



MT. SAN ANTONIO COLLEGE

PRESIDENT'S ADVISORY COUNCIL

MINUTES

October 26, 2022

Location: 4-2440		Time: 3:00–4:30 p.m.	
Council Members:			
<input checked="" type="checkbox"/> Bill Scroggins, Chair	<input checked="" type="checkbox"/> Tania Anders	<input checked="" type="checkbox"/> Tamra Horton	<input checked="" type="checkbox"/> Juan Mendoza
<input checked="" type="checkbox"/> Madelyn Arballo	<input checked="" type="checkbox"/> Allie Frickert	<input checked="" type="checkbox"/> Brandon Gillett	<input checked="" type="checkbox"/> An Ha
<input checked="" type="checkbox"/> Koji Uesugi	<input checked="" type="checkbox"/> Roger Willis	<input type="checkbox"/> George Gutierrez	
<input type="checkbox"/> Rosa Royce	<input checked="" type="checkbox"/> Sara Mestas	<input checked="" type="checkbox"/> John Lewallen	
<input checked="" type="checkbox"/> Mica Stewart-Thomas	<input checked="" type="checkbox"/> Emily Woolery	<input checked="" type="checkbox"/> Carol Nelson (Notes)	

1. Introduction of new members

New members introduced themselves to the committee.

2. Review of September 28, 2022, Meeting Notes

Minutes of September 28, 2022, were approved.

3. Overall Campus Equity Update

Cash for College was held this weekend, with over 500 students attending. It was a great event and staff provided assistance to students to complete their FAFSA.

The Great Staff Retreat participants left this morning. This is a yearly event for classified staff to share in leadership activities and bonding in Lake Arrowhead.

The Student Fall Leadership event was last week, with a diverse group of students heading up to Lake Arrowhead for leadership training and team-building activities.

4. BP 6150 – Designation of Authorized Signatures

This BP was presented for first reading.

Motioned, second, and carried.

This BP will be brought back for a second reading.

5. AP 7127 – Applicant Travel Reimbursement

This AP was presented for first reading.

Motioned, second, and carried.

This AP will be brought back for a second reading.

6. Strategic Plan Update

Kelly Fowler and Patty Quinones provided an update on the 2022-25 Strategic Plan. IEC has been working on the revision to the Strategic Plan that began at the Fall 2021 Expanded PAC meeting. IEC has reviewed and vetted information in the Strategic Plan through broad constituent input, Expanded PAC meetings, and listening tours. Kelly and Patty walked PAC through the similarities and changes in the document.

One of their recommendations is to change what we typically understand as "College Goals" to "College Priorities."

The Process Map of Integrated Planning is being revised. This item will be reviewed at the Fall Expanded PAC meeting.

7. Smoking on Campus Implementation Workgroup

The Board Policy related to smoking on campus should be adopted at the November Board Meeting. This workgroup will help develop and recommend the implementation of these changes. The implementation will include an information campaign, signage, timeframe, and other education and cessation resources.

Workgroup Members: Koji Uesugi (lead), Brigitte Hebert (notes), Rosa Royce, Tania Anders (Academic Senate), Danielle Silva (Student), and Becky Zhu (Student).

8. Mascot Workgroup

This group will determine the process to move forward with selecting a new mascot. It was recommended that Yen Mai put together an information sheet on both the mission of the Workgroup, as well as a recommendation for membership.

Workgroup Members: Yen Mai (lead), one female coach, one male coach, and Joe Jennum.

9. ISER Review Workgroup

The Accreditation Steering Committee has provided an abstract of Standards where PAC was mentioned or PAC meeting documents were used as evidence. They are requesting PAC members to review the information for accuracy.

Workgroup Members: John Lewallen, Bill Scroggins, Emily Woolery, Koji Uesugi, Carol Nelson, and Roger Willis.

10. Log Review (Scroggins)

PAC Queue (3)

- AP 2712 – Conflict of Interest – This item is being removed from the Log. Changes to designated positions and disclosure categories have been submitted to Los Angeles County. This AP will be brought back to a future meeting once those changes are received from the County.
- BP/AP 3225– Institutional Effectiveness (sent to IEC)

- BP 5040 – Student Records

AS Queue (5)

- BP/AP 3900 - Freedom of Expression (the revised BP and AP were submitted for legal review on 10.26.22)
- BP 4020 – Program and Curriculum
- BP 4100 - Graduation Requirement for Degrees and Certificates (active)
- BP 4250 – Probation, Dismissal, and Readmission

HR Queue (5)

- BP/AP 3430 - Prohibition of Harassment (per PAC of 5.13.20, return to HR)
- AP 3435 - Discrimination and Harassment Investigation (per PAC of 5.13.20, return to HR)
- AP 3540 - Sexual Assaults on Campus (per PAC of 5.13.20, return to HR)
- AP 7122 – Recruitment and Hiring – Management Employees

11.Other

FUTURE MEETINGS:

November 9, 2022

November 23, 2022

November 30, 2022 Expanded PAC (tentative)



MT. SAN ANTONIO COLLEGE

PRESIDENT'S ADVISORY COUNCIL

MINUTES

December 14, 2022

Location: 4-2440		Time: 3:00–4:30 p.m.	
Council Members:			
<input checked="" type="checkbox"/> Bill Scroggins, Chair	<input checked="" type="checkbox"/> Tania Anders	<input checked="" type="checkbox"/> Tamra Horton	<input checked="" type="checkbox"/> Juan Mendoza
<input checked="" type="checkbox"/> Madelyn Arballo	<input checked="" type="checkbox"/> Allie Frickert	<input checked="" type="checkbox"/> Rosa Asencio	<input checked="" type="checkbox"/> An Ha
<input checked="" type="checkbox"/> Koji Uesugi	<input checked="" type="checkbox"/> Roger Willis	<input type="checkbox"/> George Gutierrez	
<input checked="" type="checkbox"/> Rosa Royce	<input type="checkbox"/> Sara Mestas	<input type="checkbox"/> John Lewallen	
<input type="checkbox"/> Mica Stewart-Thomas	<input checked="" type="checkbox"/> Emily Woolery	<input type="checkbox"/> Carol Nelson	<input checked="" type="checkbox"/> Lisa Jackson Notes)

1. Review of November 9 and 30, 2022, Meeting Notes

The minutes of November 9 and November 30, 2022, were approved.

2. Accreditation Steering Committee (ASC) - Update

Allie Frickert reported that this committee has met since their last meeting.

- In order to support ongoing alignment with accreditation standards, ASC is requesting support from PAC in:
 - Pushing out accessible templates for standardized committee paperwork.
 - Maintaining updates on BPs and APs.
 - Creating a task force to revise BP/AP 2410 (Board Policies and Administrative Procedures/Process for Revisions of AP's and BPs.
- Allie Frickert will send Dr. Scroggins an email to officially begin the process with Chaffey's AP as a model.

(see Boarddocs for further information)

3. Climate Commitment and Environmental Justice Committee (CCEJC) – Update

Tania Anders and Eera Baktiwale reported that this committee has met since their last meeting.

- CCEJC would like to propose that the campus consider naming one of the sustainability projects in honor of Mike Klein (Miracle Mile or Green Belt Throughway on Temple)
- All are encouraged to watch the new sustainability video
- Dr. Scroggins proposed that this committee develop some type of "Certificate of Recognition" for students that take certain classes or participate in internships.

(see BoardDocs for further information)

4. Information Technology Advisory Committee (ITAC) – Update

Anthony Moore reported this committee has met since our last meeting:

- We have been working on two important topics; accessibility and the Technology Master Plan.
- Dr. Scroggins requested that the TMP be revised to reflect his request that Anthony Moore explore remote work for faculty and employees.
- Wepa, our new printing solution, is going well with 47% of students using the mobile app.
- The Tech Support Website is now up and is a place for all needs.
- The question was asked of PAC on how to dedicate a committee to sustainability (instructional material, electronic media, campus, and public access information, wayfinding, parking and transportation, and the website). What is the process?
- The following link [Information Technology - Training \(mtsac.edu\)](https://mtsac.edu/information-technology-training) provides faculty and staff with full support.

5. Professional Development Council (PDC) - Update

Lizbet Sanchez and Lisa Rodrigues reported that this committee has met since our last meeting:

- Changes have been made to our Purpose and Function Statement by adding a tri-chair, Rosa Asencio.
- Faculty volunteers continue to work on professional development.
- Mountie podcast has 1,000 downloads.
- The Great Staff Retreat was a success. The data was shared at the Management Meeting
- The Peak Leadership Retreat will focus on Franklin Covey
- Fall Flex Day was a huge success with 538 participants.

6. Overall Campus Equity Update

No update at this time.

7. Strategic Plan

The Strategic Plan was presented for second reading.

Motioned, second, and carried.

The Integrated Plan and Budget Calendar will return to PAC for further approval.

8. BP 6250 – Budget Management

Tis BP was presented for one reading.

Motioned, second, and carried to suspend the rules with one approval at this meeting.

9. AP 6330 - Purchasing

This AP was presented for first reading.

Motioned, second, and carried.

This AP will be brought back for a second reading.

10.AP 6340 – Bids and Contracts

This AP was presented for second reading.

Motioned, second, and carried.

This AP will be brought back for a second reading.

The remainder of the agenda will be postponed until our next meeting on January 11, 2023.

11.BP 4250 – Probation, Dismissal, and Reinstatement

12.Purpose and Function Statement and Committee Goals Review

13.PAC Workgroups – Members

Smoking on Campus Implementation Workgroup

1.	Koji Uesugi	Lead
2.	Brigitte Hebert	Notes
3.	Rosa Royce	Management
4.	Tania Anders	Faculty (appointed by Academic Senate)
5.	Misty Kolchakian	Faculty (appointed by Faculty Association)
6.		Classified Senate
7.		Confidential
8.	Xochilt Vallarta	CSEA 262
9.		CSEA 651
10	Yen Mai	Marketing Director
11		Facilities
12		Campus Police
13	Cristol Granados	HR Coordinator, Projects/Programs
14	Alejandra Gonzales	Assistant Director, Student Life
15	Chris Faillo	Nurse, Student Health
16	Danielle Silva	Student
17	Becky Zhu	Student
18	Ricardo Nevarez	Community Partner, Compadres for Tobacco-Free LA

Mascot Workgroup

1.	Uyen Mai	Lead
2.		Notes
3.	Joe Jennum	Athletic Director
4.		Board Member
5.	Juan Mendoza	Student
6.		Student
7.		Student
8.	Joe Jennum	Academic Senate
9.	Sandra Bollier	CSEA 262
10	Lee Jones	Management Steering
11	John Lewallen	Marketing Graphic Designer
12		Athletic Coach (Men's)
13		Athletic Coach (Women's)
14		Student Life
15		Mt. SAC Foundation
16	Jill Dolan	Community Relations

ISER Review Workgroup

1.	Bill Scroggins	Lead
2.		Notes
3.	John Lewallen	Classified
4.	Emily Woolery	Faculty Association
5.	Koji Uesugi	Management
6.	Roger Willis	Faculty (appointed by Academic Senate)
7.	Carol Nelson	Confidential

14.Associated Students Resolutions

15.Log Review (Scroggins)

PAC Queue (3)

- BP/AP 3225– Institutional Effectiveness (sent to IEC)
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- AP 7122 – Recruitment and Hiring – Management Employees

16.Other

Allie Frickert will submit a request to Dr. Scroggins to create a task force to review BP 2410 – Board Policies and Administrative Procedures and AP 2410 – Process of Revisions of AP's and BP's.

FUTURE MEETINGS:

- January 11, 2023**
- January 25, 2022**
- February 8, 2023**
- February 22, 2023**