##### PRESIDENT’S ADVISORY COUNCIL

##### MINUTES

##### December 6, 2023

|  |
| --- |
| **Location: President’s Conference Room and Zoom Time: 3:03–5:04 p.m.** |
| **Council Members:**   |  |  |  |  | | --- | --- | --- | --- | | Martha Garcia, Chair | Tania Anders | Rosa Asencio | Dani Silva | | Madelyn Arballo | Allie Frickert | George Gutierrez |  | | Koji Uesugi | Raul Madrid | Yvette Garcia |  | | Rosa Royce | Emily Woolery | Jose Ramirez |  | | Mica Stewart | Tamra Horton | Juan Mendoza | Yadira Santiago (Notes) | Dale Vickers | | **Guests:** |  |  |  |  | | Michael Carr | Sylvia Ruano | Carol Nelson |  |  | |

1. **Opening Items**
2. Call to Order

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

1. **Approval of Minutes**
2. Approval of Minutes of the Expanded PAC Meeting for November 28, 2023.

Remove Thomas from Dr. Mica Stewart’s name, add Dr. to Tania Anders’ name, and include the representing group info for members. Motioned, seconded, and approved, as corrected.

* 1. Approval of Minutes of the PAC Meeting for November 29, 2023.

Tania will provide name of replacement for Roger Willis. Dani will provide name of replacement for Juan Mendoza. Motioned, seconded, and approved.

1. **Action Items**

3.01 Board Policy 3900 – Freedom of Expression (First Reading)

This BP was presented for first reading. Motioned, seconded, and approved.

3.02 Administrative Procedure 2365 – Recording (Final Reading)

This AP was presented for final reading. Motioned, seconded, and approved.

3.03 Administrative Procedure 5400 – Associated Students (Final Reading)

This AP was presented for final reading. Motioned, seconded, and approved.

3.04 Board Policy 5400 – Associated Students Organization (Final Reading)

This BP was presented for final reading. Motioned, seconded, and approved.

3.05 Board Policy 5410 – Associated Students Elections (Final Reading)

This BP was presented for final reading. Motioned, seconded, and approved.

3.06 Board Policy 6150 – Designation of Authorized Signatures (Final Reading)

This BP was presented for final reading. Motioned, seconded, and approved.

* 1. Employee Wellness Committee Purpose and Function Statement Review

Motioned, seconded, and approved with recommendation to add an additional member appointed by Academic Senate, increasing membership to 15.

* 1. Facilities Advisory Committee Purpose and Function Statement Review

Motioned, seconded, approved with recommendation to add an additional member appointed by CSEA 262, an additional member appointed by Faculty Association, and an additional member appointed by Associated Students, increasing membership to 18.

* 1. Health and Safety Committee Purpose and Function Statement Review

Motioned, seconded, approved.

* 1. Information Technology Advisory Committee Purpose and Function Statement Review

Motioned, seconded, and approved with recommendation to add an additional member (a manager) appointed by the Vice President, School of Continuing Education, increasing membership to 16.

* 1. Institutional Effectiveness Committee Purpose and Function Statement Review

Motioned, seconded, and approved.

* 1. Planning for Institutional Effectiveness Committee Purpose and Function Statement Review

Motioned, seconded, and approved with recommendation to add the Climate Action Plan to Function bullet number 1.

* 1. Police and Campus Safety Advisory Committee Purpose and Function Statement Review

Motioned, seconded, and approved.

* 1. Professional Development Council Purpose and Function Statement Review

Motioned, seconded, and approved with recommendation to add Confidentials to Purpose paragraph between classified and faculty, and add an additional member appointed by Confidentials, increasing membership to 11.

* 1. Strong Workforce Advisory Committee Purpose and Function Statement Review

Motioned, seconded, and approved.

* 1. VOICES Committee Purpose and Function Statement Review

Motioned, seconded, and approved.

* 1. Accreditation Steering Committee Goals and Progress Review

Motioned, seconded, and approved.

* 1. Basic Needs Committee Goals and Progress Review

Motioned, seconded, and approved.

* 1. Budget Committee Goals and Progress Review

Motioned, seconded, and approved.

* 1. Campus Equity and Diversity Committee Goals and Progress Review

Motioned, seconded, and approved.

* 1. Climate and Environmental Justice Committee Goals and Progress Review

Motioned, seconded, and approved.

* 1. Employee Wellness Committee Goals and Progress Review

Motioned, seconded, and approved.

* 1. Facilities Advisory Committee Goals and Progress Review

Motioned, seconded, and approved.

* 1. Health and Safety Committee Goals and Progress Review

No action taken, wrong year was submitted. This item will be moved to the next meeting agenda.

* 1. Information Technology Advisory Committee Goals and Progress Review

Motioned, seconded, and approved.

* 1. Institutional Effectiveness Committee Goals and Progress Review

Motioned, seconded, and approved.

* 1. Planning for Institutional Effectiveness Committee Goals and Progress Review

Motioned, seconded, and approved.

* 1. Police and Campus Safety Advisory Committee Goals and Progress Review

Motioned, seconded, and approved.

* 1. Professional Development Council Goals and Progress Review

Motioned, seconded, and approved.

* 1. Strong Workforce Advisory Committee Goals and Progress Review

Motioned, seconded, and approved with recommendation to add the link in the column for the College priority, add a goal aligning work with CCCCO Vision 2030, add a goal for funding and advocacy tied to the campus at large, with sustainability beyond categorical funding included in their PIE.

* 1. VOICES Committee Purpose and Function Statement Review

Motioned, seconded, and approved with recommendation to add + to goal #6 after DEISA.

1. **Discussion Items**
   1. President’s Advisory Council Purpose and Function Statement and Committee Goals Review

Add to Function: 7. Consistently revise AP/BPs in alignment with review cycle and legislative changes.

Committee Goals: Remove Goal #3. Add all campus plans to Goal #6 including CCCCO Vision 2030. Goal #7 Governance committees that report to PAC document work to PAC through a cycle of goals, outcomes, and targeted presentations

* 1. Recommendation from Institutional Effectiveness Committee to Modify the Program Review Process (PIE) from an Annual Cycle to a Five-Year Cycle

The Institutional Effectiveness Committee submits the following recommendation to the

President’s Advisory Council:

• To modify the program review process (PIE) from an annual cycle to a five-year

cycle. The five-year cycle will begin with a comprehensive program review

followed by annual updates in subsequent years. The annual update process will

include the opportunity to request resources. This will ensure that units/programs

can request resources every year regardless of whether they must complete a

comprehensive program review or an annual update.

PAC recommends a three-year Program Review Process (PIE) with an annual budget request, giving the opportunity and exception to areas that require annual requests to include additional goals that may arise.

* 1. Review of Mission, Vision Statement, and Core Values

This item will be moved to the next meeting agenda.

* 1. Administrative Procedure 3255 – Participation in Local Decision-Making Workgroup

This item will be moved to the next meeting agenda.

* 1. Future PAC Meetings

PAC will meet on the first and third Wednesday of the month, switching meeting days with Budget Committee.

1. **Information Items**
   1. Administrative Procedure 4024 – Units-to-Contact-Hour Relationship

This item will be moved to the next meeting agenda.

* 1. Administrative Procedure 4225 – Course Repetition and Withdrawals

This item will be moved to the next meeting agenda.

1. **Reports and Committee Updates**
   1. Accreditation Steering Committee

This item will be moved to the next meeting agenda.

* 1. Budget Committee

This item will be moved to the next meeting agenda.

* 1. Campus Equity and Diversity Committee

This item will be moved to the next meeting agenda

* 1. Climate Commitment and Environmental Justice Committee

This item will be moved to the next meeting agenda.

* 1. DEISA+ Council

This item will be moved to the next meeting agenda.

* 1. Facilities Advisory Committee

This item will be moved to the next meeting agenda.

* 1. Information Technology Advisory Committee

This item will be moved to the next meeting agenda.

* 1. Institutional Effectiveness Committee

This item will be moved to the next meeting agenda.

* 1. Police and Campus Safety Advisory Committee

This item will be moved to the next meeting agenda.

* 1. Professional Development Council

This item will be moved to the next meeting agenda.

* 1. Strong Workforce Advisory Committee

This item will be moved to the next meeting agenda.

* 1. Overall Campus Equity

This item will be moved to the next meeting agenda.

**7 Closing Items**

7.01 Log Review

7.02 Adjournment

The meeting adjourned at 5:04 p.m.

10.02 Future PAC Meetings:

January 17, 2024

February 7, 2024

February 21, 2024