##### PRESIDENT’S ADVISORY COUNCIL

##### MINUTES

##### September 27, 2023

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| **Location: Founders Hall Time: 3:00–5:00 p.m.** |
| **Council Members:**

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| --- | --- | --- | --- |
| [x]  Martha Garcia, Chair | [x]  Tania Anders | [x]  Tamra Horton | [ ]  Juan Mendoza |
| [x]  Madelyn Arballo | [x]  Allie Frickert | [x]  Rosa Asencio | [x]  Dani Silva |
| [x]  Koji Uesugi | [x]  Roger Willis | [ ]  George Gutierrez |  |
| [x]  Rosa Royce | [x]  Raul Madrid | [x]  Yvette Garcia |  |
| [x]  Mica Stewart | [x]  Emily Woolery | [x]  Jose Ramirez | [x]  Brigitte Hebert (Notes) | [ ]  Dale Vickers |
| **Guests:** |  |  |  |  |
| [ ]  Melba Castro | [x]  Kelly Fowler | [x]  Carol Nelson | [x]  Robin Cash |  |
| [ ]  Morris Rodrigue | [ ]  Barbara Mezaki | [x]  Anthony Moore | [x]  LaToya Bass |  |
| [x]  Gizelle Ponzillo | [ ]  Patty Quinones | [x]  Meghan Chen | [x]  Eera Babtiwale |  |
| [x]  Mike Williams |  |  |  |  |

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1. **Opening Items**
2. **Call to Order – 3:04 p.m.**
3. **Approval of Minutes**
4. **Approval of Minutes of the PAC Meeting for August 16, 2023**

The minutes of August 16, 2023, motioned, second, and approved.

1. **Reports and Committee Updates**
	1. Accreditation Steering Committee (ASC)

Kelly Fower shared that two accreditation Open Forums will be scheduled in October. These forums will exclude administrators and managers, promoting an open dialogue. Dr. Garcia will speak with Human Resources regarding the request for release time.

* 1. Budget Committee

Rosa Royce provided a brief overview of the budget, highlighting that we are compliant with the college’s BP 6250 – Budget Management, which ensures the ongoing fiscal health and stability of the District by having a reserve at no less than 10% and a total unrestricted general fund ending balance of at least 18.5%.

* 1. Campus Equity and Diversity Committee (CEDC)

Robin Cash shared that there are no significant changes to their membership and that the committee will review the recommendations from the Chancellor’s Office regarding our EEO Plan.

* 1. Climate Commitment and Environmental Justice Committee (CCEJC)

Tania Anders and Eera Babtiwale gave a comprehensive update on curriculum, student internships, Climate Action Plan (CAP) upcoming campus presentations, and the 2023-24 budget.

Dr. Garcia shared that she serves on the Community College League of California (CCLC) Affordability, Food & Housing Access Taskforce which provides her with statewide information on students experiencing housing and food insecurities. The announcement of the 2035 Comprehensive Educational and Facilities Plan is the creation of an integrated planning blueprint for the College that will provide an institutional planning guide from 2025 to 2035 and will integrate DEISA+. Input and participation from internal and external stakeholders will be key. We have a great opportunity and responsibility to our students from a social justice perspective.

**3.05** Information Technology Advisory Committee (ITAC)

Anthony Moore stated that there were no major changes to their Purpose & Function Statement.

A new tool, Atera, will be used for remote IT support. Active RFPs and funding options are being discussed. Faculty is requesting more extensive training on the use and security of shared drives. Lastly, the unforeseen recent flooding of buildings has prompted the development of a 4-day Disaster Recovery Plan that will guide the campus in restoring data.

**3.06** DEISA+ Council

Mica Stewart shared the facets of the council’s inception of DEISA and how it evolved into DEISA+ as we know it today.

Kelly Fowler restated that the charge of this council is to coordinate and collaborate with all the committees working on DEISA+ and to align their efforts, pull everything together and disseminate information to the campus.

**3.07** Overall Campus Equity

No report

1. **Action Items Administrative Procedures**

**4.01 Administrative Procedure 4051 – Course Equivalencies and Variances (First Reading)**

The following AP was presented for first reading:

* AP 4051 Course Equivalencies and Variances – Motioned, second, and carried. Meghan Chen will clarify the language and intent of Page Three, “**The Department chair**” before final action is taken at the next meeting.

**4.02 Administrative Procedure 4105 – Distance Learning (First Reading)**

The following AP was presented for first reading:

* AP 4105 Distance Learning – Motioned, second, and carried. There was a discussion if this procedure is in alignment with our policy. PAC members are asked to provide recommendations before final action is taken at the next meeting.

**4.03 Administrative Procedure 5300 – Student Equity (First Reading)**

The review of this procedure will be tabled until the next meeting.

1. **Discussion Items**
	1. **Campus Safety and Wellbeing**

Chief Williams gave an overall timeline of last week’s incident. The urgency of the campus announcements was expressed and addressed. Public Forums will be scheduled in the near future to address safety concerns further.

Dr. Garcia thanked Chief Williams for attending the meeting and being transparent. We are committed to supporting and making improvements. We are responsible for doing so. Concerns of ACCESS students navigating during emergencies are essential. Dr. Garcia is committed to the safety and well-being of all on campus. We are in this together.

* 1. **Administrative Procedure 3255 – Participation in Local Decision-Making Workgroup**

The review of this procedure will be tabled until the next meeting.

* 1. **Review of Mission, Vision Statement and Core Values**

The review of this document will be tabled until the next meeting.

* 1. **2023-24 Annual Planning Memo**

The review of this document will be tabled until the next meeting.

1. **Information Items**

The review of Information Items will be tabled until the next meeting.

**6.01** **Vision 2030**

**6.02** **Log Review**

AS Queue

* BP 4020 Program and Curriculum. Pulled by Academic Senate on 05.11.2022.
* BP 4100 Graduation Requirement for Degree and Certificates. Pulled by Academic Senate in Fall 2020.
1. **Closing Items**

**7.01 Adjournment**

**7.02 Future PAC Meetings:**

October 25, 2023

November 29, 2023

January 24, 2024

February 28, 2024

March 27, 2024

April 24, 2024

May 22, 2024

June 26, 2024