

**President's Advisory Group Meeting
Meeting Minutes**

Date/Time: Tuesday, March 14, 2017, 2 – 4pm

Location: Karas Room

Visitors/Guests: Susan Kitagawa, Catherine Webb, Mike Midkiff

Members in Attendance:			
✓	Luz Aguirre (Classified)	✓	Jon Knolle (Dean)
✓	Suzanne Ammons (minutes, non-voting)		Kim McGinnis (VP Student Svc)
✓	Wendy Bates (Faculty)	✓	Stephanie Perkins (Tri-Chair, Classified)
✓	Lauren Blanchard (MPCTA Rep.)	✓	Lyndon Schutzler (Faculty)
✓	Diane Boynton (Tri-Chair Faculty)		Faculty (vacant)
✓	Heather Craig (Acad Senate Pres.)	✓	Francisco Tostado (MSC)
✓	Steven Crow (VP Admin Svc)	✓	Walt Tribley (Tri-Chair Supt./Pres.- non-voting)
✓	Eric Maximoff (Classified))	✓	ASMPC Rep. Suzy Ford
✓	Kevin Haskin (MPCSEA Rep.)		ASMPC Rep. Destiny Horne
✓	Kiran Kamath (VP Acad Affairs)		

Topic	Discussion / Comments	Action / Recommendation
1. Welcome	Diane welcomed all. Members introduced themselves. Eric Maximoff replaces Scott Gunter and Suzy Ford replaces Veronica Lindemann for ASMPC Rep.	
2. Campus community comments	<ul style="list-style-type: none"> Francisco reported on the completion of three events for the Migrant Youth Program from the middle and high schools throughout Monterey County with over 300 attendees. The regional director invited MPC to participate in 2018. Members inquired about MPC class offerings for middle school students during summer (Heather)? Stephanie reported on the CTCR (Career Transfer Resource Center). The CCCCCO sponsored trip will take 10 MPC students to visit 9 HBCUs (Historical Black College University) in support of the MPC transfer agreement with HBCU's. 	Recognition of college events, needs, concerns
3. Approval of minutes: a) February 14, 2016	<p>Lauren stated that the minutes do not accurately reflect the discussion and multiple comments stated at the last meeting and recommend they not be approved. She requested clarification as to the intent of recording minutes. Dr. Tribley suggested a review of the recording to include the comments mentioned today for inclusion in the minutes that can be returned to PAG. The comments of today in reference to the Feb. 14th meeting include the following:</p> <ul style="list-style-type: none"> <i>200% increase in enrollment for online courses may not be entirely a net new increase but may include a shift in FTES production.</i> Evening / weekend degree programs (workforce programs) are an area of unmet need, as are ESL, Hospitality and other community based education programs. Are our allied programs and evening programs in conflict with each other? <i>(Refer to Rec #3 --Meet the Standard to raise the SLO assessment as per the ACCJC rubric.) The report notes the obligation to begin disaggregating student data and focusing</i> 	Motion made (Lauren) to defer to next meeting for approval of amended February 14, 2016 minutes; seconded by Lyndon. 11 voted in favor, none opposed, and three abstentions (Steve Crow, Eric Maximoff and Suzy Ford). Note: 2 new members (Eric Maximoff & Suzy Ford) are included in the abstained

	<p><i>on program level outcomes. There is a concern that if this is added to existing SLO assessments, the results will be a dramatically increased workload, especially to part time faculty who are not compensated outside of their classroom instruction. This workload is anticipated to be shared between the Learning Assessment Committee and PRIE Committee.</i></p> <ul style="list-style-type: none"> <i>(With regards to the Dean of PRIE)-Whether it is a reasonable expectation that this position’s vast responsibilities can be fulfilled by an external candidate and by one person. Can consideration be given to hiring an internal candidate?</i> <p>Diane encouraged members to review the minutes and forward comments for inclusion prior to the meeting as done in the past. Member comments suggested bullet points to capture comments, using Google Docs for sharing comments and that caution be used when sharing anecdotal verses factual information as part of the record.</p>	<p>count.</p>
<p>4. Good News Moment</p>	<p>Kiran reported on the following:</p> <ul style="list-style-type: none"> IT has been working on programming for the “Waitlist” in SIS. A waitlist will be piloted in Summer 2017 for student enrollment with full implementation in Fall 2017. This feature signals where additional sections can be added based on those that have filled. Dual Enrollment: AB288 became law in 2016 and will expand how MPC can provide Dual Enrollment to high school students that can serve as a high school to MPC pipeline and grow enrollments. Dual Admission - Since 2013, discussions between MPC (Dr. Tribley) and CSUMB (Dr. Ochoa) began to develop a partnership program. In this program students can be served jointly by both schools as a solution to CSUMB receiving more qualified students than it has space for. CSUMB declared “impaction” for 2016, accepting approximately 38% of the applicants for Fall 2017. CSUMB approached MPC to collaborate in developing this Dual Admission program to serve students in Business and Computer Science. The decision was made for Computer Science to wait until year 2, however, CSUMB would now like MPC to serve Business, Marine Science and General Education students in the first year with the idea of adding pathways in the next year. MPC is looking to have CSUMB accept 30-40 students in each pathway. The students would live in CSUMB dorms and experience university life while completing a large portion of classes at MPC’s Marina campus. CSUMB is proposing a five year MOU with MPC. Comments from members included the following: <ul style="list-style-type: none"> a. Faculty been working on developing the pathways in support of this partnership. b. Available relocatable buildings will be moved to the Marina campus. c. Is CSUMB is seeking to expand their housing and teaching capacity? It was explained that CSUMB has similar caps on growth as do community colleges. 	

d. Can MPC support the necessary student services, financial aid and reporting requirements? Jon indicated that details are being worked on and explained that dual enrollment is tightly monitored.

5. Recap of [All Campus Forum on Finances](#)

Dr. Tribley invited questions from the February 21, 2017 Forum, indicating the intent for today's discussion should include general concepts moving forward. He reminded all that revenue for 2017-18 will not include the prior year's approximate \$3.5M one time apportionment. He also explained how one time funds materialize through unfilled positions and unspent supply funds. Steve reported on the following:

- Budget Committee met March 2nd, received the [All Campus Forum on Finances](#), (doc) and discussed developing agenda items for the March 31st.
- Budgets with unspent funds are scrutinized for possible cost savings, however, they are not necessarily reduced.
- OPEB – For 2015-16, funds in the Reserve were moved (\$3M to an irrevocable trust and \$1M to a liquidity fund). Our actuarial is conducted every two years by Total Compensation. The actuarial indicates an \$11M long term liability with two components to pay out over time. The Annual Required Contribution as noted in the ACCJC report amounts to over \$900K which must be budgeted annually to meet the liability. This will be outlined in a report to the March board meeting.
- In February, all salary tables for permanent employees increased by 1% for 2016-17 (retroactive to July). In March all permanent employees will received a one time 4% off schedule payment and an additional 2% to begin in July 2017. Prior year savings were used to pay out these increases due this fiscal year. The ongoing increase is over \$700K and the additional cost for STRS and PERS brings the increases to over \$1.2M.
- STRS and PERS cumulative increases will add \$2.5M in expenses by the year 2020, requiring an additional \$500K for 2017-18 and near amounts annually thereafter. Rising expenses are outpacing our ability to generate revenue.

Dr. Tribley delivered two messages related to accreditation:

1. The College is healthy and fully accredited, and
2. The College has an urgency to act and meet the ACCJC Recommendations.

Dr. Tribley and Steve co-presented the ["Budget Development for 2017-18 Draft Assumptions"](#) with the following key points:

- The vice presidents have been directed to examine their budgets for reductions and adoption of best practices, providing funding to areas of efficient production, reducing areas that are not efficient.
- MPC's true cap is approximately 6,800 FTES, representing the figure we are allowed to grow/restore to.
- In 2015-16 we reported 6,261. The plan for 2016-17 is to utilize summer borrowing and achieve 6,700 FTES for

	<p>approximately \$1.2M. Kiran provided a supporting overview of the summer scheduling strategy to achieve the 6,700 FTES goal.</p> <ul style="list-style-type: none"> • Budget Committee will agendize budget manager training. • Budget Packets went to cabinet last week; Deans and VPs reviewing to identify the “true” budget managers in order to establish a tentative budget baseline. Members inquired about the “true” budget managers and how the process is being vetted. • Work is underway with deans and directors to analyze the Tentative “bare operating” budget template. The Tentative Budget is then developed into the Final Budget, accounting for changes since the Tentative Budget. • STRS/PERS – As explained above, the rapid increase in mandated costs is outpacing revenue growth. • Staffing Plan – HR is working on this, per the ACCJC report. • Revenue- Assumptions & Expenses – \$3.5M deficit likely if no changes in projected expenses are made, even in the best case revenue assumptions. Efficient earning of FTES reduces the expenses associated with earning FTES. • Proposed COLA of 1.48% (\$533K) plus additional increases to the base (\$133K) are proposed for total of \$666K of ongoing apportionment at the 6,500 FTES Level. • May Revise –more information on COLA and possible ongoing monies will be known, but the District must develop a balanced Tentative Budget. • PAG members serving on BC requested a Budget Book. Steve indicated these are being produced. <p>Dr. Tribley asked all members to give serious consideration to solving the District’s problems. Members expressed the importance of continuing this discussion related to understanding the budget building process.</p>	
<p>6. Replacement positions:</p> <ul style="list-style-type: none"> a) RTF-Shipping & Receiving Spec b) RFT Custodian c) RTF Programmer Analyst d) RTF HR Specialist e) Dean of STEM 	<p>(a,b,c) Steve presented the replacement positions and reported that for the programmer analyst position, the District is looking at cross-training, contract services and a candidate search to fill. He reported that the Security and Emergency Operations Supervisor search was unsuccessful; Susan added that the District has surveyed comparable districts for duties, salary scale and how they fill the position (hired employee vs. contracting out). The District is proposing that this be a Director position for board approval.</p> <p>d) Susan reported on this straight replacement.</p> <p>e. Kiran reported on the retirement of Michael Gilmartin, Dean of Instruction. At AAAG, discussions included strong advocacy from the Sciences for a Dean of STEM. The District has begun recruitment efforts for the Dean of Instruction-CTE, and the Dean of Instruction-Liberal Arts. Member comments included the following:</p>	<p>Understanding staffing needs.</p>

	<ul style="list-style-type: none"> • The conversation for a Dean of Instruction – STEM should be held at Academic Senate for broader buy in and support. • Many vacant positions and hiring committees are creating scheduling challenges. • Competition is brisk among colleges for Dean of Instruction-CTE positions and timing is critical for hiring at onset of the semester. • The Dean of Instruction was approved by the board in January 2017 and specific assignment is included in the job announcement. • Concerns exist about appropriate dean support in some divisions (disciplines). Seeing a layout of the changes in the duties of the deans and division chairs would be helpful. <p>Dr. Tribley agreed to pull the Dean of Instruction-STEM position for one month. He reminded all that there may never be complete agreement across campus as to the ideal dean structure model and create “discipline centric” dean structure at a college the size of MPC.</p>	
<p>7. New position: a) Dean of STEM (see Replacement positions)</p>	<p>I</p>	
<p>8. Tech Plan Addendum</p>	<p>I, D, A Not discussed due to time constraints.</p>	
<p>9. Summary of Actions/Assignment of Tasks</p>	<p>I Not discussed due to time constraints.</p>	
<p>10. Adjournment</p>	<p>Meeting ended at 4:16pm.</p>	<p>End meeting by 4:00 pm</p>