MT. SAN ANTONIO COLLEGE

PRESIDENT'S ADVISORY COUNCIL

MINUTES

November 8 2017

Location: Room 4-2440			Time: 3:00–4:30 p.m.
Council Members:			
☒ Bill Scroggins, Chair	☒ John Vitullo	☐ Tony Rivas	☒ Corey Case
☐ Gary Nellesen	☒ Martin Ramey	☒ Bill Rawlings	☒ Brian Moon
☒ Ron Bean	☒ Lina Soto	☐ Cesar Castaneda	☒ Brigitte Hebert (notes)
☐ Rosa Royce	☒ Joan Sholars	☒ John Lewallen	
☐ Vacant (Fac - AS)	☐ Eric Kaljumagi	☒ Carol Nelson	

Guests: Dr. Irene Malmgren, Dale Vickers, Sokha Song, Lianne Greenlee, and Kristina Allende.

The meeting was called to order at 3:10 p.m.

1. Review of October 25, 2017, Meeting Notes

Approved, as written.

2. Accreditation Steering Committee (ASC) Update

Kristina Allende reported that this committee has met since the last update.

- ASC will be keeping the momentum up and going, so when it is time to revamp, gathering the information will be simple rather than trying to remember what was done in the past.
- A recommendation was made with regards to committee goals and adding a line that has to do with accreditation summary.
- A brainstorming session was held last Friday to address any concerns with adding this component. There is a concern of there being additional work for the committee chairs.
- In order to lessen the work load, it was proposed that since each committee is required to maintain their website, which includes posting minutes once approved, they could take an extra step and identify their goals with standards that have already been predefined specifically for that committee by ASC. Not only would capturing this information be vital, but it could be effortless as well. ASC could then check those minutes and start a depository.
- Dr. Scroggins recommended that BoardDocs could be utilized by committees in preparing their agendas. A link could be created connecting their goals to the standard.
- The concern remains to be if the committees will take the time to carefully apply the standard.
- ASC may be open to piloting the implementation of BoardDocs.
- It is important to create a "crosswalk" that connects function statements to ASC standards.
- Committee chairs must have a deep discussion with their committees.

PAC is recommending that ASC move forward and direct committees to create a connection between the function statement and accreditation standards and ask committees to structure their agendas to identify each agenda item with the function statement that corresponds to that item. Access and training in the use of BoardDocs will be provided. There is a need to identify clerical support for this aspect.

3. **Budget Committee Update**

Joan Sholars reported that this committee has met since the last update.

- The Budget Committee and IEC had a joint meeting to discuss the Integrated Plan and Budgeting Process Calendar for 2018-19.
- The committee is working with new members and getting them familiar with general budget information, especially new faculty and students.
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4. **Information Technology Advisory Committee (ITAC) Update**

Dale Vickers reported that this committee has met since the last update.

- The report from the Security AP/BP Task Force looks good. The status of the BP looks promising. The work on the AP is more complicated since they are trying to align it with the state published standards.
- The "New Year – New System" campaign is currently being rolled out.
- There is some concern about the January rollout date of 365.
- It is the intent to leave Lotus operational as an "archive only" feature.
- Calendar entries will be transferred a year back to capture repetitive entries.
- ITAC will make sure to publish 365 before winter break so when we return there will be directions and marketing announcements for support.

5. **Professional Development Council (PDC) Update**

Lianne Greenlee reported that this committee has met since the last update.

- A main concern is that PDC does not currently have any written guidelines or policies and sees a benefit in having a BP or AP.
- Data from several colleges will be analyzed on what they have developed.
- PDC collaborated with HR on professional development needs.
- BP/AP's for faculty professional development was discussed.
- There are currently two vacancies on FPDC.
- Flex Day call for proposals has been announced.
- CPDC continues to focus on the review of new and currently offered professional development courses for Professional Growth Benefit Credit for Classified.
- A New Employee Welcome event will be held on December 1, 2017, followed by a five-week NEW Series to be offered during the winter term.
- The new monthly managers meetings were successful.
- The management retreat will be held in Long Beach on January 4-5, 2018.
- PDCC has already approved 103 conference and travel requests for 2017-18.

6. **Campus equity and Diversity Committee (CEDC) Update**

Sokha Song reported that this committee has met since the last update.

- CEDC currently made some changes to their membership structure.
- CEDC is currently reviewing data from the spring survey regarding the hiring process, what worked and what didn't, and more training to resolve some campus issues.

- A cultural diversity survey is scheduled to go out in the spring which will be related to the fairness and diversity of college employees and their opportunities. PAC will review the survey once it has been finalized.
- An annual report regarding EEO funding is due to the State Chancellor's office, which includes meeting several civic criteria.
- One of the criteria of the Employee Diversity Report is that it will need to go to the Board.

7. Review of Purpose and Function Statements:

The following Purpose and Function Statements were reviewed and approved with some minor changes:

- Basic Skills Coordinating Committee
- Campus Equity and Diversity Committee (CEDC)
- Climate Commitment Implementation Committee
- Dual Enrollment Mutual Agreement Council (DEMAC)
- Employee Wellness Committee
- Health and Safety Committee
- Homelessness and Basic Resources Committee (HBRC)
- Institutional Effectiveness Committee (IEC)
- President's Advisory Council (PAC)
- Professional Development Council (PDC)
- Student Equity Committee
- Voices

The following Purpose and Function Statement will be revised and brought back to the next meeting:

- Student Preparation and Success Council

8. Set President's Advisory Council (PAC) Goals

PAC discussed and set the following goals for 2017-18:

- Update the Strategic Plan.
- Review and recommend the Education and Facilities Master Plan.
- Implement Function #4 of the Accreditation Report "How we can evaluate and review committees?"

9. BP 7600 – Campus Public Safety Officers

This BP was presented for second reading.

Motion, seconded and carried. Sholars abstained.

The BP will be presented to the Board for adoption.

10. AP 6750 – Traffic and Parking Regulations

This AP was presented for first reading.

Motion, seconded and carried. The AP will be brought back to PAC for a second reading.

11. BP/AP Log Review (Scroggins)

12. Other

FUTURE MEETINGS: November 29, 2017
December 13, 2017
January 10, 2018