

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

Date/Time: Tuesday, Sept. 12, 2017, 2-4pm

Location: Sam Karas Room

Visitors/Guests: Christine Erickson, Susan Kitagawa

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

Topic	Discussion / Comments	Action / Recommendation
1. Campus community comments	<ul style="list-style-type: none"> • Heather expressed deep concern about the article in The Weekly and whether a response will be generated. • Dr. Tribley indicated that it important for MPC to stay positive especially given the great progress being made. • Diane reported on the Banned Books Reading of Sept. 28th. • Kim reminded all of Lobos day on Sept. 13. • Jon reported on the recent and well received extended hours for the Library; following a student survey reflecting the need for extended hours, efforts moved forward to extend hours (M-Th, 7:45 am – 9pm, Fri- 7:45 – 5pm) with existing staff levels. • Grace reported on the All Users sent regarding the DACA situation and need to reach more students. Student Services will be relied upon for outreach efforts beyond current posting on the Web site and other social media. 	

<p>2. Approval of Sept. 12, 2017 Agenda</p>		<p>Approval by consensus.</p>
<p>3. Approval of minutes:</p> <p>a) May 23 2017</p> <p>b) August 8, 2017</p> <p>c) August 29, 2017</p>		<p>a) Motion – Kim Second – Wendy In favor – 9 Opposed - 0 Abstained (3)- Grace, Jon and Steve.</p> <p>b) Motion- Lyndon Second – Kim In favor – 9 Opposed - 0 Abstained – (3) Luz, Wendy, and Paul</p> <p>c) Motion – Kevin Second – Luz In favor – 9 Opposed – 0 Abstained – (3) Steve, Jon, and Heather.</p>
<p>4. Follow up re: Positive Campus Communication.</p>	<p>The following is a list of some of the comments and share observations from members about last meeting’s exercise:</p> <ul style="list-style-type: none"> • Hierarchical organizations share very similar challenges with regards to managing conflicts. • Tendency to personalize conflicts is typical. • Creating open communication avenues where people do not feel powerless, disenfranchised and blocked is difficult. • Conversations must be fact-based, respectful, not personalized. • People need to step up (confront) adversaries and listen. • E-mails often can add to communication breakdown where an in person meeting can be more effective. 	

	<ul style="list-style-type: none"> • The negative climate at MPC makes it difficult to celebrate numerous successes in meeting challenges. • The exercise of 8/29 would be a beneficial one to be shared in other areas. <p>Dr. Tribley indicated that the “Steps to Take” document will be shared on a broader level.</p>	
<p>5. Replacement Position (s): Straight replacement(s): a. Admin Asst. III</p>	<p>a. This straight replacement position was presented. Members conversed about farewell sendoffs.</p>	
<p>6. Board Policies: Follow Google feedback form</p> <p>Chapter 3 – Gen Institutional</p> <p>Chapter 7 – Human Resources</p> <p>(see next pg for Chap. 3 & 7 list)</p>	<p>Susan presented BPs 3000 explaining that several are lengthier than typical. BPs.</p> <p>BP 7000s were reviewed with the following remarks:</p> <ul style="list-style-type: none"> • BP 7145 “Personnel Files” is unique to MPC. Members remarked that it appears to be redundant. Following discussion, consensus was reached to strike BP 7145 as this is covered in the handbook. • BP 7330 “Communicable Disease” was discussed and consensus reached to amend language from Ed Code 87408. The following sentence was modified to add the underlined verbiage and read as follows: “All newly hired academic employees shall have on file a medical certificate indicating freedom from communicable diseases, including tuberculosis <u>unfitting the applicant to instruct or associate with students.</u>” 	<p>Approval by consensus.</p>
<p>7. Resource Guide - Review Norms, PAG charge / bylaws (if time allows)</p>	<p>Diane provided background on the development of the Resource Guide, referencing CBT’s (Collaborative Brain Trust) suggestion that we examine our committees for Governance vs Operational roles and establish revisions to the existing governance structure. A set of “Norms” was constructed to encourage collaboration.</p> <p>Comments were invited and the charge of PAG was reviewed with two changes (pg 28)</p> <ul style="list-style-type: none"> • Last bullet point – remove the “Organize” and indent the bullet point as the last in the series of six. • Membership: 6th bullet point to read “Five faculty appointed by MPC Academic Senate. (remove “each representing a different College-wide Committee.”). <p>Dr. Tribley indicated that a follow up report related to Accreditation is forthcoming and a Board Policy review calendar will be developed.</p> <p>Members discussed adding the VP Advancement to PAG, and the determination made to begin with a report or update from the VP Advancement Office.</p> <p>PAG still has a vacant faculty seat. This seat is chosen by Academic Senate.</p>	

8. Adjournment		Adjourned at 3:30 (approx.).
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9. Board Policies (from page 1)

Chapter 3 General Institution

BP 3430 Prohibition of Harassment

 AP 3430 Prohibition of Harassment

 AP 3435 Discrimination and Harassment Complaints and Investigations

BP 3510 Workplace Violence

BP 3518 Child Abuse Reporting

BP 3540 Sexual and Other Assaults on Campus

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Chapter 7 Human Resources

BP 7130 Compensation

BP 7145 Personnel Files

BP 7240 Confidential Employees

BP 7310 Nepotism

BP 7330 Communicable Disease

 AP 7336 Certification of Freedom From Tuberculosis

BP 7335 Health Examinations

BP 7342 Holidays

BP 7345 Catastrophic Leave Program

BP 7350 Resignations

BP 7370 Political Activity

 AP 7370 Political Activity

BP 7400 Travel

BP 7500 Volunteers

BP 7510 Domestic Partners

BP 7600 Campus Security Officers

BP 7700 Whistleblower Protection