



# MT. SAN ANTONIO COLLEGE

## PRESIDENT'S ADVISORY COUNCIL

### MINUTES

May 9, 2018

<b>Location: Room 4-2460</b>	<b>Time: 3:00–4:30 p.m.</b>		
<b>Council Members:</b>			
<input checked="" type="checkbox"/> Bill Scroggins, Chair	<input checked="" type="checkbox"/> Kristina Allende	<input checked="" type="checkbox"/> Tony Rivas	<input type="checkbox"/> Dan Garcia
<input checked="" type="checkbox"/> Gary Nellesen	<input type="checkbox"/> Martin Ramey	<input checked="" type="checkbox"/> Bill Rawlings	<input type="checkbox"/> Brian Moon
<input checked="" type="checkbox"/> Ron Bean	<input checked="" type="checkbox"/> Lina Soto	<input type="checkbox"/> Johnny Jauregui	<input checked="" type="checkbox"/> Brigitte Hebert (notes)
<input checked="" type="checkbox"/> Rosa Royce	<input type="checkbox"/> Vacant (Ac. Senate)	<input checked="" type="checkbox"/> John Lewallen	
<input checked="" type="checkbox"/> Joan Sholars	<input checked="" type="checkbox"/> Eric Kaljumagi	<input checked="" type="checkbox"/> Carol Nelson	

Guests included Sokha Song, Dale Vickers, Isaac Lupercio-Rodriguez, and Lianne Greenlee.

The meeting was called to order at 3:06 p.m.

#### 1. Review of April 11, 2018, Meeting Notes

A correction of the spelling of the word "barring" will be made under Item 6, Other.

Approved, as written.

#### 2. Review of April 18, 2018, Expanded PAC Meeting Notes

A correction will be made to Kristina Allende's name listed as an attendee.

Approved, as written.

#### 3. Accreditation Steering Committee (ASC) Update

Kristina Allende reported that this committee has met since their last update.

- ASC has been visiting with various committees to ensure they have evidence for self-evaluation.
- A sample letter was distributed giving an example from actual PAC minutes and how we can identify themes.
- At this time, many committees have submitted minutes with evidence.
- Kristina will review PAC's minutes for details supporting and identifying themes.
- It was suggested that a link supporting documents to the agenda and minutes would be beneficial.

- Kristina will review the process and present it to PAC.
- It was agreed upon by ASC that meetings will continue once a month.

#### **4. Campus Equity and Diversity Committee (CEDC) Update**

Sokha Song reported that this committee has met since their last update.

- At tonight's Board meeting, they will be approving the EEO Fund Multiple Allocation Model for the Fiscal Year 2018-19.
- An annual survey of hiring practices is schedule to be sent out.

#### **5. Information Technology Advisory Committee (ITAC) Update**

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

- The Technical Master Plan is currently being revised and reviewed to determine what was done in relations with the EFMP. The goal is to build on what has already been done, rather than start from scratch.
- Themes were reviewed and addressed.
- Other institutions incorporate technology master plans.
- Standards have not gone through a shared governance process.
- Construction and Equipment Standards have recently been taken to ITAC and will continue to be used until updated.
- What is missing is an Accessibility Plan.
- Some good headways were made, yet there is still much effort yet to go.
- Bill Scroggins requested that Dale Vickers send an email to him requesting the Accessibility Standards draft.
- Updated Security Standards were presented to ITAC last month for updating.
- Help Desk calls regarding wi-fi are down.
- A presentation will be made to Student Government later this month to inquire how we are doing and any concerns they may have.
- The Alertus module has been deployed to almost every computer on campus.

#### **6. Institutional Effectiveness Committee (IEC) Update**

Kristina Allende indicated there was no meeting due to lack of quorum.

- Joan Sholars distributed a draft Integrated Plan and Budgeting Process Calendar for 2018-19.
- The main changes are when the PIE summary is due. It all depends on your unit and if you are Academic or Administrative.
- The changes in red were approved by both the IEC and Budgeting Committees.
- Bill Scroggins pointed out a concern that new resource allocation requests need to go to PC before going to the Budget Committee.
- The Purpose and Function Statement for the Budget Committee needs to be reviewed to support the statement made by Bill Scroggins above.

#### **7. Professional Development Council (PDC) Update**

Lianne Greenlee reported that this committee has met since their last update.

- A SanFACC taskforce (mentoring program) was created to review candidates on-line for the 2018-19 application process.
- A new database application solution is being reviewed and collaborated with IT.
- A One Book, One Campus effort will be announced soon.
- Our AP/BP's currently do not reflect the accessibility requirement of electronic documents.
- The annual PDC Planning Retreat will take place in June.
- FPDC is being reconstructed from a committee to a council.
- The Faculty Association, in collaboration with Human Resources, is initiating a mandatory 3-hour orientation training for all new faculty.
- A new manager onboarding program is being developed.
- It was recommended that C/T funds be divided between fall and spring. Requests will be scrutinized more closely. A challenge that remains is over encumbrances that ties up funding.

## **8. AP 2712 – Conflict of Interest Code**

This AP was presented for first reading. Carol Nelson will further research Designated Position Item No. 13 to be changed from "Consultant/New Positions" to "Chief Compliance and College Budget Officer".

The AP will be brought back to PAC for a first reading after there is more clarification.

## **9. BP/AP 3540 – Sexual Assault on Campus**

This BP/AP was presented for first reading.

After discussion of concerns of being out of compliance, the Title IX Coordinator's authority, due process of student discipline, and a student discipline clause, further discussion will occur with a subcommittee consisting of Bill, Scroggins, Sokha Song, Eric Kaljumagi, Joan Sholars and a CSEA 262 representative.

Motion, seconded and carried pending the workgroup coming back with changes. The BP/AP will be brought back to PAC for a second reading at that time.

## **10. BP 3820 – Gifts and Donations**

This BP was presented for first reading.

Motion, seconded and carried. The BP will be brought back to PAC for a second reading.

## **11. BP 4020 – Program, Curriculum and Course Development**

This BP was presented for information only.

The BP will be presented to the Board for information.

## **12. BP 5055 – Enrollment Priorities**

