

President's Advisory Group
Tuesday, February 12, 2019
2:00 –4:00 pm, Sam Karas Room
Minutes

Members:			
✓	Luz Aguirre (Classified)	✓	Jon Knolle (Dean of Instruction)
✓	Suzanne Ammons (minutes, resource)	✓	Eric Maximoff (Classified)
✓	Grace Anongchanya (Faculty)	✓	Larry Walker (VP Student Services – Interim)
✓	Wendy Bates (Faculty)	✓	Stephanie Perkins (Tri-Chair, Classified)
✓	Lauren Blanchard (MPCTA Rep.)		Francisco Tostado (MSC)
✓	Diane Boynton (Tri-Chair, Faculty)	✓	Walt Tribley (Tri-Chair Superintendent/President)
✓	Heather Craig (Academic Senate President)		Faculty (vacant)
✓	David Martin (VP Administrative Services)		Faculty (vacant)
✓	Kevin Haskin (MPCSEA Rep.)		ASMPC Rep.
✓	Kiran Kamath (VP Academic Affairs)		ASMPC Rep.

Guest: Lyndon Schutzler

2018-2019 Goals (✓ indicates goal to be discussed at this meeting)			
DONE	Respond to Accreditation recommendations.		Identify HR and other staffing needs.
	Respond to the new funding formula.	(ongoing)	Implement First Year Title V Grant. ✓ 11-13-18
✓	Expand Dual Enrollment programs.		Implement “Add Course” culture.
(in progress)	Develop the Education Master Plan in conjunction with Guided Pathways. ✓ 12/11/18	(in progress)	Ensure the completion of a degree audit system. ✓ 11-27-18
	Improve Title IX management/campus safety.		Explore cloud-based alternatives to an ERP.
(ongoing)	Enhance marketing efforts, including the promotion of the MPC Promise. ✓ 11-27-18		

Item	Topic- Discussion / Comments	Action / Recommendation
1.	Welcome – Members welcomed	
2.	Campus community comments: Stephanie invited comments. Members provided the following: <ul style="list-style-type: none"> • MPC Theater Arts welcomes new department chair, Teddy Eck. • MPC hosts approximately 6 community colleges for this Saturday’s track meet. • The bookstore manager has offered to provide additional support to help facilitate more timely textbook adoptions and will attend a future AAAG meeting. • The role of the Academic Senate on campus based on Ed Code and as legislated into law may not be fully understood across campus. Information will be sent to “All Users” regarding the role of the Academic Senate in participatory governance. 	
3.	Approval of February 12, 2019 Agenda: Stephanie Perkins invited feedback. Agenda is amended to reflect <i>Expand Dual Enrollment programs</i> under “Goals”.	Approval with clarification on “Goals” to be discussed today.
4.	Approval of minutes: <p>a) December 11, 2018 Stephanie Perkins invited comments.</p>	Approval by consensus as

		recorded.
5.	<p>Staffing Update-Dr. Tribley thanked Larry Walker for serving as interim Supt. /Pres. in his absence. The following update on upcoming position vacancies was provided:</p> <p>Dean of Student Services (Christine Erickson) -Larry provided an overview on current plans for how the position’s four main area responsibilities will be addressed:</p> <ol style="list-style-type: none"> a. <i>Dean of Student Services for Marina</i> – Lakisha Bradley, Dir. Stu Success & Equity. b. <i>Title IX</i> – Kayla Garcia, HR Analyst c. <i>Guided Pathways</i> – Jon Knolle, Dean of Instruction d. <i>Student Conduct/Discipline</i> - Dean of Student Svc, Lyndon Schutzler (exc. for matters involving Athletics). <p>Hours at the Ed. Center, Marina for 2/19 through 6/3 will reflect a 7pm closure.</p> <p>Interim Dean of PRIE (Catherine Webb) -Dr. Tribley provided an overview of a few of the responsibilities that will need to be reassigned. Dr. Webb is anticipated to provide an update on several areas of progress.</p> <p>HR Leadership – Dr. Tribley indicated that discussions regarding this critical role will be revisited. A previous search for the Associate Dean position was not successful. Dr. Tribley noted the need to upgrade the chief human resources position and add day-to-day management. Discussion followed regarding prioritization processes to include this position.</p> <p>The group engaged in discussion following an informal update as to where various current recruitment efforts are for open positions.</p>	
6.	<p>Positions</p> <p>New (Job Description):</p> <ol style="list-style-type: none"> a) Instructional Specialist-ARC (modified position): Larry reported that Student Services staff have met to examine how best to refill this and other vacant positions on a sustainable level while affording maximum student contact (AB705). The position is being increased from 25 to 29 hours per week. Discussion followed regarding turnover in personnel and the staffing prioritization process and the request made to agendize this topic for a future PAG meeting. <p>Straight Replacement:</p> <ol style="list-style-type: none"> a) Maintenance Specialist – David reported on this straight replacement position. b) Custodian –This information will be shared once the RTF paperwork is processed. c) Network Engineer - IT- David reported on this straight replacement position. d) Adm. Asst. II- MEC Larry reported on this straight replacement position. The incumbent has accepted a position on the Monterey campus. 	
7.	<p>Dual Enrollment Update - Jon Knolle provided a an update with the following:</p> <ul style="list-style-type: none"> • The DE team has been meeting with our education partners in our area school districts to reevaluate and refine pathways going forward and developing new agreements from year to year. • The DE team has also met with faculty and departments to determine where courses could potentially be added, removed or swapped. • The DE team is pulling together data (see handout) • Plans are to hold conversations with MPCTA and Academic Senate regarding issues related to establishing guidelines moving forward for the selection of faculty and courses. <p>Jon reviewed the handout- Summary of Dual Enrollment Pathways. He explained that the MPC dual enrollment classes are MPC college courses taught by MPC instructors in the high school. He explained how critical it is to build pathways where students can be</p>	

	<p>successful and enhance the likelihood that students will attend a community college if they participated in or were aware of dual enrollment in high school and likely to attend the community college that they began with under dual enrollment when in high school. Work is underway in the next few weeks to develop next year's pathways.</p> <p>Jon explained each of the area high schools' unique goals for its students. Under AB288 Dual Enrollment the school districts purchase the text books for their students.</p> <p>Discussion followed in which several challenges were noted, including:</p> <ul style="list-style-type: none"> • High School schedules are irregular, translating into many classes being counted as Positive Attendance classes. • K-12 school districts serve all students, regardless of whether they are non-resident- undocumented students; MPC cannot earn FTES from these students. • Proper completion of the non-resident information and/or follow up to verify which are truly non-resident is difficult. 	
<p>8.</p>	<p>Summary of Actions/Assignment of Tasks- Diane summarized as follows:</p> <ul style="list-style-type: none"> • HR Staffing Needs (leadership position) • Process mapping of positions • Quality of Marketing (member suggested). 	
<p>9.</p>	<p>Adjournment -Diane Boynton</p>	<p>Meeting adjourned at 3:24.</p>