Bylaws/Operating Procedures	Diane Boynton	I, A	5	<p>Recommendation to accept PAG Operating Procedures.</p> <p>Diane invited discussion on 2 or 3 years for terms. As there appear to be no strong preferences either way, terms will remain at 3 years.</p> <p>Discussion was held on how PAG will conduct business relative to Roberts Rules, specifically recording of votes in favor or opposition, recording of discussions and how issues and items get on the agenda.</p> <p>Diane will incorporate suggestions into the PAG Procedures and return at next meeting.</p>
6.	<p>Accreditation Recommendations: Moving forward on AIP & QFE Action Projects</p> <p>a. Integrated planning and institutional effectiveness</p> <p>b. Fiscal stability</p>	<p>Walt Tribley, Diane Boynton</p> <p>Walt Tribley, Steve Crow</p>	I, D	50	<p>Understanding of work being done to meet accreditation standards.</p> <p>Catherine reminded the group of the broad areas of concern. Each area reported as follows:</p> <p>a. The Planning & Institutional Effectiveness Committee (PIE) is not yet established. The Dean of PIE as cochair of the committee is needed. The Integrated Planning Handbook is progressing. Vital to Integrated planning are Course Assessments.</p> <p>b. Steve spoke of fiscal stability and development of a budget model that would provide some prediction of expenses and needs matched with resources; the current operating budget is absent of several vital operational necessities.</p> <p>Dr. Tribley reviewed several operational activities being worked on (enrollment management, scheduling for Marina, bringing college to high school students, partnering with CSUMB, international students, attention to transfer students, ESL, CTE, Basic Skills, and online and distance education).</p> <p>Jon indicated that the Planning, Research and Institutional Effectiveness Cmte could assist with planning</p>

	<p>c. Assessment of SLOs</p> <p>d. Enrollment management</p> <p>e. ERP & SIS</p> <p>f. Governing board roles & policy</p>	<p>Jon Knolle</p> <p>Jon Knolle</p> <p>Steve Crow</p> <p>Walt Tribley</p>			<p>strategically for use of available funding. AS has begun work on the formation of this committee. Kim indicated that the number of new student orientations and education plans help the District achieve funding through the 3SP Program (unrelated to FTES).</p> <p>c. As of Sept. 30 2016, the number of courses assessed through spring 2016 could place us at 72% or 46%, depending on whether the denominator used is the number of courses in the schedule, or the number of courses in our catalog. To read more.</p> <p>d. The College is finalizing implementation of the EMS and will hold two training sessions for faculty and staff to learn to use the new system on December 2nd. One from 9:00 a.m. - noon and one from 1:00 - 4:00 p.m</p> <p>e. The Tech Cmte has been reviewing EMS, SIS upgrades to help align current data with what an integrated system (ERP) will expect to see. The ERP purchase is estimated at \$4-6M, plus annual \$500K in fees.</p> <p>f. Jane Wright, consultant from CCCLC was hired in March 2016 to help facilitate the process of adopting and replacing board policies. Good progress has been made in this last year. Discussion followed regarding posting of new and removal of old policies and how procedures should be referenced.</p> <p>Catherine pointed out that the Fiscal Stability AIP (#7) references need for updated Long Term Financial Plan to the 2009 version; she is documenting progress on the AIPs as reported today.</p>
6.	Adjournment	Diane Boynton			End meeting by 4:00 pm Adjourned at 3:33pm.