MT. SAN ANTONIO COLLEGE

PRESIDENT'S ADVISORY COUNCIL

MINUTES

September 13, 2017

Location: Room 4-2440			Time: 3:00–4:00 p.m.
Council Members:			
☒ Bill Scroggins, Chair	☒ John Vitullo	☒ Tony Rivas	☒ Corey Case
☒ Gary Nellesen	☒ Martin Ramey	☒ Bill Rawlings	☒ Brian Moon
☒ Ron Bean	☒ Lina Soto	☐ Cesar Castaneda	☐ Brigitte Hebert (notes)
☒ Rosa Royce	☐ Vacant (Fac – AS)	☐ Marchelle Nairne-Prouix	
☐ Vacant (Fac - AS)	☒ Eric Kaljumagi	☐ Carol Nelson	

Guests: Myeshia Armstrong, Dale Vickers, Liesel Reinhart, Michelle Sampat, and Barbara McNeice-Stallard.

The meeting was called to order at 3:03 p.m.

1. **Introduction of New Members** (Scroggins)

2. **Budget Committee Update**

    Myeshia Armstrong reported that this committee has met since the last update.

    - The President's letter is featured in the complete Adopted Budget Book which details our one-time and ongoing expenditures.
    - Our Ending Balance as of June 30, 2018 is projected at $21.6 (10.46%) while at the same time meeting our 10% requirement from our Board policy.
    - Our 2017-18 Adopted Budget for all funds are as follows; Expenditures - $441.8 million, Fund Balance - $34.8 million with a final total of $476.6 million.
    - There are current budget concerns such as the OPEB Trust (retiree's health premiums and annual ongoing contribution), STRS and PERS "Employer Share" increases, and Prop. 30 extension with Prop. 55 in November 2016.
    - Future considerations include lack sufficient COLA for ongoing expenditures and categorical programs, reduced in growth funds, reduction in physical plant and instruction equipment funds, uncertainties regarding federal fiscal policy changes that could affect the budget, concerns with a potential recession and the volatility of State revenues, and 10% of reserves per Board Policy.

3. **Information Technology Advisory Committee Update**

Dale Vickers reported that this committee has met since the last update.

- Banner 9 is coming, which will be a look and feel change
- It will be somewhat the same except on the back end of programming
- All IT staff has completed three total weeks of training
- Equipment has been purchased
- Anticipate a live environment
- Working with POD to develop a training schedule
- The plan is start flipping the switch towards the middle of next year with the goal being the end of next year; hard deadline of December 2018
- A migration partner has been identified to assist with the Email Replacement Program of Office 365 with a 6-8 week timeline before implementation
- Pod will develop a schedule for this training with the goal of full implementation by January 2018
- The Security Task Force goal is in alignment with the State Chancellors

4. Professional Development Council Update
Liesel Reinhart reported that this committee has met since the last update.

- Some changes to the Conference and Travel criteria include increasing the annual employee funding to $1,800, creating group application process, updated forms.
- PDC has already approved 37 requests for 2017-18 totaling $42,120.
- CPDC and Flex Day were successful with comprehensive data coming in.
- Manager's retreat is scheduled for January 4-5, 2018 with the goal of increasing the attendance from 78 to 100.
- Revisions to the plan were made to using an outcomes-based model which will provide opportunities to more accurately assess the plan progress and connect professional learning to student achievement.
- The Professional Learning Team received an award from the Outcomes Committee for innovative use of an outcomes based model in the implementation of an Equity Certificate within the 2016-17 New Faculty Seminar.
- Monthly management meetings will be held to provide consistent training opportunities.
- Yen Mai has been elected to chair MPDC.

5. Institutional Effectiveness Committee Update

Michelle Sampat reported that this committee has met since the last update.

- IEC met today for first time closing the loop on the 2016-17 Strategic Plan.
- There is 2016-17 PIE completion from units, divisions, and Vice Presidents.
- There is no Institutional PIE this year.
- Faculty and Managers comprise a "strike force" working on input from the user this past year to improve and streamline the process, as well as provide training.
- There will be no institutional PIE this year.

6. **Accreditation Steering Committee Update**

Barbara McNeice-Stallard reported that this committee has met since the last update.

- ASC met last week for first time.
- The goal is focusing on how to keep accreditation alive until mid-term report in three years.
- And the comprehensive 500 plus page report in seven years.
- College wide survey was done, along with focus groups, to get feedback on the accreditation process which will be reviewed at next meeting.
- Special check-in with CSEA 651 to see from their perspective how accreditation went.
- Lessons Learned Document compiles all the information which gives guiding framework on improvements and moving forward.

7. **Review of August 9, 2017, Meeting Notes**

Approved, as written.

8. **BP/AP 6510 – Networked Video Cameras**

This BP/AP was presented for second reading. Grammatical errors were noted on Page 2, Paragraph 1 and should read as ". . may be used for a variety of purposes. In addition, ". Motion, seconded and carried with changes noted. The BP will be presented to the Board for adoption, and the AP presented to the Board for information.

9. **AP 7121 – Recruitment and Hiring: Classified Employees**

This AP was presented for second reading. It was recommended that in Section E, Fourth Bullet Point to strike the word "recommended" and replace with "appointed". Motion, seconded and carried with the changes noted. This AP will be presented to the Board for information.

10. **BP/AP 7365 – Discipline and Dismissals – Classified Employees**

This BP and AP were presented for information only.

11. **BP/AP Log Review (Scroggins)**

The meeting adjourned at 3:45 p.m.

FUTURE MEETINGS: **September 27, 2017 – Expanded**

October 11, 2017
October 25, 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.