PRESIDENT'S ADVISORY COUNCIL

MINUTES

April 12, 2017

Attendance:

☒ Bill Scroggins, Chair	☐ Eric Kaljumagi	☒ Jemma Blake-Judd	☐ Marchelle Nairne-Proulx
☒ Ron Bean	☒ Jean Garrett	☒ Bill Rawlings	☐ Carol Nelson
☒ Aneca Nuyda	☒ Gary Nellesen	☒ Michelle Sampat	☒ Brigitte Hebert (notes)
☒ Betty Santos	☒ Jeff Archibald	☐ Joan Sholars	
☒ Dan Smith	☐ Ruben Flores	☒ Martin Ramey	

Guests: Barbara McNeice-Stallard, Irene Malmgren, Sohka Song, Chisato Uyeki, Brian Moon, and Corey Case.

The meeting was called to order at 3:07 p.m.

1. **Review of March 22, 2017, Meeting Notes**

   Approved, as written.

2. **Campus Equity and Diversity Committee Update**

   Sohka Song and Chisato Uyeki brought before PAC for review the EEO Fund Multiple Allocation Model Certification Form.

   - The district met 8 out of the 9 Multiple Methods, while continuing work on Method 9.
   - Resources will be utilized through committees to ensure all groups have complete representation.
   - A project will start this coming year which will include advertising, the study of applications, targeting particular groups, and matching employees to the student population.

3. **Institutional Effectiveness Committee Update**

   Irene Malmgren reported that this committee has met since the last update.

- An Annual Fiscal Report Review for 2015-16 and was distributed which provides general information on how we are doing with enrollment, the achievement of data, and the rate of job placement.
- Although an Annual Fiscal Report Review for 2017 is still in draft mode, it gives us an idea of consistency from year to year and a solid view of how we are doing.
- It was noted that the student loan default rate is going down with the anticipation that the following year may be even lower. This can be attributed to the financial aid programs available to students (i.e., Aid Like a Paycheck).
- Research looks at trends and then focuses on processes that may have caused a change.
- An Argos report exists that can provide us with the number of students on campus at any given time and may be useful to Facilities, in particular with the issue of parking.

4. **Accreditation Steering Committee Update**

Irene Malmgren reported that this committee has met since the last update.

- PAC was encouraged to go to the accjc.org website and take a look at the positive changes.
- A recommendation was made to PAC to ask committees to include a component related to the standard they are attached to and working on in their annual report. This would assist the process of collecting evidence moving forward and would create a "catalog" for resources.
- Bill Scroggins suggested instead of having a separate response addressing accreditation standards in the committee's report, add a column for the accreditation standard number in which they associate their work and progress with. Most committee reports provide information on what they achieved during the year. It may be more efficient to take that work and assign an accreditation standard to it. The report can be considered evidence itself.
- It was noted that the detail of the information reported can vary and the visiting accreditation team was looking for the actual evidence, not a discussion of it.
- They will also be putting together a "Lessons Learned" debriefing event that will show us how we can move forward more effectively. It will include focus groups, face to face meetings, and surveys.
- The Commission is looking at changing the way they interpret their own standards.

5. **Facilities Advisory Committee Update**

Gary Nellesen reported that this committee has met since the last update.

- A detailed "Programming – Student Center" handout was distributed that defines the scope of work, outlines the process, and provides a final review before we move onto the final design stage.
  - A total of 97,000 sq. ft. will be developed for student space and will be located at the center of campus.
  - We have an approved budget and funding for the design phase.
  - The third floor conference area will have multi-use capabilities.
  - The design contract will go to Board for approval this May.

- o It will take approximately 18 months for the design and approval phase, with the anticipation of starting the project in April 2019, if fully funded.
- o They also met this past Monday to look at a rough draft of the Student Center, which included the beginning stages of a master plan. There is no report as of yet.

6. **BP 5010 – Admissions**

This BP was presented for first reading. It was submitted through OnBase Workflow for PAC review in error. It was recommended that BP 5010 be held for review until the corresponding AP 5011 is done for review.

7. **BP and AP 5130 – Financial Aid**

This BP and AP were presented for second reading. Grammatical errors were noted and will be corrected. Motion, seconded, and carried. The BP will be presented to the Board for adoption and the AP presented to the Board for information.

8. **VOICES Purpose and Function Statement Review**

The Purpose and Function Statement was reviewed. Jeff Archibald was asked to convey his comments and concerns to Bill Scroggins, who will, in turn, work with the VOICES Committee to make adjustments. It will be brought back to PAC at the next meeting for further review.

9. **Expanded PAC Agenda Discussion**

The following items are to be added to the agenda:

- A reporting out of the analysis of our 2015-17 Strategic Plan
- Development of the 2017-19 Strategic Plan
- Strategic Plan and Institutional Effectiveness Issues

10. **BP/AP Log Review**

- Combine BP 5010 with AP 5011, which is still being reviewed. Both of these items are to be submitted together, when finalized.
- AP7121 – Recruitment and Hiring: Classified Employees (in negotiations with HR/262)
- AP 7365 – Discipline and Dismissal: Classified Employees (in negotiations with 262, then presented to 651)

11. **Other**

- October Expanded PAC will focus on the Strategic Plan
- November Expanded PAC will focus on the Educational Facilities Master Plan

The meeting adjourned at 3:57 p.m.

FUTURE MEETINGS: **April 26, 2017**
May 10, 2017 (Expanded PAC)
May 24, 2017
June 14, 2017
June 28, 2017

**Typically, meetings are held on the second and fourth Wednesdays of each month,
3:00-4:30 p.m., in the Administration Building, Room 2440.**