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

Presenters/guests: Lakisha Bradley, Shawn Anderson, Kendra Cabrera

Item	Topic / Discussion / Comments	Action / Recommendation
1.	**Welcome-**David welcomed all.	
2.	**Campus community comments-** David invited comments. • Margot (Life Sci-Ornamental Horticulture) extended a "shout out" to John Kerns' class and efforts to beautify the area just outside the Life Science Bldg; John and Margot attended a workforce and curriculum information sharing meeting at Foothill College recently. • Wendy (Kinesiology) announced that MPC vs. Cabrillo will be playing Saturday at Rabo Stadium. • Grace (TRIO) extended a "Thank you" for the support during the First Generation week fundraising event which generated nearly $2,400 for TRIO-SSS. • Francisco (Student Financial Svc.) announced that the MPC Job & Career Fair is scheduled for May 6, 10 – 2pm.	
3.	**Approval of Nov. 26 2019 Agenda -**	Approval / Consensus
4.	**Approval of minutes:** a) Nov 12, 2019	Approval / Consensus
5.	==Early Alert system==- **Lakisha Bradley** presented on the District's Early Alert System intended to provide a tool by which instructors can communicate with Student Services on several areas that a student may need assistance with to include the following: • When a student is exhibiting signs that they may need academic/tutorial support. • When a student may need help in getting class materials, degree of certificate requirements, reading, research, study skills, help with choosing their major. • When a student exhibits difficulties with personal challenges, employment conflict, financial needs, and substance abuse. • When a student has achieved a goal or found success in overcoming a difficulty. Lakisha reported on some of the concerns that have arisen relative to communications with students (FERPA) and the intended service area, indicating she has invited feedback from various areas of campus, including ASMPC as well as from PAG members today. See EARLY ALERT SYSTEM-draft (get link). The intent is to provide a more targeted approach to assist students. Suggestions that came forward today included: • Ensure follow-up throughout the referral loop.	

	• Allow "closure" feedback to the originating instructor while protecting student privacy. • Include a check list of items required before submitting a message in the Early Alert System such as "Did you obtain permission from the student before submitting their information in the EAS?" • ASMPC suggested an option to "Self Refer". In response to this several categories or options for assistance have been incorporated into the form similar to a ticketing system. • Can an option be added for "Food, Housing, etc.". Lakisha indicated that she will continue gathering input with the goal to implement a pilot version or test in Spring term.	

6.	**Positions**
	Straight Replacement:
	   a) Pool Operator/Groundskeeper – David presented on this straight replacement position.
	Add'l position:
	   a) Groundskeeper –David presented on this additional position and referenced the last PAG meeting in which he outlined options of reinvesting 2018-19 year end funds (faculty and staff).
	   Margot (L.S.) commented on COOP opportunities in the area of O.H. and possibilities of developing student internships in the community.
		Approval / Consensus

7.	**Administrative Procedures:**
	• **AP 3500 Campus Safety** – David presented on the AP and invited feedback. (Suggestion accepted to eliminate a few redundant words.)
	
	• **AP 6150 Designation of Authorized Signatures**- David presented the AP and invited feedback. Comments included that consistent punctuation, fonts and formatting be used throughout the development of APs.
	
	• **AP 3720 Computer and Network Use**- David presented the AP and invited feedback. Discussion followed with the following comments/questions:
	
	  Page 2-Student E-Mail…"Students are responsible for all MPC communication sent to their MPC e-mail address." (What does this mean? Perhaps, "*Students are responsible for monitoring* all MPC *communication sent to their MPC email address."* This is confusing since Canvas(under Office of Academic Affairs) gives students the option to use a non-MPC email address, Student Financial Services (using PowerFaids portal) previously required the MPC email addresses, now allows students to use any email address. Suggestions included that a clear statement in reference to official MPC correspondence be made. Other institutions require that the official college email address be used for all student-school official communications with no option to use alternative email addresses. Consensus was reached that the campus should consider working to implement a one-email address (official communications) to be used across campus.
	
	  ✓ **Page 2 - Third and fourth paragraphs** should be indented.
	
	  ✓ **Page 2 – "Do not assume an e-mail response is a satisfactory substitution when directed otherwise."** What does this mean? Needs clarification.
	
	  ✓ **Page 3** – This page in bullet points should be modified to use parallel structure.
	
	  ✓ **Page 3** – Clarification is needed as to what these three statements mean and the use of personal cell phones to conduct school business factors in to the following statements:
	
	    "Using the campus network to gain unauthorized access to any computer systems."
	
	    "Connecting unauthorized equipment to the campus network."
	
	    "Using a personally-owned wireless access point or wireless device acting as an access point on campus."
		APs 3500 & 6150 approved by consensus for Supt./Pres. recommendation to Board.

| 8. | **Subcommittee Breakout continues:**
#1, Goal 11: (Progress to date.)
Create a process to support professional development.

#2, Goal 3: (Progress to date.)
Identify a process for prioritizing campus-wide projects and/or challenges. (info forthcoming)

#3, Goal 1: (Progress to date.)
Review Resource Guide and create decision making flowchart or "buckets".

#4, Admin Procedures: The list of assigned APs has been forwarded to the Advisory Groups to begin their work.
Report out before Adjournment

Several members had left the meeting; group consensus was to continue the subcommittees' work at a future meeting. | |
| 9. | **Next meeting (Dec. 10 – Finals wk)**
Adjournment - David suggested a review of possible agenda items to then determine when to meet next. | |

Reference Link – Resource Guide to Institutional Decision Making –pg 5 for PAG