

President's Advisory Group

Tuesday, April 14, 2020

2:00 –4:00 pm, [Zoom Meeting](#)

Minutes

Members:			
✓	Luz Aguirre (CSEA)	✓	Kevin Haskin (CSEA Rep.)
✓	Suzanne Ammons (minutes, resource)	✓	Jeannie Kim (Faculty)
✓	Grace Anongchanya (Faculty)	✓	Jon Knolle (Interim VP Academic Affairs)
✓	Wendy Bates (Tri-Chair, Faculty)	✓	David Martin (Tri-Chair, Interim-Supt./Pres.)
✓	Reem Benny (ASMPC Pres.)		Eric Maximoff (CSEA)
✓	Lauren Blanchard (MPCTA Rep.)	✓	Sheila Morales (ASMPC Rep.)
✓	Diane Boynton (Dean)		Stephanie Perkins (Tri-Chair, CSEA)
✓	Adria Gerard (Academic Senate President)	✓	Francisco Tostado (MSC)
✓	Margot Grych (Faculty)	✓	Larry Walker (VP Student Services)
✓	Steve Haigler (Interim VP, Administrative Services)		Faculty (vacant)

Guests:

Item	Topic / Discussion / Comments	Action / Recommendations
1.	Welcome -David welcomed all.	Welcome all
2.	Campus community comments: <ul style="list-style-type: none"> • Margo . 	
3.	Approval of April 14, 2020, Agenda	Approval by consensus
4.	Approval of minutes: a) Mar 10 2020 minutes-draft b) Mar 31 2020-link to recording	Approval by consensus
5.	Positions Straight Replacement: Steve presented on a & b - straight replacement positions. a) Maintenance Specialist (Orencio Perez ret'd 3/27) b) Campus Security Officer New Position a) Online Instructional Design & Accessibility Specialist - Jon provided background information on this position which has been in development for nearly three years and reviewed in Cabinet and by CSEA. Will be responsible for working with faculty to design and re-design online course content so that it is accessible to students with disabilities. The position will provide a second staff member on campus to support Distance Education ; currently, the District has one Online Instructional Technology Specialist (full-time permanent classified) one Faculty Coordinator for Distance Education - part time, 60% FTEF. The position will be funded partially by the general fund savings resulting from the Online Education Initiative subsidizing the cost of the Canvas Course Management System for MPC. The savings could be used to fully-fund a 20-hour/week permanent part-time position OR partially fund a full-time position if other funds were available.	
6.	Campus-wide Updates & Communications - Wendy invited input from all as to how communications could be made more accessible by students (less clicks from the web page, etc.). Member comments included: <ul style="list-style-type: none"> • Regular emails from the Superintendent/President's office have been well edited, organized and appreciated. • Given the mass amount of information that has accumulated, there now appears to be a need to "curate" information in additional formats such as an FAQ, a "buckets" idea and outreach efforts using Instagram such as Upward Bound is currently doing. • Too much communication is better than too little and this may require consistently organizing the information. 	

	<ul style="list-style-type: none"> ASMPCC’s social media page on Instagram “ASMPCC.Lobos”. The Physical Science video recently posted received 276 views. ASMPCC members have been advocating for a virtual student center on Canvas, which would provide a virtual community in addition to links on the first page with high interest topics. <p>David shared and reviewed the MPC website and the COVID 19 banner and one click to ACADEMIC AND STUDENT SUPPORT RESOURCES DURING COVID-19. This will be where the current content will be reduced to two focal points of information (1) COVID 19-spring semester update and resources for MPC students and community, and (2) Late Start Classes and Summer Schedule. Work continues to provide easier access to information for students.</p>	
7.	<p>2020-21 Budget Update & MPC Draft Budget Assumptions -Steve reviewed the Budget Assumptions reporting that the District is in “Hold Harmless” still. The May Revise due May 15 will provide additional information which will be brought to the Budget Committee, then PAG with the goal to present a Tentative Budget to the Board in June. COLA will play a key role this year. Property taxes are anticipated to come in close to projections as there were no extensions granted for deadlines. STRS and PERS information could change based on market conditions and losses stemming from the current COVID situation. Medical costs are up sharply and a renewal meeting in late May will provide information for budgeting purposes. Steve invited questions. An All Campus Budget Forum is scheduled for Friday May 22nd.</p>	
8.	<p>Campus Coffee in LTC - Survey update. David reported that the survey will close at the end of the week with current preferences as:</p> <ul style="list-style-type: none"> ACME - 23% Starbucks - 20% Peets - 12% various additional lower vendors at lower percentages. <p>Discussion followed regarding how the coffee vendors would deliver their product and what operational model would be in the best interest of the District. Additional conversations with vendors including local vendors will be pursued.</p>	
9.	<p>Facility & Technology Master Plan (FTMP) - David presented the Draft Plan as the culmination of (1) Brainstorming information gathered from campus feedback and input several sessions, (2) Information from the Facilities Condition Assessment Report, and (3) Total Cost of Ownership information from the Facilities Condition Assessment Report. The current Draft was presented to the Facilities Committee last week (4/6). David reviewed each Section with the following key points:</p> <ul style="list-style-type: none"> Section One documents the FTMP purpose, process, and MPC’s Educational Master Plan Goals. Section Two documents the existing facilities and technology conditions analysis for all three campus locations. Section Three identifies and summarizes the district-wide facility and technology needs. This was done building by building. Section Four documents the classifications for projects and identifies the process to be utilized to prioritize future projects; the projects are organized into Categories A through D with focus and commitment to Sustainability and Resiliency. Section Five documents the total cost of ownership and funding plans Appendix 1 includes the campus-wide participatory brainstorming document and comprehensive stakeholder input. <p>David encouraged members to review Section 3 and offer input as it relates to their area or building.</p> <p>Following today’s PAG as a first read, the Draft Plan will go to the April Board meeting, then return to the advisory groups for additional feedback. The District is</p>	

	<p>approximately 50% through the process of developing the FTMP with the goal to complete the Final Draft for a 1st read at the June Board meeting.</p> <p>The FTMP is a required strategic plan by Ed. Code and Title V and serves as an internal document providing direction over the next five years. The FTMP also supports a public component by communicating the needs of the District to the public and helps support the District’s position in considering pursuit of a public bond.</p> <p>Member comments and inquiries included:</p> <ul style="list-style-type: none"> ● Suggestions on “shaping” the document by using visionary verbiage and identifying needs and then linking them to EMP Goals and Strategic initiatives. ● Feasibility Study - has polling the public taken place? This has been postponed from the end of March to the end of April. The FTMP will serve as a major supportive foundation for the ballot initiative. ● Identifying specific projects will be effective in garnering public support. 	
10.	<p>Free Speech BP & AP Discussion - David introduced the following, invited questions and asked members to review them for future review/discussion likely at the next PAG: Apr 3 2020 Public Forum- Free Speech (Lozano Smith)</p> <p>Board Policy 3900 Administrative Procedure 3900</p>	
11.	<p>Project 4 - APs - Steve introduced the APs with a brief overview of each, indicating they utilize the CCCLC template language; the APs 6200-6750 were reviewed at the March 11 and April 8 ASAG and will be reviewed again at a future PAG:</p> <ul style="list-style-type: none"> ● AP 3720 Computer & Network ● AP 6200- Budget Prep ● AP 6250 Budget Mgmt ● AP 6300 Fiscal Mgmt ● AP 6307 Debt Issuance/Mgmt ● AP 6345 Bids & Contracts ● AP 6370 Contracts - Personal Svc ● AP 6540 Insurance ● AP 6600 Capital Construction ● AP 6750 Parking <p>Steve invited inquiries and comments.</p>	
12.	<p>Next meeting- April 28, 2020. Adjournment at approximately 3:50pm.</p>	