

**President's Advisory Group**  
**Tuesday, December 11, 2018**  
**2:00 – 4:00 pm, Sam Karas Room**  
**Minutes**

<b>Members:</b>			
	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.

**Guests/Presenters:** Glenn Tozier, Mike Midkiff, Shawn Anderson, Catherine Webb

<b>2018-2019 Goals (☐ indicates goal to be discussed at this meeting)</b>			
<b>DONE</b>	<del>Respond to Accreditation recommendations.</del>		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.
(ongoing)	Develop the Education Master Plan in conjunction with Guided Pathways.	(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		

<b>Item</b>	<b>Topic - Discussion / Comments</b>	<b>Action / Recommendation</b>
<b>1.</b>	<b>Welcome:</b> Members welcomed.	
<b>2.</b>	<p><b>Campus community comments:</b> Stephanie invited comments.</p> <ul style="list-style-type: none"> <li>● Members shared positive comments in conjunction with the upcoming holiday season.</li> <li>● Mike Midkiff (I.S.) provided an update on last week’s inaccessibility to the storage array attached to <i>Knighthawk</i>. The storage array has been in service since 2008. Diligent efforts from members of the IT department resulted in carving out another array for additional storage and data restoration from backups. A data center upgrade would require running parallel systems until the transition is complete--approximately 4-6 months at a rough estimate of approximately \$700K.</li> <li>● Larry acknowledged the great effort and work in hosting the recent forums held to provide an overview of the Superintendent/Presidential search efforts. A series of questions was provided at the forum in order to provide a framework for input and feedback. PAG members commented on the rich engagement and feedback from the campus community and community at large. Comments (verbal and written, broad and specific) are being consolidated based on the engaging feedback and statements.</li> <li>● Student Financial Services is asking all (faculty) to remind students to check their student portal for eligible financial aid for 2019-20.</li> </ul>	
<b>3.</b>	<b>Approval of December 11, 2018 Agenda:</b> Stephanie Perkins invited feedback.	Approval

4.	<p><b>Approval of minutes:</b></p> <p>a) November 27, 2018-Stephanie Perkins invited feedback.</p>	Approval by consensus.
5.	<p><b>Education Master Plan (Update)</b> Catherine Webb provided an update on the development of the EMP (last completed in 2011-12) with respect to the Environmental Scan and Timeline with the following key points.</p> <p><b><u>Internal Environmental Scan - MPC at a Glance:</u></b></p> <ul style="list-style-type: none"> <li>● Snapshot of 2017-18 students-This document contains information on Course Success Rate, Course Retention Rate, Top 10 Declared Majors (majority of students are undeclared), Degree Awards, Program Awards and Transfer Destination.</li> <li>● Discussions at AAAG and PRIE indicate that this information could be very useful in the development of Guided Pathways.</li> <li>● Awaiting information on total transfers from 2017-18; UC data and CSU data is available earlier than the in-state and out of state data.</li> <li>● Semester to Semester Persistence - is there value in examining this data further? Overall Persistence Collegewide is approximately 64% (Fall students returning in Spring). Degree-seeking students (program of study) show to be above 70%.</li> <li>● MPC's success and retention rates are at or above the state average.</li> <li>● Nursing - work is underway to unpack the data (separating Nursing majors from students interested in Allied Health), which could provide data helpful in the development of Guided Pathways.</li> <li>● Analysis is being done on demographics. While more students are coming to MPC from within MPC's District, and the highest percentage of MPC student attendance is from Salinas.</li> </ul> <p><b><u>Comparison of Degree Programs-MPC, Cabrillo &amp; Hartnell:</u></b> Catherine reviewed the various degrees offered; some degrees are exclusive or unique to one school and often a reflection of area needs. This information will also help inform the development of Guided Pathways.</p> <p><b>External Environmental Scan</b> - Catherine reviewed factors to be considered in the external environmental scan, including nationally with the following key areas:</p> <ul style="list-style-type: none"> <li>● A review of the demographics (trends and projections included in some cases) within the towns in MPC's service area, Salinas, the County and State.</li> <li>● Economic factors such as labor market information, employment status and employment projections, and educational trends (including K-12).</li> </ul> <p><b><u>National Trends in Higher Education, Fall 2018</u></b> - Catherine introduced the handout as a synthesis of educational scanning and forecasting focusing around Social, Technology, Economic, Environmental and Policy trends.</p> <p><b>Timeline:</b> An anonymous S.W.O.T. (Strengths, Weaknesses, Opportunity and Threats) survey will be generated to allow participants to provide their perspective as to what they perceive as the institution's strengths, weaknesses and external opportunities and threats affecting the District. In February and March, a small strategic planning group will then review the results of the survey and environmental scans. PRIE will then engage with the small strategic planning group as well as broader campus groups for input. The goal for these groups is to produce draft strategic goals or WIG (wildly inspirational goal), often taking the form of a brief, memorable slogan.</p>	
6.	<p><b>Positions</b></p> <p><b>New (Job Description):</b></p> <p>a) <b><u>Library Director</u></b> - Jon Knolle and Glenn Tozier provided information on the position including the following key points and invited questions throughout:</p> <ul style="list-style-type: none"> <li>● The position has been vacant since prior to 2009; subsequent searches were unsuccessful.</li> </ul>	

	<ul style="list-style-type: none"> <li>● Year-round leadership is needed to manage faculty, classified staff and overall building management.</li> <li>● Outreach and representation on the administrative level and throughout the community is an essential role of this position.</li> <li>● The Library is a heavily visited and utilized resource requiring a qualified support position to facilitate the many services provided.</li> <li>● The position is key in guiding the collaborative efforts of classified and faculty; the position is an Academic-Certificated Administrator.</li> <li>● The anticipation is that the position will go to the board soon with efforts to fill the position by June.</li> </ul> <p><b>Straight Replacement:</b></p> <p>a) <b>Admissions &amp; Records Specialist:</b> Larry reported on this straight replacement position.</p>	
7.	<p><b>December 12, 2018 Board Agenda Review:</b> Larry Walker reviewed the Board agenda and addressed questions for the upcoming standard organizational meeting. Two new board members will be sworn in. BP 2215 Board Officer Qualifications, presented to the November board will undergo further review and will return to a future board meeting.</p> <p>Members added information regarding new course offerings coming in fall.</p>	
8.	<p><b>Summary of Actions/Assignment of Tasks-</b> S.W.O.T Survey from the Ed. Plan.</p>	
9.	<p><b>Adjournment:</b> Meeting adjourned at 3:10.</p>	