



MT. SAN ANTONIO COLLEGE

PRESIDENT’S ADVISORY COUNCIL

MINUTES

June 14, 2017

| | | | |
|---|--|--|---|
| Attendance: | | | |
| <input checked="" type="checkbox"/> Bill Scroggins, Chair | <input checked="" type="checkbox"/> Eric Kaljumagi | <input checked="" type="checkbox"/> Jemma Blake-Judd | <input type="checkbox"/> Marchelle Nairne-Proulx |
| <input checked="" type="checkbox"/> Ron Bean | <input checked="" type="checkbox"/> Jean Garrett | <input checked="" type="checkbox"/> Bill Rawlings | <input checked="" type="checkbox"/> Carol Nelson |
| <input type="checkbox"/> Aneca Nuyda | <input type="checkbox"/> Gary Nellesen | <input checked="" type="checkbox"/> Michelle Sampat | <input checked="" type="checkbox"/> Tony Rivas |
| <input type="checkbox"/> Betty Santos | <input checked="" type="checkbox"/> Jeff Archibald | <input type="checkbox"/> Joan Sholars | <input checked="" type="checkbox"/> Brigitte Hebert (notes) |
| <input type="checkbox"/> Dan Smith | <input type="checkbox"/> Ruben Flores | <input checked="" type="checkbox"/> Martin Ramey | |

Guests: Myeshia Armstrong, Rosa Royce, Dale Vickers, Kristina Allende, and Liesel Reinhart.

The meeting was called to order at 3:05 p.m.

1. **Review of May 24, 2017, Meeting Notes**

Approved, as written with a minor correction under Item 8, "Other" – strike Joan Scholars and replace with Jean Garrett.

2. **Budget Committee Update**

Myeshia Armstrong reported that this committee has met since the last update.

- The 2017-18 Tentative Budget Summary and Scenarios were presented.
- The College came into the current fiscal year with a fund balance of over \$20.7 million (10.33%).
- Net changes in 2016-17 expenditures leaves a fund balance of over \$13.6 million, not including commitments of Purchases in Progress and Carryovers , New Resource Allocations, and One-Time Expenditures totaling over \$12.8 million. This leaves an Ongoing Budget Deficit of just over \$1 million. However, in the past, the College has been very conservative and has never fully expended those budgets.
- When factoring One-time Funds and Revenue Generate Accounts, the College is left with an ending fund balance of over \$20.5 million (10.01%).
- Our College is in one of the best positions among all community colleges in the state. Some contributing factors are due to an enrollment increase from the growth in non-credit courses. The College is also looking at more hybrid on-line courses to boost credit enrollment. Dual Enrollment can also be noted as an important component.

- The 2017-18 Estimated Funded COLA is projected at 1.56%.

3. **Information Technology Advisory Committee Update**

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

- They met and reviewed their Purpose and Function Statement and made some minor changes.
- They established their goals for the upcoming year which addresses several items: meshing particular master plans; literacy for faculty, staff and students; establishing a task force for the topic of security awareness and the review of BP/AP 3720; an email update and replacement project; and the future implementation of Banner 9.

4. **Professional Development Council Update**

Liesel Reinhart reported that this committee has met since the last update.

- The Annual Planning Retreat is being held on June 15.
- Academic Senate is recommending that the College integrate sustainability into professional development.
- The new PIE form provides an option to identify goals in relationship to professional development.
- A FLEX Day focus group is being proposed.
- The Professional Learning Team received an award from the Academic Senate.
- The Great Staff Retreat was a success.
- A New Employee Welcome was held on June 9.
- CPD Day is in the planning stages.
- CPDC, FPDC, and MPDC will bring their goals and objectives to PDC in the Fall for review.
- Conference and Travel funding ended with an excess of \$29,000 in unused funds as a result of canceled trips, rescinded requests, and trips coming under budget. Also they are looking at encouraging participants to be presenters to lower the cost of the conference.
- It was clarified and confirmed that the College is not subject to the restrictions of Assembly Bill 1887 prohibiting the travel to states that have laws that are discriminatory.
- Bill Scroggins commented that there was discussion about having a Cross Unit Team at the management level to communicate what is going on with the integration at the implementation level and to look at cross overs. The Strategic Plan can be considered an integrator.

5. **Institutional Effectiveness Committee Update**

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

- They have made some suggestion for the Strategic Plan and will work on them over the summer. A draft will then be presented to Bill Scroggins for his feedback early in the Fall before being presented to PAC.
- They met and reviewed their Purpose and Function Statement with some significant changes.

- Bill Scroggins indicated that two expanded PAC meetings will be scheduled in the Fall to jumpstart the Strategic Plan work.

6. **Accreditation Steering Committee Update**

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

- They reviewed their Purpose and Function Statement and are going to request that Director of Professional Development be added as a standing member to the committee.
- RIE held some focus groups targeting those individuals who were involved in the accreditation process. Feedback is anticipated to be reviewed in the Fall.
- Results from the Accreditation Commission should be received by July and will be shared with the campus.
- They wanted to thank the Academic Senate for awarding the committee the 10 + 1 Award.

7. **Purpose and Function Statement Review – VOICES Committee**

The Purpose and Function Statement was reviewed. Changes recommended by PAC were made which included changing two Member, At-Large positions back Management and Confidentials, while keeping one Member, At-Large position to be appointed by the President.

There was concern that the Purpose does not align very well with Items 1 through 4. It was agreed upon to strike "In alignment" and move "with the College's Mission, Vision, Core Values and Goals" to the end of Item 1 preceded by the word "consistent". Also under Item 4, strike the words "advise the President's Office and".

Bill Scroggins reiterated that VOICES is more of an alignment piece than a reporting piece. It is a tool that can be used to coordinate recognition in centralized forum.

It will be brought back to PAC at the next meeting for further review.

8. **Purpose and Function Statement Review – DEMAC Committee**

The Purpose and Function Statement was reviewed. Under Item 6, strike "President" and add to the end of the statement "or Designee".

The Purpose and Function Statement was approved with the changes noted.

9. **Revised Annual Planning Memo Review**

The revised Annual Planning memo was reviewed. Based on recommendations, the first reporting of goals was integrated into the Purpose and Function Statement, which will be due in October.

The Progress Report will stay the same. Committee Chairs must be aware that these current goals have been moved to their Reporting Form. A new cycle will start in October.

The Purpose and Function Statement was approved.

10. **AP 4232 – Pass or No-Pass Grading**

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 5010 – Admissions and AP 5011 – Admission and Concurrent Enrollment of High School and Other Young Students**

This BP and AP were presented for first reading. Motion, seconded and carried. The BP and AP will be brought back to PAC for a second reading.

12. **BP 7601 – Campus Public Safety Internal Policies and Procedures**

This BP was presented for second reading. In the first paragraph, strike the words "College activities, specifically". In the second paragraph, strike the word "the" and replace with "an". In the third paragraph, add semicolons after "Services" and "Resolutions". Strike the "s" in "recommendations" and add the word "the" after the word "implement".

This BP was motioned, seconded and carried with changes. The BP will be presented to the Board for approval.

13. **BP/AP Log Review (Scroggins)**

BP/AP 6510 - Networked Video Cameras (revisions currently in process)

AP 7121 - Recruitment and Hiring: Classified Employees (in negotiations with HR)

AP 7365 - Discipline and Dismissal: Classified Employees (in negotiations with 262, then presented to 651)

14. **Other**

RIE requested all PAC members complete an online survey, M2C3 , for the College's work on student equity. An email containing the link will be sent to all committee members.

The meeting adjourned at 4:17 p.m.

FUTURE MEETINGS: June 28, 2017

July 12, 2017
July 26, 2017
August 9, 2017
August 23, 2017

Typically, meetings are held on the second and fourth Wednesdays of each month, 3:00-4:30 p.m., in the Administration Building, Room 2440.