

**President's Advisory Group Meeting
Meeting Minutes**

Date/Time: Tuesday, August 8, 2017, 2 – 4pm

Location: Karas Room

Visitors/Guests: Susan Kitagawa, Paul Long, Christine Erickson, Judy Cutting

Members in Attendance:			
	Luz Aguirre (Classified)		Eric Maximoff (Classified)
✓	Suzanne Ammons (minutes, resource)	✓	Kim McGinnis (VP Student Svc)
✓	Grace Anongchanya (Faculty)	✓	Stephanie Perkins (Tri-Chair, Classified)
	Wendy Bates (Faculty)	✓	Lyndon Schutzler (Faculty)
	Lauren Blanchard (MPCTA Rep.)	✓	Francisco Tostado (MSC)
✓	Diane Boynton (Tri-Chair Faculty)	✓	Walt Tribley (Tri-Chair Supt./Pres.- non-voting)
✓	Heather Craig (Acad Senate Pres.)		Faculty (vacant)
✓	Steven Crow (VP Admin Svc)	✓	ASMPC Rep. Suzy Ford
✓	Kevin Haskin (MPCSEA Rep.)	✓	ASMPC Rep. Armando Dimas
✓	Kiran Kamath (VP Acad Affairs)		
✓	Jon Knolle (Dean)		

Topic	Discussion / Comments	Action / Recommendation
1. Welcome	<p>Meeting commenced at 2:06. Diane welcomed all to the 1st meeting of the new academic year; members and visitors and all introduced themselves.</p> <p>Diane commented on a recent “Tri-Chair” discussion regarding working together on challenging issues and that she will share information from a recent academy “Leading from the Middle” at the next meeting.</p>	
2. Campus community comments	<ul style="list-style-type: none"> • Francisco - Migrant Region 16, Monterey County is requesting that MPC host Monterey County schools in Nov 16 (Freshmen), Feb 1 (Middle School) & March 1, (HS Juniors & Seniors). MPC is being asked to showcase Nursing and Auto Technology. Financial Aid is currently undergoing their Federal Audit. • Dr. Tribley – The Monterey Chamber of Commerce has awarded MPC the Business Excellence Award for 2017, nonetheless, during a very challenging year for the District. • Kim - MPC will be at the Monterey County Fair, Aug 31 – Sept 4 from 10 a.m. to 10 pm to showcase programs. Faculty/Staff interested in participating should contact Lakisha/Curtis • Suzy announced that a “Welcome Back” table will be set up on campus to assist students. The MC Weekly contacted ASMPC regarding a feature write up/photo to be featured soon. • Jon Dual enrollment figures are surpassing expectations with the local high schools. Hopefully, Carmel High School will be active with MPC next year. • Lyndon - Physicals will be held this week. First football home game will be September 9th. 	
3. Approval of May 23, 2017 agenda	<p>Diane invited comments and approval (consensus). Dr. Tribley mentioned the main purpose of this meeting prior to school start is to include a budget update. Kim reported that agenda item 8f. Instr. Specialist is pending revisions and is pulled from today’s agenda.</p>	Agenda approved as amended by consensus.
4. Approval of minutes: a. May 23 2017	<p>Stephanie invited a motion to approve. General consensus to table the May 23 2017 minutes to next meeting to allow additional time to review.</p>	
5. Good News	Kiran introduced Deans of Instruction, Judy Cutting (CTE), Cathryn Wilkinson	

Moment	(Liberal Arts), with information on their educational and professional backgrounds. Kim introduced Dean of Student Services, (Ed. Center of Marina), Christine Erickson and provided information on her educational and professional background. Kiran informed all that Paul Long will continue serving as Dean of Instruction – STEM (Interim) until the position is filled.	
6. Budget Update	<p>Steve reported with the following for the 2017-18 Budget:</p> <ul style="list-style-type: none"> • Data is being inputted for the Final Budget Draft using the Tentative Budget information plus revisions as adjusted by budget managers . • Budget adjustments include:-new positions approved, new salary tables; (16-17 includes a 2% increase and prior year 1%), STRS, PERS, increased Health & Welfare Rates and more. • In 16-17 we received nearly \$1M in Instructional Equipment; in 17-18 we will be receiving only \$453,828. This year, Cabinet recommended that allocated bond funds be used for remodel, and repair instead and allow the \$453,828 (minus \$68K for the Library) to be split 18% to Student Services and 82% Instructional Equipment, allowing those groups to work through their prioritization and allocation process. • Special Board Study Session is scheduled for August 10 to help explain definitions on available reports, work done at PRIE to integrate planning, examples of four year budget comparisons showing trends over time and experience, three year projection models, monthly reports, summary of all funds, overview of the State Budget and its projections and cautions, budget planning calendar and ongoing budget concerns, all of which will help address accreditation concerns, <p>Dr. Tribley commended all on the work done to produce a balanced budget without a structural deficit for the first time since 2010; the budget was balanced without borrowing from other funds, however, concerns prevail. The FTES target was achieved, involving summer borrowing. In this next year, the District is confident in its strategy to reach its increased FTES goal but will be in stabilization if that FTES target is not reached. Steve explained how stabilization and growth funding to 1% works.</p> <p>Kiran explained how budget planning and adjustments for the 2017-18 Budget were made to match productive programs with adequate support; proper planning relies on ensuring that FTEF produce FTES as effectively as possible. Integrated Planning is key and critical in addressing the ACCJC recommendations.</p> <p>Several members contributed to the explanation of how the budget packets were distributed and reviewed with slight changes from previous years. A member comment indicated that the budget process and what the committee should be doing now is unclear to some. Steve explained the chronology of the budget approval for Tentative and Final Budget and that further conversations will be held to help clarify budget development going forward. Budget Committee will be scheduled to meet again soon. Budget Committee met several times in spring, although without a quorum at some.</p>	
7. New Position: a. Categorical Svc Coordinator, TRIO	a. Grace provided an overview of the new position and services to be provided in serving three programs.	a. Motion made to approve the position by Jon, seconded by Francisco. 12 voted in favor, none opposed or abstained.

<p>b. Admin. Assist III (PRIE)</p>	<p>b. Catherine provided an overview of this new position which will provide essential administrative support to the new PRIE office and committees chaired by members of PRIE.</p>	<p>b. Motion made to approve the position by Steve, seconded by Jon. 12 voted in favor, none opposed or abstained.</p>
<p>8. Replacement position(s)</p> <p>Replacement with changes:</p> <p>a. Assistant to the President</p> <p>Straight replacement</p> <p>a. HR Benefits & Retirement Coordinator</p> <p>b. Groundskeeper</p> <p>c. Custodian Lead</p> <p>d. Custodian (2 positions- Guzman and Norwood).</p> <p>e. Categorical Svc Coord-3SP</p> <p>f. Instr. Specialist – Stu Svc</p>	<p>Dr. Tribley provided an overview of this replacement position with changes along with some of the many tasks carried out by the incumbent. Dr. Tribley also explained the use of the “Request to Fill Classified Positions” form in this case where no form exists specifically for this type of position.</p> <p>a. Susan provided an overview of this straight replacement position.</p> <p>b. Steve provided an overview of this straight replacement position.</p> <p>c. Steve provided an overview of this straight replacement position.</p> <p>d. Steve provided an overview of these 2 straight replacement positions.</p> <p>e. Kim provided an overview of this straight replacement position.</p> <p>f. This item pulled pending revisions.</p>	<p>a. Motion made to approve the position by Jon, seconded by Kim. 12 voted in favor, none opposed or abstained</p>
<p>Board Policies:</p> <p>9. BP 4250 Probation, Dismissal and Readmission</p>	<p>Kim reported that this BP has been reviewed at SSAG in spring, includes CCLC language and reflects what MPC is currently doing.</p> <p>Following discussion with membership input, the last sentence was amended as follows:</p> <p><i>The Superintendent/President shall develop procedures for the implementation of this policy that comply with the Title 5 requirements and with the appropriate involvement of the Academic Senate.</i></p>	<p>b. Motion made to approve the position by Francisco, seconded by Kevin. 12 voted in favor, none opposed or abstained.</p>
<p>10. Recommendations to meet the Standards Recommendations to Improve Quality</p>	<p>Dr. Tribley briefly reminded all of the importance of the work and pace being set towards removing all sanctions from our accreditation visit. The current estimation is that the District has met 8 of the 22 recommendations from ACCJC, with many other recommendations in progress. Dr. Tribley outlined several areas where the District is making great strides and is on pace to meet the recommendations. The follow up report is due March 15, 2018. The ACCJC will visit after the report and prior to June.</p>	

11. <u>IIPP Update (Injury Illness Prevention Program)</u>	Steve reported on this important compliance related safety plan. All employees will receive training once the Board receives the report. Following discussion, it was agreed that the IIPP should be posted on the Intranet regardless of pending training.	
12. Summary of Actions/Assignment of Tasks	Diane summarized the action and information items of today.	
13. Adjournment	Meeting adjourned at 4:05pm.	