

President's Advisory Group Meeting

Tuesday February 13, 2018

2:00 - 4:00 pm, Sam Karas Room

Minutes - DRAFT

Members:			
√	Luz Aguirre (Classified)	√	Jon Knolle (Dean)
√	Suzanne Ammons (minutes, resource)	√	Eric Maximoff (Classified)
	Grace Anongchanya (Faculty)	√	Larry Walker (VP Student Svc - interim)
	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)
√	David Martin (VP Admin Svc)		Faculty (vacant)
√	Kevin Haskin (MPCSEA Rep.)		ASMPC Rep. Dalia Elkhalfa
√	Kiran Kamath (VP Acad Affairs)		ASMPC Rep. Armando Dimas

Guests/Presenters: Christine Erickson, Catherine Webb, Cathryn Wilkinson, Susan Kitagawa

Item	Topic: Discussion / Comments	Action/ Recommendation s
1	<p>Campus community comments:</p> <ul style="list-style-type: none"> • Student Financial Services (SFS) hosts the annual “Cash for College”, workshop on Feb 24th 9 a.m. – 1pm at the Ed. Ctr. Marina. SFS met with federal surveyors for the Migrant Ed. Program to talk about and showcase MPC’s relationship with the program in Monterey County. • Catherine Webb and members of PRIE and LAC were recognized for their rapid and institutionally important discussions held on Feb. 12. • The Counselor Breakfast with the high schools is Feb. 23 at the Ed. Ctr. Marina. Several efforts are in place to build pipelines to MPC including the Adult Ed Pathway and MPC deans meeting with their counterparts at other institutions. • Athletics is hosting Men’s Baseball, Women’s and & Men’s Basketball, Track & Field Coast Conference this weekend plus the Men’s Golf Coast Conference next week. 	
2	Approval of Feb. 13 2018 agenda	Approval by consensus.
3	<p>Approval of Minutes:</p> <p>a) Jan 23 2018</p>	Approval by consensus; no questions or suggestions to amend.
4.	<p>Plan for IEPI Funding: Update. Dr. Tribley reminded the group of the recent PRT (Partnership Resource Team) visits and invited Catherine to report out as to how the District will proceed. Catherine provided the Draft Plan (link) which highlights the importance of making progress in the area of degree and certificate assessments (PLOs) in conjunction with participation in the IEPI (Inst. Effectiveness Partnership Initiative) funding opportunity through the CCCCCO. Catherine described the “peer to peer” process and importance given to making progress on the draft plan put together by PRIE & LAC with assistance from PRT. The Draft Plan (link) outlines Objectives,</p>	

	<p>Target Dates, Action Steps and Measures of Progress. MPC is eligible for up to \$200K. The Draft Plan is due to our PRT leader by Feb 14th, then to the IEPI contact. Discussion followed with suggestion to broaden the Description of Resources Needed to include “Classified, Administrative...etc.” (See page 2). Catherine invited input. Members’ comments included the following:</p> <ul style="list-style-type: none"> • Funding to support Academic Senate members to attend training. • Create an Innovation Center at MPC by inviting internal and outside presenters. • Ensure that there is funding to support professional learning events for Academic Senate, faculty, classified, administration, and Board members. <p>Dr. Tribley suggested we keep the draft plan to be sent to IEPI focused on integrated planning and assessment. Catherine will synthesize the feedback into the next draft to be sent to the PRT lead for feedback.</p>	
<p>5</p>	<p>Replacement Position(s):</p> <p>a) <u>Assoc. Dean, Human Resources:</u> Dr. Tribley provided information on this straight replacement position along with concerns and invited comments:</p> <ul style="list-style-type: none"> • The title and level of compensation do not equal the level of the task and especially as compared to other colleges. This is likely to present challenges in recruitment efforts for this mission critical position. The College may need to cover this responsibility with a professional expert, if we do not change the title and compensation. Comments from members included: <ul style="list-style-type: none"> ✓ The title “Assoc. Dean” is usually affiliated with an academic position and highly unusual for this administrative position. A qualified CHRO would not likely find the title attractive. ✓ This position pay range is \$113K - \$129. There are several position candidate for a CHRO vacancies in the community colleges. The job description recently developed for this position reflects the actual duties and responsibilities that are currently being carried out. Counterparts at Gavilan and Hartnell Colleges hold titles such as Assoc. Vice President or Vice President of Human Resources. This position was a Director position prior to Assoc. Dean. ✓ Establishing equity in positions and compensation across the District is a challenge in many positions, and doing this one change before the others is not acceptable. <p>Dr. Tribley indicated he would take into consideration today’s input and return with more information.</p> <p>b) <u>Systems Program and Manager:</u> Mike reported on this replacement position and efforts to fill the position prior to the incumbent’s retirement of April 30. He indicated that based on the College’s size, the IT department should have at least 3 staff programmers (MPC has 2) and this Programmer Manager position. The job description was revised 2 years ago. Once implemented, the ERP is likely going to influence the type of work to be done and with more efficiency, however, not necessarily decreasing the amount of staff needed.</p>	
<p>6</p>	<p>Board Policies for approval / APs for information</p> <p><u>Admin Procedures- Info Only</u> Dr. Tribley encouraged all to continue to review these living documents after today and provide input. Diane had prepared a spreadsheet inviting all to comment. The APs are in the shared Google Folder and still available for</p>	

	comments. Clarification was provided on AP 7365, 7360, and 3720.	
7	<p>Recommendations to meet the Standards / Recommendations to Improve Quality</p> <p>Dr. Tribley reported that at the Feb 21st Board meeting, the Board will know that all recommendations are met; we are close to closing the loop on planning. He acknowledged the extensive efforts made over the last year plus, to meet recommendations on finances, technology vulnerabilities, student services and student grievances, services at Marina, library services, and OPEB Funding. Catherine Webb was recognized for her support and guidance in keeping progress moving forward.</p>	Addressing Program Assessment Plan.
8.	<p>Timeline to Review Draft of Accreditation Follow-Up Report</p> <p>DRAFT Follow up Report for ACCJC: Update and Overview</p> <p>PPT Presentation; Dr. Tribley provided a brief history of the ACCJC visit and findings:</p> <ul style="list-style-type: none"> • Action Letter from ACCJC received in letter of Feb 3, 2017 about a year ago. • 6 Commendations 22 Recommendations to Meet to Standard and Improve Quality within the 4 Standards. • The District was placed on the sanction of Probation while still accredited. <p>Kiran reviewed the Feb 13 2018 Follow up Report PPT in detail along with the following:</p> <ul style="list-style-type: none"> • Timeline of bringing the Follow up Report through MPC’s process (Advisory Groups, Cabinet, PAG, Academic Senate, Special Board meeting) by March 13 for submittal to ACCJC by March 15. • All Evidence will be linked to the report. • Work needed still includes: <ul style="list-style-type: none"> ✓ Assessing all 147 Programs (13 programs assessed so far), ✓ Assessing all courses (approximately 90% assessed); LAC is holding workshops every Friday and individual meetings. ✓ Updating the few remaining Board Policies; those not posted on the web are well underway in the pipeline and likely to be posted soon. • Format of the Response – importance to focus on key words reviewed. • Input is needed on content (do not worry about typos). Please let Kiran know if we have missed evidence to support our responses. <p>Kiran asked for input on Recommendations to Meet the Standards – 1, 5, 8, 16, 17, 19, 20 and Recommendations to Improve – 10, 11.</p> <p>The Final Follow Up report will likely be done in 2 weeks Feb. 27).</p> <p>Dr. Tribley asked the Tri-Chairs to help coordinate some campus-wide discussions on interfacing with the evaluating team on their visit. As outlined by the PRT Team, the District should realize the great progress it has made and represent itself as a unified team.</p>	Review draft follow up report and timeline for submission.
9.	<p>Education Master Plan: Dr. Tribley reported that the EMP expires in 2017; the District does not have a Strategic Plan and utilizes the EMP as its Strategic Plan. The process of completing the District’s updated EMP will be introduced to PAG after the ACCJC follow</p>	

	up report is delivered as well as the components that should be included in the EMP.			
10	Adjournment	Diane Boynton		End meeting by 4:00 p.m.