



MT. SAN ANTONIO COLLEGE

PRESIDENT'S ADVISORY COUNCIL

MINUTES

September 14, 2016

Attendance:

<input checked="" type="checkbox"/> Bill Scroggins, Chair	<input type="checkbox"/> Vacant (Confid.)	<input type="checkbox"/> Justin Ott	<input type="checkbox"/> Marchelle Nairne-Proulx
<input checked="" type="checkbox"/> Ron Bean	<input type="checkbox"/> Eric Kaljumagi	<input checked="" type="checkbox"/> Jemma Blake-Judd	<input checked="" type="checkbox"/> Joan Sholars
<input checked="" type="checkbox"/> Aneca Nuyda	<input checked="" type="checkbox"/> Jean Garrett	<input checked="" type="checkbox"/> Bill Rawlings	
<input checked="" type="checkbox"/> Betty Santos	<input type="checkbox"/> Gary Nellesen	<input checked="" type="checkbox"/> Michelle Sampat	
<input checked="" type="checkbox"/> Dan Smith	<input checked="" type="checkbox"/> Jeff Archibald	<input type="checkbox"/> Vacant (Ac. Senate)	<input checked="" type="checkbox"/> Brigitte Hebert (Notes)

The meeting was called to order at 3:06 p.m.

1. Review of August 24, 2016, Meeting Notes

Approved, as written.

2. Budget Committee Update

Mike Gregoryk reported that this committee has met since the last update. Updates:

- The 2016-17 Adopted Budget will be presented to the Board at the meeting tonight. We are in good shape and will have a balanced budget.
- There are significant increases for community colleges.
- No increase in COLA.
- Mt. SAC has a healthy fund balance (reserves), which will enable the College to sustain programs and services for the 2016-17 fiscal year.
- The rapid increase of PERS/STERS obligations will cause a strain on the College. To prepare ourselves, \$4 million has been set aside in a trust.
- Restrictions on new money poses a challenge; there are strings attached.
- There is a concern of apportionment deficits due to fluctuation of property tax and fee revenue estimates. The County and State can overestimate.
- Collaborative work must continue to improve efficiencies, capture growth, and use revenue increases wisely.
- There is a growth in the Non-resident International Program (est. 640 students); funds can go towards adding some additional classes and building improvements.
- New positions (Management, Confidentials, and Classified) came from New Resources Allocations.

- New Faculty positions came from the General Fund only.
- We are proud of the condition of our ongoing revenue and expenditures. We have an ongoing surplus for the first time in years. This is good for our new potential Bond issuances.
- We have a positive variance due to people we did not hire and projects that were not started.
- Martin Ramey is the new Co-chair of the Budget Committee.

3. **Institutional Effectiveness Committee Update**

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

- IEC oversees the planning process at the College.
- A meeting was held today was to determine IEC's role in strategic planning revisions.
- After indicating some specifics in PIE, management has made some recommendations for revisions.
- The goal is to identify what has been achieved and focus on what still needs to be addressed.
- A Strategic Plan update is in the Fall plan.
- Vice Presidents expressed an interest in recording their unit/area to see more detail instead of having an Institutional PIE.
- There is a renewed interest and understanding the importance of planning.
- PIE in Spring will be different.
- The new version of TracDat can be a more effective database used to run reports and search and work from. Instead of starting over every year, you just make the changes to prior years' information – data can be used more for analysis not just about reporting.
- IEC will be contacting the Budget Committee to establish an annual joint meeting in October.
- Institution Set Standards will be set in Spring.
- The Fall Expanded PAC is scheduled for November 9th.

4. **Accreditation Steering Committee Update**

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

- A new Accreditation Steering Committee was created to inform the College and steer the process during self-evaluation.
- The Board of Trustees will receive their draft of the Self-Evaluation report today.
- The draft Self-Evaluation Report goes out to campus on 9/19 and is over 600 pages.
- It is still considered a draft because the evidence is continually being collected and is getting more specific.
- The content is done. ASC will receive input from 9/19-28 and will be able to read it until 10/4. It will then go to the editor and will be mailed out 11/23.
- The Marketing Team is working on pictures and graphics.
- All of these challenges are a learning curve for when the Accreditation Team comes out.
- Some information was removed since it did not meet the Standards.
- The draft includes an 80 page introduction which is all data-driven and required; it tells the story of the College.

- Some team members will be going to City College of San Francisco for an Accreditation Visit so that we can learn what to look for so we can be prepared. It is hard to change a first impression.

5. **Professional Development Council Update**

Liesel Reinhart reported that this committee has met since the last update. Updates:

- Classified made a big move to engage more deeply and vigorously in professional development activities, which is reflected in their new contract.
- The faculty side of the Teaching Learning Center is now renamed as the Professional Learning Team and will be integrated into Professional Development at the courtesy of PDC.
- It was recommended to add a Management Professional Development Committee appointee to PDC, which we currently do not have.
- PDC will be implementing the Professional Learning Academy.
- There is a desire to map campus professional development where it all happens; in smaller units. We need more of a central view. We need to map where professional development is currently happening and thread that into our programs.
- The "Academy" term is used to identify the difference between a workshop for credit, or for seat time, vs. a professional learning activity for classified and faculty members.
- What are people getting out of our learning activities? Connected programs for deeper level of learning.
- The Academy will be organized into certificate programs (i.e., leadership, equity and teaching, and learning)
- Flex Day was a success for part-time faculty with a great turnout with over 100 in attendance.
- CPD Day was held for the first time and was a huge hit. It was well-supported with over 250 in attendance.
- Conference and Travel funding will continue with extra equity funding available.
- Liesel will check on availability of workshops and webinars offered through the \$8 million State budget/grant for professional development.
- PDC will provide a general reminder of resources available on-line through Linda.com.
- The Student Leadership Program is robust and can be used as a partnership with management, faculty, and staff.

6. **Information Technology Advisory Committee Update**

Vic Belinski reported that this committee has met since the last update. Updates:

- Committee welcomed new members and nominated a Co-chair, Ron Bean.
- The main purpose of the meeting was to get the committee up to speed not only on technology in general, but on specific technology related to teaching services in terms of audio-visual type services.
- Chris Rodriguez updated everyone on new standards.
- Last time the committee focused on technology standards for the campus, but this time they are more focused on technology standards for the classroom, instruction, and student success
- They completed the review of the Committee Mission.

- They discussed projects underway, which involves wireless technology and the new business center; a more futuristic view rather what we have today.
- There is a movement to new environments of Windows 10.
- IT is going from 50 servers in the Data Center to 3.
- They are enhancing the capability to talk to the Cloud by a factor of 10.
- Many items are on target and they will continue working on them and will report back to this group.

7. **AP 4020 – Program and Curriculum Development**

This AP was presented for information. There was a correction on the second page, to the bullets in the second and third paragraphs to read four years, not five. This AP will be brought back to the next meeting for another review.

8. **AP 4105 – Distance Learning**

This AP was presented for information. Jeff Archibald noted that the version presented is not the version that was reviewed by AMAC. Jeff will make the changes in OnBase and it will be brought back to the next meeting for another review.

9. **AP 5040 – Student Records and Directory Information**

This AP was presented for information. It was noted that the main change was to the Student Directory information. This AP will be presented to Board for information.

10. **AP 5071 – Student Leave of Absence**

This AP was presented for information. The recommendation is to delete this AP. There was discussion as to why the AP was written to begin with and it was noted that there is no possible time that this AP would be used because the Petition process already exists to cover this issue. This AP will be presented to the Board for information.

11. **AP 5520 – Student Discipline Procedures**

This AP was presented for information. Clery Act and VAWA policy changes initiated this AP to be updated and to specify exact procedures. This AP went through a very rigorous process to make sure it was fair to students and accomplished the College's needs. There was a correction noted to change "their" to "his or her" in number 29 and the second paragraph under Discipline Procedures. This AP will be presented to Board for information.

12. AP 7120 – Recruitment and Hiring

This AP was presented for information. There was discussion on our current procedures and the procedures listed in this AP. It was also determined that the AP was not consistent with our updated EEO practices. It was noted that this AP requires mutual agreement from both District and the Academic Senate. This AP was pulled so that President's Cabinet could review the recommended changes.

13. AP 7123 – Applicant Travel Reimbursement

This AP was presented for information. This is a NEW AP. Previously, the only AP that noted travel reimbursements was for faculty, but the College provides reimbursements to Classified and Management. This AP will be presented to Board for information.

14. Committee Goals and Progress Report Review

- VOICES Committee

The report was reviewed.

Bill Scroggins also reported that:

- The College is considering creating a Governance Committee for the Strong Workforce Initiative implementation of the labor market matters and the planning and budgeting. We are still working with Academic Senate on what that will look like.
- The College has formed a Master Planning Steering Committee that will direct the Educational and Facilities Master Plans. It is estimated that this process would last for approximately 18 months. He has established a draft purpose, function, and membership statement, and is recommending that this committee report to PAC. The draft Purpose and Function Statement will be sent to Jeff Archibald for review.

15. BP/AP Log Review

The log was reviewed.

16. Other

Bill Scroggins reported that the next Board Meeting is a Special Board Meeting at 6:30 p.m. on Wednesday, September 28. The main discussion will be the accreditation self-study, in particular, Standard IV. Dr. Scroggins encourages all to attend.

There was an inquiry about the football player incident. Dr. Scroggins indicated that an internal evaluation was performed which concluded there was no violation of policy. There will be no internal discipline of the student and we are currently appealing the suspension.

The meeting adjourned at 4:10 p.m.

**FUTURE MEETINGS: September 28, 2016
 October 12, 2016
 October 26, 2016
 November 9, 2016 – Expanded PAC**

**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.**