

President's Advisory Group Meeting

Meeting Minutes

Date/Time: Tuesday, February 14, 2017, 2 – 4pm

Location: Karas Room

Visitors/Guests: Susan Kitagawa, Rosaleen Ryan, Chris Wood, Vicki Nakamura, Catherine Webb

Members in Attendance:			
✓	Luz Aguirre (Classified)	✓	Jon Knolle (Dean)
✓	Suzanne Ammons (minutes, non-voting)	✓	Kim McGinnis (VP Student Svc)
✓	Wendy Bates (Faculty)	✓	Stephanie Perkins (Tri-Chair, Classified)
✓	Lauren Blanchard (MPCTA Rep.)	✓	Lyndon Schutzler (Faculty)
✓	Diane Boynton (Tri-Chair Faculty)	✓	Francisco Tostado (MSC)
✓	Heather Craig (Acad Senate Pres.)	✓	Walt Tribley (Tri-Chair Supt./Pres.- non-voting)
✓	Steven Crow (VP Admin Svc)		ASMPC Reps. Tyler Strode and Destiny Horne
✓	Scott Gunter (Classified))		
✓	Kevin Haskin (MPCSEA Rep.)		
✓	Kiran Kamath (VP Acad Affairs)		

Presenters; Rosaleen Ryan

Topic	Discussion/Comments	Action/ Recommendation
1. Welcome	Diane welcomed all and invited members to partake in some Valentines treats and refreshments.	
2. Campus community comments	<ul style="list-style-type: none"> • Steve: Dates are being set for Fiscal Update Forum for FY 2015-16: Feb. 21st, 3pm, Mar 8, and a third date likely (Friday suggested). An All Users will be sent with specific dates, times and locations. • Francisco: FAFSA workshop (Cash For College) will be held on Sat., Feb 25th, 9 – 1pm at the Marina Education Center. • Stephanie: In support of Black History Month, the Black Student Union visited Seaside HS in collaboration with CSUMB in a College Mixer to generate interest among high school students. • Lyndon: MPC is hosting a track meet Sat., Feb. 17, with 6-7 schools. • Diane: Book Grant Awards are on Feb 23, featuring MPC nominated students. This event is highlighted in a local news article. • Jon: MPC COOP students have partnered with United Way to assist qualified community members with free tax preparation. 	
3. Approval of minutes: a) Jan. 24, 2017	Diane Boynton: Members discussed amending 2. Campus community comments in reference to food service hours and 1:30 closure. The minutes will be amended to reflect concerns of the 1:30 cafeteria closure and whether the hours could be extended.	Motion made to approve by Jon; seconded by Wendy. Minutes were approved as amended with 14 in favor, none opposed. The President accepted the recommendation.

<p>4. Good News Moment</p>	<p>Kiran Kamath reported on the following which was also shared at AAAG regarding the Medical Assisting program:</p> <ul style="list-style-type: none"> • MPC’s MA program is known for its high quality, well trained students and has attracted the attention of Montage Health (CHOMP). Montage Health estimates that it needs to hire 50 medical assistants per year and as a result will work with MPC to provide the lab component at the Montage facility in Marina. A first group of students began this three semester program at the Monterey campus last fall and a second group of students is beginning this spring in Marina. This program lends itself to Guided Pathways. • AB288-Dual Enrollment – Preparations began in fall 2015. Area high schools expressed a strong interest for dual enrollment and MPC has been working with the high schools to select the pathways. Marina selected Health and Hospitality as two pathways under AB299 (Dual Enrollment). All students will be taking specific courses including PERS 50 and LIBR 80 in grade 9 before branching off into their pathways. This presents a significant opportunity for enrollment growth. • Enrollment Management Systems- This work began in August 2015 and now the software program reflects 100% accuracy in enrollments for FTES; the FTEF component will be more accurate once the District addresses certain issues. Anyone can view how course enrollment status and other very useful information. 	<p>Understanding staffing needs.</p>
<p>5. ACCJC Report</p>	<p>Dr. Tribley provided a handout “Accreditation Forum”. He noted a change to pg 2, that Cabinet Plus will serve as the Accreditation Response Steering Committee -and join in bi-monthly (not bi-weekly) meetings with Cabinet members. These meetings are priority to communicate progress and challenges in meeting the recommendations. All members must communicate with their constituents.</p> <p>Dr. Tribley reviewed the Commendations, Recommendations to Meet the Standard and Recommendations to Improve Quality. He noted that several areas show progress to be completed or nearly completed (e.g. OPEB contribution), and others that will pose a significant challenge (Integrated Planning and Resource Allocation Process). The PRIE (Planning Research and Institutional Effectiveness) committee will play a critical role in the District’s ability to integrate program review, planning and resource prioritization and allocation into a comprehensive process.</p> <p>PAG will be important in helping the District discuss and work through challenges and in maintaining the momentum moving forward. The catalog will be a critical factor in marking progress for next March’s report to the ACCJC.</p> <p>Comments from members included the following:</p> <ul style="list-style-type: none"> • It is difficult to maintain the quality in existing systems while growing or converting to a new system (Moodle to Canvas). • The District needs to put funding towards building pipelines into programs but is hindered due to limited available personnel resources. Additional Dean positions are needed to support this effort. One successful example is Online Learning which has seen enrollment grow by 200% since 2012. Comments included whether this growth is net new, or instead a transfer of FTES 	<p>Understanding of goals and work during the Spring semester</p>

	<p>production and if using categorical funding for new positions is sustainable.</p> <ul style="list-style-type: none"> • (Refer to Rec #3 to Meet the Standard to raise the SLO assessment as per the ACCJC rubric.) The report notes the obligation to begin disaggregating student data and begin also focusing on program level outcomes. There is a concern that if this is added to existing SLO assessments, the results will be a dramatically increased workload, especially to part time faculty who are not compensated outside of their classroom instruction. This workload is anticipated to be shared between the Learning Assessment Committee and PRIE Committee. Archiving of courses will largely focus on those courses not offered in the past two years. The Learning Assessment Committee has created a schedule (two-year cycle) to review courses. Another goal of the LAC is to develop models of disaggregating SLO data. • Funding of new positions (Categorical & GF) was explained; it is not the expectation of the ACCJC that we not use categorical funding for administrative positions. • Evening / weekend degree programs (workforce programs) are an area of unmet need, as are ESL, Hospitality and other community based education programs. Are our allied programs and evening programs in conflict with each other? • Growth (and recapturing) FTES by doing things differently (including online education) is essential to offset declining enrollments and given the competition across the state and country among community colleges. • Growth through dual enrollment is essential to offset the continuing decline in FTES. • Articulating MPC courses through 4 year colleges is critical; MPC's numbers need to improve. • Concerns exist as to how data derived from Learning Assessments (LA) will be used and how data can be manipulated dependent upon desired outcomes. LA are not to be used in faculty evaluations, rather are for the benefit of helping identify performance gaps in order to mitigate those gaps according to the Standards. • Ft Ord Center will be funded approximately 4-fold (\$1.2 vs \$300K) if it were to obtain Center Status. 	
<p>6. Replacement positions: Human Resources Analyst</p>	<p>Susan Kitagawa provided an overview of the position replacement documents.</p>	
<p>7. New or modified positions: a) Dean of Planning Research & Institutional Effectiveness (PRIE)</p>	<p>7a. Dr. Tribley provided a review of the position's transition from Dean of Planning and Institutional Effectiveness (PIE) to now include the research function and maximize the position's role with Institutional Research. This position will be essential in helping to manage the next step in integrated planning by providing greater cohesiveness in planning in support for the District as it addresses the recommendations from the ACCJC. This position pulls a variety of tasks currently being done in multiple areas into one position. Funding is 85% Student Equity and 15%</p>	<p>*7a. Motion made by Kiran to recommend that the President recommend the Dean of PRIE for approval by the board; Kim</p>

<p>b) Associate Researcher (job description) PPT Presentation</p>	<p>General Fund. Dr. Tribley spoke about hiring options, including interim hiring.</p> <p>Comments from members included:</p> <ul style="list-style-type: none"> • Participation in Accreditation, Program Review, SLOs, Assessment, the Ed Master Plan and elements of PAG's (CC's) conversations regarding an Institutional Action Plan have been piecemeal and lacking a concerted effort. This has underscored the need to have a position to manage integrated planning and all the internal components of integrated planning. • Whether it is a reasonable expectation that this position's vast responsibilities can be fulfilled by an external candidate and by one person. Can consideration be given to hiring an internal candidate? <p>7b. Rosaleen explained with use of the powerpoint presentation, the proposed new position, range 50 on the management supervisory salary schedule. This position will be funded with 85% 3SP funds and 15% with Unrestricted General funds. She presented a bar graph depicting the current level of work being done on various OIR projects, alongside the aspirational level of work that could ideally be accomplished with this new position. Based on Bloom's Revised Taxonomy and Webb's Depth of Knowledge, she explained the levels of research skills and knowledge as well as the functions of the position of Director and Associate Researcher (see chart).</p>	<p>seconded. 12 members voted in favor, 2 opposed (Scott & Lauren) and 0 abstained.</p> <p>The President accepted the recommendation.</p> <p>*7b. Motion made by Jon to recommend that the President recommend the Associate Researcher position for approval by the board; Steve seconded. 12 members voted in favor, 0 opposed and 2 abstained (Scott & Lauren).</p> <p>The President accepted the recommendation.</p>
<p>c) Admin Asst. II to: Human Resources Technician</p>	<p>7c. Susan presented the Replacement Position (with changes) indicating that the modifications bring the position up from a clerical position in providing increased support to address workload conditions of some of the existing personnel.</p>	<p>*7c. Motion made by Steve to recommend that the President recommend the change to HR Technical from an Admin. Asst. II position for approval by the board; Kim seconded. 12 members voted in</p>

		<p>favor, 0 opposed and 2 abstained (Kevin & Lauren).</p> <p>The President accepted the recommendation.</p>
<p>8. <u>Update: Health & Welfare Cost Containment Cmte</u></p>	<p>Steve reported that this committee reviews performance of the various benefits and status and how the committee continues to look for cost containment measures. The committee reviews comparisons, the rise in prescriptions drugs and the over 65 coverage. The current year reflects an increase in retirees costs. He reminded all that the District is self-funded to pay all its claims, as opposed to paying a premium for the plan coverage. Handout posted shortly.</p>	
<p>9. Summary of Actions/Assignments of Tasks</p>	<p>Diane summarized today's action items(3) in agenda item #7.</p>	
<p>Adjournment</p>	<p>Meeting adjourned at 4:08pm.</p>	