

**President's Advisory Group
Meeting Minutes**

Date: December 13, 2016

Location: Karas Room

Visitors: Paul Long, Mike Gilmartin, Lakisha Braddley, Larry Walker, Fred Hochstaedter

Members in Attendance:			
✓	Luz Aguirre (Classified)	✓	Kiran Kamath (VP Acad Affairs)
✓	Suzanne Ammons (minutes, non-voting)	✓	Jon Knolle (Dean)
✓	Wendy Bates (Faculty)	✓	Kim McGinnis (VP Student Svc)
	Monika Bell (Faculty)	✓	Stephanie Perkins (Tri-Chair, Classified)
	Lauren Blanchard (MPCTA Rep.)	✓	Lyndon Schutzler (Faculty)
✓	Diane Boynton (Tri-Chair Faculty)	✓	DJ Singh (Faculty)
✓	Heather Craig (Acad Senate Pres.)	✓	Francisco Tostado (MSC)
✓	Steven Crow (VP Admin Svc)	✓	Walt Tribley (Tri-Chair Supt./Pres.- non-voting)
✓	Scott Gunter (Classified))		ASMPA Reps. Tyler Strode and Destiny Horne
✓	Kevin Haskin (MPCSEA Rep.)		

Guests/Presenters: Fred Hochstaedter, Lakisha Bradley, Nicole Dunn, Larry Walker

Topic	Discussion/Comments	Action/Recommendation
1. Welcome	Diane welcomed attendees and suggested moving agenda item #5c to come before 5a & 5B as it relates to item #4-- Dean of STEM. Members appeared to be in consensus. The meeting convened at 2:06pm.	
2. Campus community comments	<ul style="list-style-type: none"> Dr. Tribley reminded all of the Dec. 14, 1:15 Special Board Meeting to approve a resolution in support of providing higher education services to undocumented students. 	
3. Approval of minutes: a. Nov. 22, 2016		Motion made by Scott to approve minutes; seconded by Jon. Minutes were approved with 13 in favor and 2 abstaining (Kiran & DJ Singh).
4. Dean of S.T.E.M (open letter from the Physical Science Division.	<p>Fred Hochstaedter presented the letter on behalf of members of the Physical Science Division in support of a Dean of S.T.E.M. position. He reported that the Division held discussions as the District is considering additional dean positions; several substantive comments relate to how MPC is serving its STEM students as compared to neighboring districts.</p> <p>Lyndon commented that consideration be given to ensure an appropriate reporting structure as it pertains to Kinesiology and the PE Division; he asked that the PE Division be included in future related discussions.</p> <p>Dr. Tribley commended the PS Division on its well written "Open Letter" and acknowledged the challenge of supporting STEM's faculty and student needs with limited administrative support.</p>	

<p>New positions:</p> <p>a. Dean of Instruction, Career Technical Education</p> <ul style="list-style-type: none"> • Dean of Instruction Job Description (info/specifics to follow) <p>b. Dean of Student Services</p> <p>c. Categorical Services Coord. (Dual Enrollment & Dual Admissions)</p>	<p>Kiran reported that AAAG has had several conversations since April regarding the current limited Academic Support structure and how it can be improved to best serve students and move the institution forward. Since August, a “straw design” structure and 4th dean position were discussed and a motion was made and approved in AAAG for a Dean of Instruction, CTE position. CTE must be addressed in accordance with a state mandate and the District is in an opportune time given that this needed position can be supported with Workforce funding.</p> <p>Jon commented with his perspective of the 3 deans’ current workload as overly burdensome, prohibiting the institution from serving its students as well as it should. Existing dean staff numbers are too few to “grow” programs in the areas needed.</p> <p>Paul reported on other institutions’ perspective on structuring the dean positions.</p> <p>Dr. Tribley reported that (1) this year, there is strong CTE (Workforce) funding, and (2) creative/leveraged management of grant funding as done in Student Services is a model to follow.</p> <p>Discussion followed on the metrics used to support hiring the CTE Dean, building the components of the program and whether there is flexibility to recruit for a 4th dean and work with existing deans to utilize available talent for filling the CTE dean. Dr. Tribley indicated that the hiring effort will be flexible for filling any and all open Dean positions.</p> <p>Kim McGinnis provided background information including that the position has been discussed at flex days, staffing plan meetings and each SSAG meeting since summer. She outlined the key functions including administrative oversight at the Education Center at Marina and addressing the critical student discipline and related issues as documented in the Advocate reporting system. The position can be funded using 3SP and Equity funds (85%) plus General Fund (15%).</p> <p>Kim provided background information indicating that this position was also part of discussions held for the Dean of Student Services position. This position helps support the District’s commitment to AB 288 (Dual Enrollment) in working with area high schools and developing pathways. Larry, Lakisha and Jon explained the duties and capacity building opportunity. Funding sources are Equity Funds (85%) and General Fund (15%), although 100% funding in Categorical is possible. The Student Success & Equity Advisory group discussed the allocation of those funds. Membership of this group is comprised of members throughout our campus constituency groups--Academic Senate, classified, students, and</p>	<p>PAG unanimously voted (15) to recommend that the President recommend the Dean of Instruction, CTE to the Board.</p> <p>Motion made by Jon to recommend that the President recommend the Dean of Student Services to the Board; Francisco seconded the motion. 14 members voted in favor, none opposed and one abstention (Heather Craig).</p> <p>Motion made by Kevin to recommend that the President recommend the Categorical Svc Coordinator II position to the Board; Kiran seconded the motion. 14 members voted in favor, none opposed and one abstention (Heather Craig).</p>
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	<p>the various programs that deal with the population groups that Student Equity targets.</p> <p>Members commented on representation from the advisory group membership that would have reviewed the development of the position and allocation of resources.</p>	
<p>Replacement positions:</p> <p>a. Records Evaluator</p> <p>b. Categorical Services Coord.,</p> <p>c. Health Services Spec.</p>	<p>Nicole presented the Records Evaluator position.</p> <p>Lakisha presented the Categorical Svc. Coord position.</p> <p>Larry presented the Health Svc Spec. position.</p>	
<p>Board Policies-Student Services</p> <p>a) 5000 Series (see next page for links) (Board Policy Web page-link)</p>	<p>Dr. Tribley suggested the BPs be deferred to the next meeting indicating that the BPs will parallel track to the Board subcommittee for BPs.</p>	
<p>Summary of Actions/Assignment of Tasks</p>	<p>Diane Boynton</p>	
<p>Adjournment</p>	<p>Diane Boynton</p>	<p>Meeting ended at 4:00 pm.</p>

DEFERRED TO NEXT MEETING

7a. Board Policies- Student Services – 5000 Series

1. [BP 5010 Admissions and Concurrent Enrollment](#)
2. [BP 5012 International Students](#)
3. [BP 5015 Residence Determination](#)
4. [BP 5020 Nonresident Tuition](#)
5. [BP 5030 Fees](#)
6. [BP 5035 Withholding of Student Records](#)
7. [BP 5040 Student Records, Directory Info,-Privacy](#)
8. [BP 5050 Student Success, Support Program Revd 6-17-16](#)
9. [BP 5052 Open Enrollment](#)
10. [BP 5055 Enrollment Priorities](#)
11. [BP 5110 Counseling](#)
12. [BP 5120 Transfer Center](#)
13. [BP 5130 Financial Aid](#)
14. [BP 5140 DSPS](#)
15. [BP 5150 EOPS](#)
16. [BP 5200 Student Health Services](#)
17. [BP 5205 Student Accident Insurance](#)
18. [BP 5210 Communicable Disease](#)
19. [BP 5300 Student Equity](#)
20. [BP 5400 Associated Students Organization](#)
21. [BP 5410 Associated Students Elections](#)
22. [BP 5420 Associated Students Finance](#)
23. [BP 5500 Standards of Student Conduct](#)
24. [BP 5510 Off-Campus Student Organizations](#)
25. [BP 5570 Student Credit Card Solicitations](#)
26. [BP 5700 Intercollegiate Athletics](#)
27. [BP 5800 Prevention of Identity Theft in Student Financial Transactions](#)