



# MT. SAN ANTONIO COLLEGE

## PRESIDENT'S ADVISORY COUNCIL

### MINUTES

September 12, 2018

<b>Location: Room 4-2460</b>		<b>Time: 3:00–4:30 p.m.</b>	
<b>Council Members:</b>			
<input checked="" type="checkbox"/> Bill Scroggins, Chair	<input type="checkbox"/> Kristina Allende	<input checked="" type="checkbox"/> Tony Rivas	<input checked="" type="checkbox"/> Gabriel Alfaro
<input type="checkbox"/> Gary Nellesen	<input checked="" type="checkbox"/> Martin Ramey	<input checked="" type="checkbox"/> Bill Rawlings	<input checked="" type="checkbox"/> Shadijah Omar
<input checked="" type="checkbox"/> Ron Bean	<input type="checkbox"/> Lina Soto	<input type="checkbox"/> Johnny Jauregui	<input checked="" type="checkbox"/> Brigitte Hebert (notes)
<input checked="" type="checkbox"/> Rosa Royce	<input checked="" type="checkbox"/> Chisa Uyeki	<input checked="" type="checkbox"/> John Lewallen	
<input checked="" type="checkbox"/> Joan Sholars	<input checked="" type="checkbox"/> Eric Kaljumagi	<input checked="" type="checkbox"/> Carol Nelson	

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

#### 1. Review of July 25, 2018, Meeting Notes

Approved, as written.

#### 2. Accreditation Steering Committee (ASC) Update

Gregory Anderson reported that this committee has met since their last update.

- This is the time in the accreditation cycle where we need to keep the excitement alive.
- The ground work we do will assist us during crunch time.
- We are establishing and will publish the timeline for the midterm report.
- We are continuing to work around mining all the governance committee reports for the different standards. We are trying to make it minimally invasive for the governance groups to align their reports with the standards.

Dr. Scroggins mentioned that it is in the scope of ASC to ensure committee websites remain current. He also indicated that one of the things that keeps us on top of things is to have members of our college community continue to participate in accreditation visits. This has been a big advantage to us in the accreditation self-study. He encourages the steering committee to stay on top of this and encourage those that are on the accreditation commission list of participants to go to the training, volunteer, and share their information with the ASC upon their return.

#### 3. Institutional Effectiveness Committee (IEC) Update

Gregory Anderson reported that this committee has met since their last update.

- A lot of time has been spent working on the timeline with no significant changes this year.
- Forms will come out by the first of November.
- No substantial changes will be made once the form is released.
- There will be more clarity on the outcomes of resource requests and their status. This will be achieved through the use of technology and will be in real time.
- We recognize IEC's strong role in accreditation and are attempting to model all governance committees and their alignment to the standards.

#### **4. Budget Committee Update**

Rosa Royce reported on behalf of Mike Gregoryk. This committee has met since their last update.

Highlights of the Ongoing Revenue include:

- 2018-19 COLA is estimated at 2.71%, which is part of the Student Centered Funding Formula (SCFF) Hold Harmless.
- The college earned 1,124 FTES or 3.6%, which translates to \$6.2 million of total growth.
- There is a three-year phase-in period for the 2018-19 New Student Centered Funding Formula (SCFF).
- A placeholder of \$4.4 million has been put aside for Collective Bargaining Agreements.
- New positions is budgeted at \$1.7 million.
- Hourly faculty are budgeted at approximately \$1.7 million. This is based on revenue we are due to receive and expenses.
- Student Centered Funding Formula (SCFF) is budgeted at \$2 million.
- The good news is that we have a surplus Ongoing Budget balance of just over \$900,000.

Highlights of One-time Revenue and expenditures include:

- Carryover budgets of \$3 million.
- New Resources Allocation Phases 1 to 9 budget of \$3.6 million.
- The budget of \$4 million has been set aside for STRS and PERS.
- Election costs have been estimated at \$584,072.

The 2018-19 Adopted Budget has a total fund balance of \$26.4 million or 11.68%.

Dr. Scroggins mentioned that we are prioritizing requests based on the last two PIE cycles and it is going through the President's Cabinet process. Also, he suggested that there be a report to the Budget Committee regarding this process.

#### **5. Information Technology Advisory Committee (ITAC) Update**

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

- IT is continuing their support of many projects, such as the "preferred name" project which was done in record time.
- Banner 9 is coming with the transition being on October 15.
- Lotus Notes is in its final run and will be turned off in January 2019.
- We are currently working on the draft outline of the Technical Master Plan, which will be structured around the themes of the Educational Facilities Master Plan.
- The committee reviewed their goals and progress with no changes moving into the next year.
- Campus notifications were reviewed with the concern of quantity (informing vs. spamming).

Dr. Scroggins asked about the implications for the college with switching over to Banner 9. What training will our staff need? Dale Vickers says it depend on personal adaptability and this is more of an interface change than a functional change.

## **6. Professional Development Council (PDC) Update**

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

- Flex Day and CPD Day were a great success with the most participants ever.
- A new Professional Development Plan is being redrafted since the other plan is coming to end. This draft will be sent out to all constituencies and brought to PAC by the end of December.
- PDC is partnering with IT regarding the POD database, which is outdated. It cannot track what it needs to track. Due to the high cost, moving towards a pilot program is the next step. An MOU still needs to be developed, the technical aspect reviewed, and the impact of policies and procedures considered for all affected. The goal would be for full implementation in the fall of next year considering this will be a 9 month implementation plan.
- Academic Senate voted to create a new Faculty Professional Development Council with two different committees reporting to this council. The Purpose and Function is in development.
- An allocation of \$5 million is being shifted from K-12 to classified professional development for community colleges. A requirement is that classified does have a voice in what is being offered for their professional development. An on-going effort is currently being carried out on the compliance of this.
- MPDC has two tasks forces that will be implementing management onboarding for the fall.
- Managers are asking for a mentoring program. A task force will be developed to make those connections with managers.
- The conference and travel budget has been expanded by 20% with PDC continuing to review requests over the summer.

## **7. The review of Committee Goals and Progress Reports will be moved to the next meeting.**

## **8. 100% Smoke and Tobacco Free College” (attachment - BP/AP- 3565 Smoking on Campus)\* (Academic Senate)**

- There are grants available through the Chancellors office to adopt a 100% smoke free policy; there are financial incentives to do so.
- The policy we looked at several years ago limited smoking to designated areas.
- It was requested that we look at this again and the possibility of leaning towards a smoke-free campus.
- We want to provide encouragement to employees to stop smoking.
- How do we implement this? Find best practices from other colleges.
- We need dialogue with the campus, especially the students.
- There is a concern that the current policy of designated areas is not being enforced.
- This proposal originated with Associated Students. Promoting a healthier campus for students is a desired outcome.
- The question to be asked is if there is a way to actually enforce a smoke-free campus?
- Those that are violating the college rule are not being held accountable.
- There may be opportunities to partner with “stop-smoking” agencies.
- Risks of second hand smoke cannot be overlooked.
- Does this apply just to smoking cigarettes? What about Vaping? Marijuana?

- If we move forward, we need to enforce a smoke-free campus, not just the designated areas. It might make the enforcement a little easier.

Dr. Scroggins asked that each PAC member to back to their constituent groups and have this discussion. He will also discuss the enforcement of this policy with Public Safety.

Brigitte will provide PAC with the actual BP/AP that was pulled by Faculty Association.

This item will be brought back in near future.

## **9. BP/AP Log Review (Scroggins)**

BP 3430 – Prohibition of Harassment (being reviewed by HR & Faculty Assoc.)

AP 3435 – Discrimination and Harassment Investigations (being reviewed by HR & Faculty Assoc.)

BP/AP 3050 – Institutional Code of Ethics (pulled by Faculty Assoc.)

BP/AP 3410 – Nondiscrimination (pulled by Faculty Assoc.)

BP/AP 7700 – Whistleblower Protection (pulled by Faculty Assoc.)

BP/AP 3565\* – Smoking on Campus (BP pulled by Faculty Assoc./AP waiting on District legal opinion – HR to obtain)

AP 2712 – Conflict of Interest (further research on Designated Position, Item No. 13)

BP 5040 – Students Records Directly (being held due to privacy issues)

AP 5200 – Student Health (went to PC; now in Student Services for review and revisions)

## **10. Other**

Dr. Scroggins informed the committee that Denise Lindholm has been deemed field director for the Measure GO Bond and our Student Trustee Gabriel Alfaro as one of the co-chairs. An office and bank account have been established. We have received 60 endorsements to date with community presentations, voter registration, and campaign work are underway. A second mailing has just been printed. We are two-thirds of the way to our \$600,000 fundraising goal with donations from Associated Students (\$100,000 and \$50,000 for on-campus campaigning) and Auxiliary Services (\$45,000).

The opposition did write an opposing statement for opposition pamphlet. There has not been any further activity.

Information on the status on the current lawsuit was discussed.

## **FUTURE MEETINGS:**

**September 26, 2018**

**October 10, 2018**

**October 24, 2018**

**November 14, 2018**

**November 28, 2018 – Expanded PAC**