

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

**Date/Time:** Tuesday, May 9, 2017, 2 – 4pm

**Location:** Karas Room

**Visitors/Guests:** Vicki Nakamura, Susan Kitagawa

<b>Members in Attendance:</b>			
	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 Tribble (Tri-Chair Supt./Pres.- non-voting)
	Eric Maximoff (Classified))		ASMPK Rep. Suzy Ford
✓	Kevin Haskin (MPCSEA Rep.)		ASMPK Rep. Destiny Horne
✓	Kiran Kamath (VP Acad Affairs)		

<b>Topic</b>	<b>Discussion / Comments</b>	<b>Action / Recommendation</b>
<b>1. Welcome</b>	Diane welcomed members and visitors. Meeting commenced at 2:03.	
<b>2. Campus community comments</b>	<ul style="list-style-type: none"> <li>Diane – MPC Guest Author Series features Benjamin Percy on May 10, 7pm; tickets can only be purchased through the division office. A better system is needed.</li> <li>Lyndon reported on the MPC Dance Concert this Friday and Saturday at the Theater and tickets can be purchased at the box office.</li> <li>Steve announced that the Governor intends to release the May Revise this Thursday, 5/12 at 10 a.m.</li> </ul>	
<b>3. Approval of April 11th, 2017 Agenda</b>	Diane invited comments and approval (consensus).	Agenda approved by consensus.
<b>4. Approval of minutes:</b> a) <a href="#">April 11, 2017</a>	Stephanie invited a motion to approve.	a) Motion made to approve the April 11, 2017 Draft Minutes by Wendy, seconded by Lyndon. 7 voted in favor, none opposed, and 4 abstained (Stephanie, Lauren, Kim and Jon).
<b>5. Good News Moment</b>	<p>Kiran invited Jon to share in the following announcements:</p> <ul style="list-style-type: none"> <li>In the interest of partnership development and dual enrollment efforts, MPC will continue participating in the Cyber-Patriot competitions at MPC with local high schools and middle schools. Workforce funding is supporting this summer's week long intensive cyber-camp at MPC (7/17 – 7/22). MPC is hoping to have 60 students sign up to learn how to secure their computers/personal electronic devices. These students may become future MPC students.</li> </ul>	
<b>6. <a href="#">Categorical Services Coord.</a></b>	Kim introduced and described the services provided in this new position vetted through SSAG. EOPS/CARE & CalWORKS received restoration funding in 2016-17 to allow	a) Motion made by Steve to recommend that the

	<p>for expansion in services. The number of students served in this area has nearly doubled from 400 to 800 with 90% at full time. The position is fully funded through EOPS Categorical funds. Supporting documents were provided and Kim provided a verbal review of how the position supports student learning, what would happen if the position weren't approved and invited questions.</p>	<p>President recommend the Cat. Svc. Coord. for approval by the board; Kiran seconded. 9 members voted in favor, none opposed and 2 abstentions (Lauren and Heather).</p> <p><b>The President accepted the recommendation.</b></p>
<p>7. <a href="#">Dean of Instruction - STEM</a></p>	<p>Kiran introduced this Information item, "Dean of Instruction" replacement position for retiring Mike Gilmartin. The position was discussed as AAAG.</p>	
<p>8. <b>Board Policies – Admin. Procedures:</b></p> <p>a. <a href="#">Chapter 2</a></p> <ul style="list-style-type: none"> <li>• <a href="#">BP 2015 Student Member</a></li> <li>• <a href="#">BP/AP 2110 Vacancies on Governing Board</a></li> <li>• <a href="#">BP/AP 2210 Officers</a></li> <li>• <a href="#">BP 2220 Committees of the Governing Board</a></li> <li>• <a href="#">BP 2305 Annual Organizational Meeting</a></li> <li>• <a href="#">BP 2310 Regular Meetings of the Governing Board</a></li> <li>• <a href="#">BP 2315 Closed Sessions</a></li> <li>• <a href="#">BP/AP 2320 Special and Emergency Meetings</a></li> <li>• <a href="#">BP 2330 Quorum and Voting</a></li> <li>• <a href="#">BP 2432 Superintendent / President Succession</a></li> <li>• <a href="#">BP 2717 Personal Use of Public Resources</a></li> </ul> <p>b. <a href="#">BP 4021 Program Discontinuance</a></p> <p>c. <a href="#">BP 4025 Philosophy and Criteria for Assoc. Degree and General Education</a></p> <p>d. <a href="#">BP 4040 Library and Learning Support Services</a></p> <p>e. <a href="#">BP 4100 Graduation Requirements for Degrees &amp; Certificates</a></p> <p>f. <a href="#">BP 5220 / AP5220 Shower Facilities for Students</a></p>	<p>Dr. Tribley invited input, indicating that BPs that relate to the Board come directly to PAG; the Board subcommittee has reviewed these. (Note: BP 2105 was corrected to read 2015).</p> <p><b>Discussion ensued regarding #2432 (Superintendent / President Succession)</b> outlining the proper succession of authority. Members sought clarification as to the period of time for which the Supt./Pres. can appoint an acting Supt./Pres. to serve in his/her absence (60 days?) vs, where the Board shall appoint an acting Supt./Pres. for periods exceeding 90 days.</p> <p>Consensus reached to amend language for 90 days in each instance to allow for appropriate flexibility.</p> <p>There were no other comments or suggestions from the group.</p>	

g. <a href="#">AP 5500 Standards Student Conduct</a>		
<b>9. <a href="#">Recommendations to meet the Standards</a></b> <b><a href="#">Recommendations to Improve Quality</a></b>	<p>Dr. Tribley indicated that this latest version of the accreditation progress table was shared at the April Board meeting, and will be forwarded to PAG to keep all updated. Group discussion included the following:</p> <ul style="list-style-type: none"> <li>• Student Services has nearly completed their Admin. Procedures, in particular, those relating to student grievances.</li> <li>• The 2017-18 Catalog will determine our assessment responsibility (workload), as all courses listed in the Catalog will need to be assessed by December 2017 due to the accreditation recommendation on assessment. Division Chairs and Deans will need to continue to review the approximately 200 courses listed in the Catalog that have not been taught or assessed in the last two years and are not on the summer of fall 2017 schedule and archive them especially if there is no impact on programs or this does not create other unintended consequences. The 2017-18 Catalog will go to the June Board meeting.</li> <li>• Learning Assessment Committee meets once more this semester; currently an estimated 60% of the courses have been assessed. LAC has been in place for nearly a year and needs to expand faculty representation on the committee. This committee is also looking for a faculty cochair. The focus will soon shift from course assessment to program of study assessment which is on a four year cycle; currently there are approximately 150 plus programs.</li> <li>• Faculty who serve on PAG are encouraged to communicate back with their constituents, and division chairs with their deans regarding course assessments and forward information to <a href="mailto:Trackdatsupport@mpc.edu">Trackdatsupport@mpc.edu</a>.</li> <li>• PRIE will continue meeting through summer as this is a good time to complete work related to accreditation such as program reviews and assessments.</li> </ul>	
h. <b>Summary of Actions/Assignment of Tasks</b>	Recommendation and acceptance of the Categorical Services Coordinator. This recommendation was accepted by the President.	
i. <b>Adjournment</b>	Meeting adjourned at 3:10.	