



# MT. SAN ANTONIO COLLEGE

## PRESIDENT'S ADVISORY COUNCIL

### MINUTES

March 8, 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 type="checkbox"/> Bill Rawlings	<input checked="" type="checkbox"/> Carol Nelson
<input checked="" type="checkbox"/> Aneca Nuyda	<input checked="" type="checkbox"/> Gary Nellesen	<input checked="" type="checkbox"/> Michelle Sampat	<input checked="" type="checkbox"/> Brigitte Hebert (notes)
<input type="checkbox"/> Betty Santos	<input checked="" type="checkbox"/> Jeff Archibald	<input type="checkbox"/> Joan Sholars	
<input checked="" type="checkbox"/> Dan Smith	<input type="checkbox"/> Ruben Flores	<input type="checkbox"/> Vacant (Ac. Senate)	

Guests: Dale Vickers, Lianne Greenlee, Barbara McNeice-Stallard, Irene Malmgren,

Mike Fino and Sonny Leomiti from the Visiting Accreditation Team was introduced the PAC members and observed a portion of the meeting.

The meeting was called to order at 3:04 p.m.

#### 1. **Review of February 8, 2017, Meeting Notes**

Approved as written with a minor correction on Page 2, Paragraph 6.

#### 2. **Information Technology Advisory Committee Update**

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

- The Campus Wi-Fi exterior implementation map was distributed illustrating existing, future, and recently suggested implementation locations.
- They met with Associated Students in October to discuss an anticipated plan and share the request for any other areas of concern. As of today, nothing has been reported.
- In addition to exterior project implementations, the Wi-Fi in Building 4 was upgraded, along with Founders Hall, and a complete rework of the Library.
- Comment cards from students during this past Winter session indicate there are no student complaints about the Wi-Fi.

- The next area of focus will be the Community Education buildings and courtyard area since there is currently no Wi-Fi available.
- A new employee directory is now available on-line with the option of creating a personal profile.
- They discussed their previous goals, along with their Purpose and Function Statement as it relates to next years' goals. A draft of next years' goals was completed with ample time to review and submit prior to the June 1<sup>st</sup> due date.
- The Business Technology Center is next on the schedule for both interior and exterior Wi-Fi upgrades and implementations, along with the courtyard areas.
- The Equity Center currently under construction will need to be addressed.
- They are meeting with the Educational Facilities Master Plan Group to coordinate information.

### **Professional Development Council Update**

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

- Super PDC met with all three committees to discuss the preparation of an annual report using the feedback from evaluations.
- Data about non-POD activities will be collected informally this year using sources such as ePie and information from PDC members. This approach will reduce confusion when PDC rolls out a format data gathering plan for 2017-2018.
- They will connect with IEC to explore adding a professional development area to ePie specifically to gather data on professional development activities and outcomes as well as professional development needs.
- A special task force will be meeting to propose revisions to the PDC Short-term Plan for 2016-2017 Annual Report and will use feedback as well.
- The Strategic Planning Integration Group agreed on the goal to integrate professional development planning into the campus strategic planning process before the end of the calendar year.
- It was reported that Spring Flex Day was a success and well attended with over 250 faculty, managers, and staff participating.
- CPDC is focusing on their professional growth approval process.
- Liesel Reinhart participated as part of the Pathways Institute team in Tempe, Arizona, which included topics of growth mindset, pathways pedagogy, and merging equity and pathways.

- FPDC reported that the Inspired Teaching Conference is open for registration and will be held on April 7, 2017, on campus. The theme is the "Right Question" program for improving student inquiry in the classroom.
- Dr. Sears will be here on March 29, 2017, at 5:00 pm presenting "Brain Health for All Ages". Please refer to the POD calendar for further details.
- MPDC is working on a management professional development plan and reviewing the results of the management retreat survey. A Purpose and Function Statement will also be developed for the Management Steering Committee that will have professional development as part of their mission and function.

### 3. **Institutional Effectiveness Committee Update**

Irene Malmgren reported that this committee has met since the last update.

- The Institutional PIE is ready and coming to Expanded PAC.
- They will be closing the existing Strategic Plan and bringing forth a process to build a new Strategic Plan. Serious conversations will be needed to develop possible models to engage the campus and ways to link the work of other plans to the campus. There is a need to be intentional so that the outcomes would be a designed decision since this is the last year of the two year plan of our work. Design in the Spring and implementation in the Fall would keep us current. There is a need to take a look at what is outstanding and determine if that is what we meant, and if it was truly a priority.
- The Unit PIE and its final pieces will be brought forward, which is built around the goal statements and the Strategic Plan. The College will be trained on this aspect.
- A Strategic Plan 2015-2017 brochure was distributed which simplifies the information and can be shared with the public. If there are any suggestions about the brochure, please email the Research Department.

### 4. **Accreditation Steering Committee Update**

Irene Malmgren reported that this committee has met since the last update.

- She wanted to publically thank all those on the committee that worked together in bringing the College to the place we are now. All members across campus provided their input, expertise, and motivation. We were all true teammates.
- They will be conducting the assessment about lessons learned, the cycle of what we did right, and what would we do differently, and document it. They will be preparing for the next accreditation visit by adding Purpose and Function Statements and goals to all the

committees. At the end of the year, a report will be generated that will add to the repository for the next coming years. This will be helpful in having the link to evidence available. The gap analysis will be done more often reminding us we are in the right place. Research indicates that campuses that remain engaged continue to be successful.

5. **BP 5010 – Admissions**

This BP was presented for first reading. This BP was pulled for Academic Senate Review.

6. **AP 5011 –Admissions and Concurrent Enrollment of High School and Other Young Students**

This AP was presented for first reading. This AP was pulled for Academic Senate Review.

7. **BP and AP 5130 – Financial Aid**

This BP and AP was presented for first reading. This BP and AP will be brought back to the next meeting for a first reading after both have been reviewed by Carol Nelson.

8. **AP 7120 – Recruitment and Hiring: Faculty**

This AP was presented for information only. This AP was approved by AMAC on February 21, 2017. Strike the words "a minimum" from Section H, Item a. This AP will be presented to Board for information.

9. **Review of Annual Planning Memo**

One possibility is to remind the committees of their goals and the second would be to ask the committees to submit their goals and review them. Reports submitted are good and used to write the President's PIE.

It was noted that it seems odd to ask for goals when the committees have Purpose and Function Statements.

It was suggested that for the first few years, committees need to submit their goals to see if they are logging their Strategic Plan goals as part of their annual goals. Reporting goals provides clarity to move the committees towards them. Governance Committees should be included.

Membership recruitment will be done in the Spring, with the report due to PAC in the Fall. Any changes thereafter (mid-year) can be reported to PAC as needed without the need for a lengthy delay.

The memo should clarify that the committees can review their Purpose and Function Statements at any time, but they must submit a verification statement to PAC by October 1<sup>st</sup>.

10. **BP/AP Log Review**

The log was reviewed.

Remove AP 3540 completely due to significant upcoming changes; the AP will be completely new. Both Dr. Scroggins and Jeff Archibald will communicate such to the Title IX group.

AP 7121 is in negotiations with HR and 262 and will done this Spring 2017.

AP 7365 will be discussed in 262 negotiations. It will then be recommended to 651.

11. **Other**

Add to the next meetings' agenda that Gary Nellesen would like to do a presentation on the scope of work on the Student Center.

The meeting adjourned at 4:13 p.m.

**FUTURE MEETINGS:**   **March 22, 2017**  
                                  **April 12, 2017**  
                                  **April 26, 2017**  
                                  **May 10, 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.**