



MT. SAN ANTONIO COLLEGE

PRESIDENT'S ADVISORY COUNCIL

MINUTES

May 24, 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 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 type="checkbox"/> Michelle Sampat	<input checked="" type="checkbox"/> Brigitte Hebert (notes)
<input type="checkbox"/> Betty Santos	<input checked="" type="checkbox"/> Jeff Archibald	<input checked="" type="checkbox"/> Tony Rivas	
<input checked="" type="checkbox"/> Dan Smith	<input type="checkbox"/> Ruben Flores	<input checked="" type="checkbox"/> Martin Ramey	

Guests: Brian Moon and Daniel Garcia

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

1. **Review of April, 26, 2017, Meeting Notes**

Approved, as written

2. **Review of May 10, 2017 Expanded PAC Meeting Notes**

Approved, as written with a minor correction of marking Dan Smith and Eric Kaljumagi as in attendance.

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

The Purpose and Function Statement was reviewed. Membership, vacant positions, and representation of all contingencies was discussed, in particular the Faculty Association, Management and Confidentials. It was recommended to have the Member, At-Large positions be appointed by the President, as well as include Confidential and Manager representation on the committee. It will be brought back to PAC for another review after the VOICES Committee has made the adjustments.

4. **Revised Annual Planning Memo Review**

The revised Annual Planning memo was reviewed. There was further discussion on the due dates of committee goals, accountability for receiving those goals on time, and incorporating those goals in the President's PIE due in October/November. It was recommended that the Purpose and Function Statement be due in the Fall, Outcomes Report in June, committee goals in October, and assigning accountability to the Manager Co-Chair of that particular committee. It will be brought to PAC for another reading after Carol Nelson has made the adjustments.

5. **BP/AP 6510 – Networked Video Cameras**

This BP and AP were presented for a first reading. Overall, both the BP and AP need to be reviewed for grammatical errors. In addition, the following recommendations were made regarding the AP:

- Under the section Purpose and Scope
 - Provide more of an introductory sentence at the beginning
 - Strike the word "live" in the first paragraph
 - Strike the sentence "For example, there is a camera..." in Paragraph 4.
- Under the section Monitoring
 - In the third paragraph, who are "other personnel"?
- Under the section Use of Recordings
 - Strike the word "man-made" and replace it with something more gender neutral
- Under the section Prohibited Activity
 - The third sentence beginning with "This camera..." and the last sentence beginning with "Permanently installed..." contradict each other.
 - In the third sentence strike the word "indented" and replace it with the word "intended"
 - In the sixth sentence, the question was asked, who are the "Personnel" and who is "authorized to do so"?
 - In the last sentence strike the word "lecture" and replace it with the word "instruction".
- Under the section Review or Release of Video Images
 - In the first sentence there needs to be more clarification of the use of the word "review"
- Under the section Public and Other Agency Requests
 - In the first sentence "Chief of Police, who will submit to District" needs to be rewritten
- Under the section Annual Review of the Networked Video Camera System
 - Publish the "annual review" results to make them public to the campus.
- Under the section Audit Process
 - Clarification is needed on who will conduct the audit of this Board Policy.
- Under the section Installation
 - More details are needed when referencing "The California Joint Powers Insurance Authority Design Philosophy" document and our system being consistent with it.

Additional recommendations were made:

- Revise signage for cameras that are for educational purposes, as well as for safety
- Provide an option to download and store recordings of instructional value
- Is volume of recordings of all cameras for 60 days too much?

This AP will be brought back to the next meeting for a first reading after it is reviewed and rewritten by the authors.

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

This BP was presented for a first reading. It was recommended that the District adopt a modified version of Lexipol that supports our local processes, procedures, and policies (i.e. immigration). A Resolution could be utilized in the event a change needs to be done to a BP and AP. This BP will be brought back to the next meeting for a second reading.

7. **BP/AP Log Review**

- BP 5010 and AP 5011 are scheduled to go to the Academic Senate on May 1, 2017.
- AP 7121 – Recruitment and Hiring: Classified Employees (in negotiations with HR/262)
- AP 7365 – Discipline and Dismissal: Classified Employees (in negotiations with 262, then presented to 651)

8. **Other**

The membership of PAC was discussed. Academic Senate is actively recruiting for two vacancies due to the resignation of Jeff Archibald and the retirement of Joan Sholars.

The meeting adjourned at 4:05 p.m.

**FUTURE MEETINGS: June 14, 2017
June 28, 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.**