



MT. SAN ANTONIO COLLEGE

PRESIDENT'S ADVISORY COUNCIL

MINUTES

April 26, 2017

Attendance:

<input checked="" type="checkbox"/> Bill Scroggins, Chair	<input checked="" type="checkbox"/> Eric Kaljumagi	<input checked="" type="checkbox"/> Jemma Blake-Judd	<input type="checkbox"/> Marchelle Nairne-Proulx
<input checked="" type="checkbox"/> Ron Bean	<input checked="" type="checkbox"/> Jean Garrett	<input checked="" type="checkbox"/> Bill Rawlings	<input checked="" type="checkbox"/> Carol Nelson
<input type="checkbox"/> Aneca Nuyda	<input type="checkbox"/> Gary Nellesen	<input type="checkbox"/> Michelle Sampat	<input checked="" type="checkbox"/> Brigitte Hebert (notes)
<input type="checkbox"/> Betty Santos	<input checked="" type="checkbox"/> Jeff Archibald	<input checked="" type="checkbox"/> Tony Rivas	
<input type="checkbox"/> Dan Smith	<input type="checkbox"/> Ruben Flores	<input checked="" type="checkbox"/> Martin Ramey	

Guests: Barbara McNeice-Stallard, Dave Wilson, and Corey Case.

The meeting was called to order at 3:11 p.m.

1. Review of April, 12, 2017, Meeting Notes

Approved, as written with the correction of striking the word "October" and replacing it with the word "May" under from Section 11, Page 4, first bullet point.

2. Review of 2017 IEPI Indicators

Barbara McNeice-Stallard brought before PAC for review the California Community Colleges Chancellor's Office Institutional Effectiveness District Indicator Rates.

- The purpose of the report is to focus on the different ways of providing professional growth and development, as well professional opportunities. The matrix data is available for all to see if "Googled" and can be used to help students and faculty determine how well each are doing.
- The College has set the following goals:
 - Fund Balance
 - Audit Findings – Audit Opinion Financial Statement
 - Audit Findings – State Compliance
 - Audit Findings – Federal Award/Compliance
- The College used a shared governance approach in deciding what its goals should be for the indicators required to be reported by June 2017. The approach included a review by the Institutional Effectiveness Committee (IEC) and President's Advisory Council (PAC).

- It is essential for the College to review the findings on an ongoing basis to determine if the programs and services that are currently being offered advance student outcomes and what new programs and services could be offered in the future.
- If anyone is interested in the full details of this report, historical and detailed data of each matrix will be presented to the Board on May 10, 2017.

3. **Review of 2017 Scorecard**

- The Student Success Scorecard has data both in static and dynamic formats that report out by gender, age, and ethnicity by all California community colleges to determine if colleges are narrowing achievement gaps.
- A number of campus-wide initiatives/groups are engaged in evaluating program effectiveness (e.g., Basic Skills Initiative and Planning for Institutional Effectiveness). The Student Equity Plan has contributed toward the College's improvement over time. A breakdown of the data by gender, age, and ethnicity was used extensively by the Student Equity Committee as a major component of the section on campus-based research for the College's 2017 Student Equity Report.
- Bill Scroggins pointed out that the latest "Skills Builder" matrix is particularly important in telling the full community college story. Many of our students benefit from our programs without getting a degree or transferring to a university. This matrix shows the median earnings increase of 40.3%.
- The College is working on creating short term vocational certificates that will acknowledge two or three courses taken in a specified cluster may have an impact on certain areas (i.e., Informational Technology, Child Development). This component could be used as a measurable outcome of our Work Force funding.
- The demographics chart represents companies that report employment wage data. There are professions that are not represented such as real estate, cosmetology, non-profit or private child care, etc. This data does not represent those that have moved out of state.

4. **AP 3250 – Institutional Planning**

This AP was presented for a second reading. Strike the word "Executive" on Page 2, Item 6 and replace it with "Associate". Strike the words "Instructional Services" on Page 2, Item 7 and replace it with "Instruction". Motion, seconded, and carried. The AP will be presented to Board for information.

5. **BP 7601 – Campus Public Safety Internal Policies and Procedures**

This BP was presented for first reading. This BP will be pulled for negotiations.

6. **Review of Annual Planning Memo**

A Yearly Planning Analysis was reviewed. The following suggestions were discussed:

- Conduct committee chair orientations on what progress and reporting is required.
- Add a directive in the Annual Planning Memo that informs committees they should be setting their goals at the beginning of the year.
- Since committee goals are constant, include a section on the Purpose and Function Statement for the goals, and only require committees to submit changes when applicable.
- Committee membership structure and goals can be updated at same time.
- The Purpose and Function Statement will contain goals from last year and will include goals for this year. If the committee has any changes with the goals they have influence over, they can communicate their concern.
- A draft Annual Planning Memo will be brought back to PAC for review reflecting these suggestions.

7. **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. Both due to go to SPAS Council on Monday, May 1, 2017.
- AP 7121 – 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)

8. **Other**

Based on the visiting team's draft Accreditation Report, there were some recommendations for improvement:

- There should be a regular annual review of the participatory governance system of the entire College. Bill Scroggins suggested we incorporate this annual review as part of our start up each Fall when we are reviewing our Mission, Vision, and Core Values.
- Develop a flowchart of how decisions are made.
- Jeff Archibald suggested in the future we look at developing a manual, "How Decisions Are Made", which would give an overview of the committee structure and each role they have in the governance system. It can also contain information on what is involved in being on a particular committee, meeting dates and times, expectations, and set of responsibilities.
- Jemma Blake-Judd suggested there be a link or reference to the manual on the "Hours of Service" form.
- Jeff Archibald also suggested possibly implementing at one point an assessment of all committee's; a self-evaluation that could be published online for all campus to see. This data could serve as a report card that could assist committees with their Purpose and Function Statement, as well as their goals. It also could be added to the committee's mandatory goals.

The meeting adjourned at 4:23 p.m.

**FUTURE MEETINGS: 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.**