

President’s Advisory Group Meeting

Tuesday, November. 14, 2017

2:00 – 4:00 pm, Sam Karas Room

Minutes approved as amended

Members:			
✓	Luz Aguirre (Classified)		Eric Maximoff (Classified)
✓	Suzanne Ammons (minutes, resource)	✓	Larry Walker (VP Student Svc –interim) 2:25 pm
✓	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. Dalia Elkhalfa
✓	Kevin Haskin (MPCSEA Rep.)		ASMPC Rep. Armando Dimas
✓	Kiran Kamath (VP Acad Affairs)		
✓	Jon Knolle (Dean)		

Attendees / Guests: Catherine Webb, Catherine Erickson, Vincent Van Joolen,

Item	Topic: Discussion / Comments	Action / Recommendations
1.	<p>Campus community comments:</p> <p>Diane opened the meeting with an invitation for members to share a “bright” spot. Comments shared that could also serve as Campus Community Comments include the following:</p> <ul style="list-style-type: none"> • Diane- student expressed appreciation for a class project as a means of working through his PTSD. emailed about a classroom project “Communication Kit” on the topic of PTSD. • Kiran – reported on meetings held on Guided Pathways attended by several counselors, instructors and deans. The District’s Multi-Year plan is due by March 30, 2018. The project is a 5 year funded project. This project is based on the book “Redesigning America’s Community Colleges”. • Lyndon announced that there is a luncheon honoring Homer Bosserman (retiree). MPC Football captured the co-championship for the conference and will now play in the NorCal championship at Shasta on Saturday. MPC has a male and female athlete in the cross country championships in Fresno. The first women’s home game is tonight. The men’s basketball team went to last Saturday’s championship game, tied to Alan Hancock and defeated Ventura and Canada. • Grace – last Wednesday was First Generation Day, celebrated nationally. MPC held its celebration on Tuesday and CSUMB visited to support the TRIO and Assess Program. On Wednesday, MPC went to CSUMB to support their event. • Steve reported on turnover in management for both the bookstore and cafeteria. “Hank” manages the cafeteria and has expanded services at the library location and coffee hut to now accept credit cards. • Francisco reported on Thursday’s hosting of the Migrant Region 16 for Junior and Senior High School students; last year, the event brought approximately 300 students. Alisal High School has invited MPC to present a financial aid workshop at its campus. • Luz- the auditors have completed their visit on campus. • Dalia – ASMPC hosts its 10th annual Thanksgiving Day Feast on Friday, Nov 17th. • Kevin – appreciative of the upcoming reorg and new hires for the LTC. • Jon – reported on the successful completion of the printed spring schedule planning, begun by Mike Gilmartin. • Susan – gave thanks to her new HR team for their energy and good attitude. • Francisco – acknowledged the great teamwork between his and other departments. • Suzanne – The IIPP update is finally complete and an on line brief training and quiz has 	<p>Recognition of college events, needs, concerns</p>

	<p>been shared with all Managers/Supervisors. The 9th AED will be installed soon and training delivered.</p> <ul style="list-style-type: none"> • Dr. Tribley – later in today’s meeting 2 additional Recommendations will be reported on as having been met. 	
2.	<p>Approval of Nov 14, 2017 Agenda :</p> <p>Consensus reached to move item #6 to #4 to receive Catherine Webb’s presentation.</p>	Consensus
3.	<p>Approval of minutes:</p> <p><u>Oct. 10, 2017:</u> Diane submitted minor editing changes.</p>	<p>Motion –Steve Second – Lyndon In favor –10 Opposed –0 Abstained: 1 (Heather)</p>
4.	<p>Replacement Position (s):</p> <p>a. Straight replacements:</p> <ol style="list-style-type: none"> <u>A & R Specialist</u>- Larry reported on this replacement position. <u>HR Specialist</u> – Susan reported on this replacement position. <u>Acctg Spec III</u> – Steve reported on this replacement position. <u>PS Div Ofc Mgr</u> – Kiran reported on this replacement position. <u>SS Div Ofc Mgr</u> - Kiran reported on this replacement position. <p>b. Replacement w/changes:</p> <ol style="list-style-type: none"> <u>Library Tech I</u> Jon explained that there have been three resignations in the past several months. These replacement/revised positions are a result of the work of the library staff in their examination of what other colleges are doing. The recent turnover in staff highlighted the need to provide overlap and cross training within library staff for better support in services during absences or staff resignations. Library Tech II (<u>1 of 2</u>, and <u>2 of 2</u>) See above. <u>Revd job description</u> 	<p>a. Understanding of staffing needs</p> <p>iv/v.</p> <p>Motion: Larry Second: Kiran In favor- 13 Opposed – 0 Abstained:- 0 </p>
5.	<p>Faculty Hiring Prioritization –Dr. Tribley thanked the deans, division chairs and VPAA for the work begun in September to complete the position prioritization chart which features 11 positions to be filled (5 net new). The chart is a result of very thoughtful discussions and carefully reviewed justifications. This process must take into account several factors such as budget and resources, enrollment, fulltime faculty leadership with advice and counsel from division chairs and deans through AAAG, where a fulltime faculty member is needed to support a program. He cautioned all to recognize that “priority” does not reflect a lack of “value” for the disciplines not prioritized this year. He reported on the uncertainty of two positions that could become vacant (Math Learning Center and Music), and that we will fill if they do become vacant. He noted that there is no perfect rubric and spoke to each position explaining the rationale. Also discussed was the use of strong workforce dollars and leveraging Restricted with Unrestricted funds. The rubric will be reviewed again next year in AAAG</p> <p>Dr. Tribley invited questions and further explained where necessary. Recognition was given to the need to form hiring committees and post positions before winter break as a delay in December translates into weeks of delay in spring.</p>	Results of Faculty Hiring Prioritization
6.	<p>Program Review Update and Action Plans - Catherine Webb recapped the old process of reporting annual updates, action plans and identifying needs across the institution which utilized use of word documents making data extraction challenging. PRIE recommends that this process begin at Fall Flex instead of Spring Flex to allow a full semester to allow for ample time for the informed conversations to take place. The Instructions for Fall 2017 Annual PR Update form (using Google Sheets this year) was explained. Key to the process will be that each area identifies relevant data for their area and engage in discussion about the six reflective questions designed to identify trends, patterns or gaps. The PRIE committee has been working on developing the Annual PR Update & Action Plan template which allows</p>	Understanding of new and improved Program Review Update and Action Plan template and timelines

	<p>several tracking features including tracking needs relative to priority, related institutional goal(s) and objective (s), providing a source of evidence and reinforces the philosophy about how resource allocation will be driven.</p> <p>Catherine emphasized the importance of getting feedback from all areas especially in the first year of this form's implementation and invited questions. The form will be sent to division chairs soon. Member comments included the relevance of establishing multiple layers of Budget Assumptions as we work through the process.</p>	
7.	<p>Accreditation Update- Dr. Tribley reported on progress. Recommendations met total 13.</p> <ol style="list-style-type: none"> 1) Rec # 2- (Recommendation met.) Develop a process and calendar to assess College's progress and planning processes in a timely manner. PRIE Committee piloted a process evaluation survey with a group of individuals who worked on the recent Tech Plan.... 2) Rec #3- (Progress) – SLO and PLO Assessment. 81.1% of the courses are assessed. 3) Rec #4 – (Progress-) Broad based, systematic evaluation and planning. PRIE has made updates to timelines and forms.... 4) Rec #9 – (Recommendation met-to be verified): Improve evaluation process of student support and learning services.... Student Services Program Review Template likely completed. Larry will verify. 5) Rec #13 – (Progress made) Staffing Plan. 6) Rec #14 – (Progress made) Regular and consistent employee evaluations – Percent completions improved from 70%s to the 90%s. The District is in negotiations with CSEA for possible revision to conduct evaluations in April instead of October. Since the Recommendation was made, a lawsuit has been settled with City College of San Francisco and the ACCJC regarding the inclusion of faculty participation in SLO assessment as a component of faculty evaluations. This is a negotiable item between MPC and MPCTA, and although not required by the ACCJC, the ACCJC has not yet changed this portion of the Standard. 7) Rec #22- (Recommendation met) Develop Calendar to regularly evaluation its policies and procedures and processes to ensure their integrity and effectiveness. PRIE committee has developed a readiness check list and agreed that the evaluation calendar and processes will be in place to ensure process evaluations will take place. 	Understanding of progress on Accreditation Recommendations
8.	<p>CCC Vision for Success Diane shared a this document she created as a "cheat sheet" to understand California's Vision for Success from a meeting "Leading from the Middle" which outlines and ties together Guided Pathways, California's needs and the book Redesigning America's Community Colleges.</p>	Understanding of California's goals and expectations for community colleges
9.	Adjournment	End by 4:00 pm