

President's Advisory Group
Tuesday, November 13, 2018
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.)		Lyndon Schutzler (Faculty)
	Diane Boynton (Tri-Chair, Faculty)		Francisco Tostado (MSC)
	Heather Craig (Academic Senate President)		Walt Tribley (Tri-Chair Superintendent/President)
	David Martin (VP Administrative Services)		Faculty (vacant)
	Kevin Haskin (MPCSEA Rep.)		ASMPC Rep.
	Kiran Kamath (VP Academic Affairs)		ASMPC Rep.

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.
	Expand Dual Enrollment programs.		Implement "Add Course" culture.
	Develop the Education Master Plan in conjunction with Guided Pathways.		Ensure the completion of a degree audit system.
	Improve Title IX management/campus safety.		Explore cloud-based alternatives to an ERP.
	Enhance marketing efforts, including the promotion of the MPC Promise.		

Item	Topic: Discussion / Comments	Action / Recommendation
1.	Welcome: Members welcomed.	
2.	<p>Campus community comments: Stephanie invited comments.</p> <ul style="list-style-type: none"> • The TRIO SSS program's 50 Year Anniversary celebration was well attended and representative of the campus community. Over \$2,000 of the \$3,800 goal has been raised. Members acknowledged that the event was well received. • MSUB (Math, Science Upward Bound) – serves students in various areas of the State effected by the recent devastating fires; a Go Fund Me account has been set up to assist students impacted by the fire. 	
3.	Approval of November 13, 2018 Agenda; Stephanie invited feedback.	Approval by consensus
4.	<p>Approval of minutes:</p> <p>a) October 23, 2018- Stephanie invited input.</p>	Approval by consensus
5.	<p>AP 4020 Student Learning Hours and Units of Credit: Jon Knolle reported on the required policy. This AP defines the specific relationship between student learning hours and units of credits and documents the current practice at MPC. He reviewed/explained key points including the following:</p> <ul style="list-style-type: none"> • Hours Requirements for Units of Credit • Minimum Unit Increment (rounding down), rounding up is not permitted as this would inflate units, giving students units for hours completed. • Cooperative Work Experience. <p>This AP has been received at Academic Senate, AAAG, and will go to the Board following</p>	

today's PAG

AP 7121 – Recruitment and Hiring: Administrators and Managers: Larry provided the background and reviewed the AP presented originally in Nov. 2017 with a final review in Feb. 2018. At the direction of the Board, this AP is being brought back now for the purpose of reviewing the revisions to correct the process of selecting the Superintendent/President. The revisions include:

- Pg 1- Item B: BP 2431 language is incorporated into the AP 7121 as Section B.
- Pg 6 –Incorporation of the terms “Classified Managers and Supervisors” as part of the constituent group represented.
- Pg 6-“Two classified members” is changed to *1 classified member* to differentiate between the Superintendent/President search and the Vice President search.

Member comments/questions were reviewed. Feedback provided included the following:

- Pg 6 -Minimum size of search committees (can be expanded if necessary as standard protocol).
- Pg 6 - Number of administrators required (example- Classified Managers & Supervisors requires 1 administrators and 2 administrators and/or managers).
- Pg 2, #4 – “Emphasis is placed on the responsibility of the administrators to ensure the quality of their administrator peers.” Why is the “peer” example language included in the Administrative & Managers recruitment only?
- Search Committee composition: some individuals who worked to select the search firm will also serve on the search committee. Composition of the search committee is not defined in the AP. The selection process has been verbally communicated among the board members. Members who selected the search firm will also serve on the selection committee.
- Pg 4, 2nd paragraph –should “adequate pool” be further defined?
- Pg 4, 4th paragraph – “Administrators are encouraged to use their professional networks....”. Should other members be encouraged to do the same?
- Current practice is to maintain confidentiality of members (confidentiality pledge) serving on most hiring committees (non-faculty). Is additional clarification needed with regard to the hiring committee confidentiality clause?
- Pg 4, 5th paragraph – Include “by committee”. “Additional advertising resources for specific outreach in a professional area may be requested by the committee....”.

Larry indicated his appreciation for today's robust conversation and that he would provide feedback to the relevant area.

6.

New Positions (Job Description):

- a) **Director of HSI Initiatives and Grants (includes Title V Grant item #7 below):-** Beccie reported on the position which will be 100% Title V Grant funded. Discussions in Cabinet include broadening the position so that it could potentially outlive the Title V Grant's 5 year duration. Broadening the position would later allow the position to focus on securing additional HSI grant funding. The position is a Classified Supervisory position (see job description).

Title V Grant Implementation (key points reviewed):

- Grant period began Oct. 1, 2018 – date of official funding award notification of the full amount.
- The RST Director job description goes to the Board this month to allow recruitment efforts to begin immediately following, with interviews early next year, and fill the position by March 1, 2018.
- The first report is due to the Dept. of Education January 31, 2019, showing some

	<p>progress made.</p> <ul style="list-style-type: none"> Objectives 1 through 6 were reviewed. Objectives are not changeable as the grant was scored based on the stated objectives. The implementation strategies proposed to achieve the objectives are somewhat flexible. The three components are broken down across the 5 years of The Grant. <p>The organizational chart was reviewed and all positions explained.</p> <p>Inquiries were shared regarding the professional development and tutoring efforts included in Component 2. Discussion on these items and other facets of this new grant will be facilitated in the spring. Members were encouraged to share this information with the faculty and the Academic Senate.</p> <p>b) Dean of Student Services (Athletics & Health Services): Larry reviewed the Draft job description and the Nov 9 "Background" document which provided some background. Members discussed some of the position's responsibilities. The position is an interim position and not a "net-new" position.</p> <p>Director of Academic Pathways and Partnerships; (Jon) This position will focus on (1) Dual Enrollment Pathways, (2) Adult Education Pathways and (3) CTE Articulation. This position focuses on a different kind of pathway, than Guided Pathways and is separate from those efforts but will certainly have some connections. Recently developed partnerships with K-12 districts, Adult Education partners and CSUMB require additional support to maintain those partnerships. Also, the Adult Education Consortium no longer has a coordinator position for the four member schools and this person will help with work related to Adult Education. Given the number of reporting requirements and the need to work collaboratively and proactively with our partners, this position will serve as that point person in addition to other responsibilities. Two sources have been identified to fully fund the position: the Adult Education Programming Fund for 65%, and Perkins for 35%. These funds cannot be used to provide instruction (hire faculty).</p> <p>Discussion followed regarding opportunities to grow programs and the State's efforts to "reshape" education. Districts need to respond with adequate leadership to pursue the new opportunities.</p>	
7.	<p>Title V Grant</p> <ul style="list-style-type: none"> Implementation Update-Beccie Michael (See 6a. above). 	
8.	<p>Guided Pathways Charge and Membership --<i>Deferred to next meeting due to time constraints.</i></p> <ul style="list-style-type: none"> GP Core Team-Draft <p>Work Groups (Draft)</p> <ul style="list-style-type: none"> 1-Cross Functional Inquiry 2-Shared Metrics 3 Integrated Planning 4-Inclusive Decision Making Structures 5-Clear Program Requirements <p>(Stephanie, Christine & Diane)</p>	Understanding the Charge & Membership of Guided Pathways
9.	<p>Marketing Update-Kristin Darken--<i>Deferred to next meeting due to time constraints.</i></p>	Update on District's marketing efforts
10.	<p>Summary of Actions/Assignment of Tasks- Tri Chairs</p>	
11.	<p>Adjournment - Diane Boynton- meeting adjourned at 4:10.</p>	