

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

Date/Time: Tuesday, May 23, 2017, 2 – 4pm

Location: Karas Room

Visitors/Guests: Susan Kitagawa, Larry Walker,

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
✓	Paul Long for Kiran Kamath (VP Acad Affairs)		

Topic	Discussion / Comments	Action / Recommendation
1. Welcome	Diane welcomed members and visitors. Meeting commenced at 2:08.	
2. Campus community comments	<ul style="list-style-type: none"> • Dr. Tribley- met with the VP Student Services; 503 students have filed petitions for degrees (excluding certificates) and 249 signed up for graduation events. CSUMB President Eduardo Ochoa will be the commencement speaker for MPC. • Francisco – MPC has again been invited to attend Palma High School's Career Fair in November. • Diane – MPC needs an online campus wide ticket sales system. Members will forward suggestions/sources. • Lyndon – the recent P.E. Program Review's Executive Summary reflects progress made in the A&B & C & D level courses with an increase in the number of new and 1st time enrollees in PFIT courses and Fitness Center courses. The MPC Dance Concert is scheduled for Friday and Saturday at the Theater; tickets can be purchased at the box office. • Susan reported on the Classified Staff Development workshop <i>Integrating and Assisting Transgender Students</i>. Approximately 25-35 staff attended. 	
3. Approval of May 23, 2017 agenda	<p>Diane invited comments and approval (consensus).</p> <p>Item # 5 – Marketing Update : Nick Pasculli, CEO of TMD (Marketing) was unable to attend today; Dr. Tribley will speak on his behalf and Nick will be invited back in fall.</p>	Agenda approved by consensus.
4. Approval of minutes: May 9, 2017	Stephanie invited a motion to approve.	a) Motion made to approve the May 9, 2017 Draft Minutes by Eric, seconded by Wendy. 8 voted in favor, none opposed, and 2 abstained (Luz and Heather).
5. Marketing Update	Dr. Tribley reported on behalf of Nick Pasculli, TMD Creative, a local marketing firm. TMD has used a number of marketing approaches including	

social media, a collection of stories from students, current employees and alumni, ads in the MC Weekly and the Herald. TMD meets with the District weekly and is engaged with both marketing and communications in a combined effort to drive enrollments and share positive news with the community. Discussion followed regarding marketing efforts, event planning, public announcements and signage.

Kim invited Larry and Nicole to the table to help outline the [Students Services at the Fort Ord Education Center-Fall 2017 using Categorical funds:](#)

- Larry explained staffing (Dean of Student Services, Cat. Svc. Coord. II, Cat. Svc. Coord I-Bilingual) and their primary responsibilities.
- Nicole explained the depth of the services indicating that all Ed Center staff at the Marina Campus will be cross trained to help deliver services related to admissions, orientation, assessment, financial aid, veterans services and more. Students also have the opportunity to complete a “Request for Services” form for special requests.
- Francisco explained Outreach, Inreach, registration events inclusive of representatives from all Student Services and other instructional programs. A monthly calendar with days, times, and Student Services is also posted at the Ed. Ctr. At Marina main office and on the web site.

Larry invited all to help publicize the services offered at the Ft. Ord Education Centers and provide feedback as to what services are still needed. He reported that 5 sections of Pers. Dev. 50 (Making College Count) are also available at the Marina Campus to support Admissions through Co-Enrollment and Marina High School (AB288/CCAP).

Paul reported on behalf of Kiran with the following:

- Summer 2016 we had 34 sections scheduled as compared to 26 sections for Summer 2017.
- FTES for summer 2017 was 46 as compared to 42 for Summer 2017.
- GE classes with historically high enrollment which also met all GE tracks were studied in the development of a strategic plan for Fall 2017. Fall 2017 **projected** enrollments (using EMS) are for 74 sections and 269.5 FTES as compared to Fall 2016’s 66 sections (12% increase) and 133.6 FTES.
- Fall 2016, FTES was 133.6 FTES; EMS data is projecting 269.5 for Fall 2017 (101% increase). Friday classes have been added with the goal to attract some non-traditional students and provide more options for students to obtain their GE core education.
- Students at CSUMB dorms will be taking MPC courses at the Marina campus and discussions are underway to involve CSUMB students in MPC programs not offered at CSUMB.

ACE (Admission through Co-Enrollment) between MPC & CSUMB is in its first year and offers three tracks: Business Administration, Marine Science and Undeclared. Business and Undeclared tracks currently have only 13 and 17 students respectively; progress will be monitored and adjustments made where appropriate and to guide next year’s program. The program web sites for CSUMB & MPC as follows:

<http://www.mpc.edu/admissions/csumb-collaboration/admission-through-co-enrollment-ace>

<https://csumb.edu/ace>

Dr. Tribley recapped the Center Status criteria underscoring the requirement

6. Education Center at Marina - Update

	to maintain the 1,000 FTES production threshold, once Center Status is declared; base funding may be jeopardized in following years if FTES production falls below 1,000.	
7. Good News Moment	<p>The following was shared from members:</p> <ul style="list-style-type: none"> • Paul encountered a wait person and MPC student at a restaurant who said “I love MPC; they educate everybody.” • Heather reported on a student, Beverly Miller, who just graduated from Oregon State with a degree in Bio-Engineering and plans to pursue a PhD. • Larry reported that the Monterey County Commission granted an additional 4 years for the First Five counseling position (Amber Kershner), due to the good work MPC has done with the students. This grant provides \$100K per year. • Dr. Tribley spoke about the Perry Preschool Study of the early 1960’s which examined the lives of 123 children born in poverty and at risk of failing in school. The groups were divided into two groups, one a program group that entered a high quality preschool program and the other, a comparison group who received no preschool program. The study found that at age 40, those who underwent the preschool program had higher earnings, committed fewer crimes and were more likely to graduate from high school than their counterparts who did not enter into the preschool program. 	
8. Replacement position: a. HR Specialist	Susan introduced this replacement position as information. A current HR Specialist is the finalist in filling the HR Analyst position. Currently there are two HR Specialist openings.	
9. Integrated Planning & Resource Allocation Process	<p>Dr. Tribley reminded all that the recommendations from ACCJC must be met in order to reposition the College to a fully reaffirmed status. He invited Catherine Webb to present and explain the DRAFT Prioritization & Allocation Process 3rd from PRIE, which included the following:</p> <ul style="list-style-type: none"> • Rec. #4 charges the College with developing a process that integrates program review, college planning and prioritization and allocation of resources and also links both short and long term learning to student learning and achievement assessment. • Planning & Resource Allocation Process June 2014 was shared. • Action Plan work had been moved to earlier in the cycle. • Current Planning & Resource Allocation Practice was reviewed. • PRIE’s proposed Prioritization & Allocation Processes 3rd Draft 5-9-17 was reviewed. <p>Following this process beginning in August will allow the College to be:</p> <ul style="list-style-type: none"> ✓ In process of identifying and prioritizing needs (emerging from student learning and achievement data) when the follow up report is being written in December, and then ✓ Midway through the new budget development cycle at the time of the follow up visit in March. <p>Using tools in TracDat for Program Review, units can prioritize resource requests by category (e.g. equipment, staff, facilities, etc.) and level of need (e.g., critical to wish list). Then this information can be extracted by category to check for emerging needs across the campus and better align with potential resources.</p> <ul style="list-style-type: none"> • Input is requested on the Draft Process shared at various advisory groups and other groups • PRIE suggests that the new process also have a step where units receive feedback on unfunded requests (from Budget Cmte, 	

	<p>Cabinet, PRIE, PAG) to help communicate why they were not funded. This will help close the loop and inform the next planning cycle.</p> <p>Suggestions / comments from the group included:</p> <ul style="list-style-type: none"> ✓ (Lyndon) Prioritize large needs in concept only in the Fall with details later. Budget construction process should be built into the Draft Process (Resource Allocation & Budget Development box). ✓ (Heather) –Handbook - need guiding principles or rubric to be followed and verification that the processes are being followed. Use Google docs to invite comments. ✓ (Catherine) PRIE’s function (one of) includes an evaluation to make sure process is followed. ✓ Documentation that supports how budget requests are based on assessments will be critical. Additional discussions and communication among constituents will help prepare the College better articulate what it is doing for the follow up visit. 	
<p>10. Summary of Actions/Assignment of Tasks</p>	<p>Only action item is approval of the draft minutes of May 9, 2017.</p>	
<p>11. Adjournment</p>	<p>Meeting adjourned at 4:05pm.</p>	