

President's Advisory Group
Tuesday, November 27, 2018
2:00 – 4:00 pm, Sam Karas Room
Minutes

Members:			
√	Luz Aguirre (Classified)	√	Jon Knolle (Dean of Instruction)
√	Suzanne Ammons (minutes, resource)	√	Eric Maximoff (Classified)
√	Grace Anongchanya (Faculty)	√	Larry Walker (VP Student Services – 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 (Academic Senate President)		Walt Tribley (Tri-Chair Superintendent/President)
√	David Martin (VP Administrative Services)		Faculty (vacant)
√	Kevin Haskin (MPCSEA Rep.)		ASMPC Rep.
√	Kiran Kamath (VP Academic Affairs)		ASMPC Rep.

Guests / Presenters: Lakisha Bradley, Mike Midkiff, Antoine Andari, Vince Von Joolen, Kristin Darken, Shawn Anderson, Judy Cutting, Christine Erickson

2018-2019 Goals (✓ indicates goal to be discussed at this meeting)			
DONE	Respond to Accreditation recommendations.		Identify HR and other staffing needs.
	Respond to the new funding formula.	Ongoing	Implement First Year Title V Grant.
	Expand Dual Enrollment programs.		Implement “Add Course” culture.
	Develop the Education Master Plan in conjunction with Guided Pathways.	✓	Ensure the completion of a degree audit system.
	Improve Title IX management/campus safety.		Explore cloud-based alternatives to an ERP.
	Enhance marketing efforts, including the promotion of the MPC Promise.		

Item	Topic: Discussion / Comments	Action / Recommendation
1.	Welcome: Members welcomed.	
2.	<p>Campus community comments: Stephanie invited comments.</p> <ul style="list-style-type: none"> • Student Financial Services - Francisco reported on positive feedback from MCOE following the various MPC outreach efforts to area high schools; students indicate that MPC truly “rolls out the red carpet”. • CARE and CalWorks Holiday party is this Saturday. UB program will shop for families children enrolled in the CARE and CalWorks programs. This is an opportunity for students in need to help other students in need. • Athletics – Several high school play-off games were held this last week. Starting this Thursday, MPC is hosting Men’s Basketball, Monterey Bay Classic Tournament. At the last home game, MPC collected donations in lieu of admissions fees for the benefit of CA fire victims through the American Red Cross. • Music in the Stacks – Co-sponsored by MPC’s Music Department, Foundation, Library and Hospitality Program will be held this Friday, Nov. 30 4-6pm at the LTC. The event is open to all. 	
3.	Approval of November 27, 2018 Agenda: Stephanie invited feedback.	Approval
4.	<p>Approval of minutes:</p> <p>a) November 13, 2018: Stephanie invited feedback.</p>	Approval with minor grammar edits.

<p>5.</p>	<p>Marketing Update Kristin Darken provided a two-sided one-page program data sheet (prototype) for Ready to Work Business Programs and the Nursing Program. The reader-friendly brochure highlights points of interest from the students' perspective. These exemplars include information on course completion requirements, career field options, national average salaries, and will be used as exemplars for other programs. The goal is to create a program data sheet for all MPC programs over the next few months.</p> <p>Two other central pieces of marketing collateral being worked on are:</p> <ul style="list-style-type: none"> (1) General MPC overview brochure, and (2) Student Services oriented brochure <p>These marketing materials will be useful tools to promote MPC through the various outreach and inreach activities conducted year round, such as Student Financial Services' FAFSA workshops and Student Services' visitations to area high schools, Lobo Day, etc.</p> <p>Other marketing efforts include the development of a centralized platform to increase communication across the campus through the use of campus monitors placed at the various places where student traffic is high. These monitors are currently being used in the Student Center (3 monitors), Social Sciences Building (2 monitors), soon to expand to the Library and Veterans Resource Center. There are future plans to add additional monitors to strategic locations throughout Student Services (near Financial Aid, A&R, Counseling, and Marina) once technical limitations are resolved.</p> <p>Member comments were positive and receptive to the prospect of developing useful printed materials for MPC programs. Kristin invited comments, indicating that production will rely on working closely with Division Chairs and lead faculty members for each program to provide the information to develop the printed material.</p>	<p>Update on District's marketing efforts</p>
<p>6.</p>	<p><u>Degree Audit System</u>: Mike Midkiff / Antoine Andari presented an update on the Degree Audit – Ed Plan Project with the following key points:</p> <ul style="list-style-type: none"> • MPC is adapting Santa Rosa Junior College's project for MPC's needs; the project is fairly straight-forward and not considered complicated. • The technical portion is between 80-90% complete (coding and programming). • The project is scheduled to go live in spring 2019. • Data entry efforts are considerable and will include all information on required courses from the catalog on a yearly basis. • The System will allow students and Admissions & Records to more easily interpret their course completion status within their chosen major as well as what courses would be needed should they change their path of study. • The Counseling Screens and the Student Screens are anticipated to be developed in early December. • Training and on-site technical demonstrations are targeted for January. 	
<p>7.</p>	<p>Replacement position(s)</p> <ul style="list-style-type: none"> a) <u>RTF-Custodian</u> - David reported on this straight replacement position. b) <u>RTF-CSC-Veterans</u> Larry reported on this straight replacement position. c) <u>RTF SFS Outreach Coordinator</u> -Larry reported on this straight replacement position. <p>Members discussed the replacement processes for faculty, classified and categorically funded positions. Members requested that information on the HR Staffing Plan be brought back to PAG (included in 2018-19 Goals checklist).</p>	

8.	<p>BP 2215 –Board Officer Qualifications- Larry reviewed the purpose and intent of the CCLC recommended policy. The CCLC website has more information on this officer-required training.</p> <p>Members inquired about the 17 unit program and expected completion window of 24 months. This BP will be presented as a first reading at the Nov. 28th Board meeting.</p>	
9.	<p>Guided Pathways Charge and Membership (Diane)</p> <ul style="list-style-type: none"> • GP Core Team-Draft revised – Proposed membership - changed now to 2 counseling faculty and 2 non-counseling faculty as opposed to 2 counseling faculty plus 2 faculty. The GP Team as a Group will be included in the Resource Guide. <p>Diane asked if everyone was in agreement with the current proposed membership, before we move forward, reminding all that changes can be made next year.</p> <p>Work Groups (Draft) – There are a total of 12 work groups. The first 5 work groups will begin their work this year and the remaining 7 will begin work next year.</p> <ul style="list-style-type: none"> • 1-Cross Functional Inquiry - • 2-Shared Metrics • 3 Integrated Planning • 4-Inclusive Decision Making Structures • 5-Clear Program Requirements <p>Christine reported that faculty listed in the workgroups have been contacted and that Academic Senate has been contacted to reach out to faculty to fill roles pertaining to guided pathways. An All Users will be sent out as well.</p> <p>Stephanie reported that classified members have met and a number have volunteered.</p> <p>Student involvement would be helpful and is encouraged. Members discussed how to improve efforts to reach out to ASMPC to encourage student involvement.</p>	<p>Consensus was reached to accept the current Charge and Membership for inclusion in the Resource Guide.</p>
10.	<p>Board Agenda Review (Nov 28 2018) Larry reviewed the Board agenda and addressed questions. He also provided follow up on comments and suggestions for AP 7121 received at the Nov 13 PAG.</p> <p>The District is transitioning to a paperless process for creating board packets using a software program “BoardDocs”.</p>	
11.	<p>Summary of Actions-Tri Chairs</p>	
12.	<p>Adjournment: Diane Boynton – meeting adjourned at 3:25.</p>	