

**Wednesday, March 13, 2019**

**President's Advisory Cabinet**

**Locations: RC PCR / MCCC AM114 -A /OCCCC 6**

**Time: 1:00 pm**

**In Attendance:** Donna Berry, Melanie Highfill, David Clark, Dale van Dam, Renee Craig-Marius, Leticia Canales, Janice Offenbach, Gary Sakaguchi, Shannon Solis, Todd Davis, George Takata.

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| **1. Around the Table (one minute)** | **Janice:** Update on the equity plan, had a meeting with six students from DSP&S that looked at the equity data and shared their overall experience at the college. It was very impactful. The outcomes will be shared at a later date. **Gary:** Getting ready for the summer projects; O365 is moving anticipate the migration being a summer project. **Shannon:** received the grant centered laptops. This morning the student services managers and directors met to discuss the GP alignment. **Todd:** Had a great event last Thursday with Meg Wolitzer, very well attended. Adult Ed Consortium **Donna:** pass **Melanie:** Thank you to everyone for embracing the online procurement. RC and CCC are the only two that are 100% on board. DO moves will start at the end of April - to get into the parking garage if you do not have a FOB you will not get in. This feature should be activated through our Tiger One cards. **David:** The VROP Joint Advisory Committee meeting was last night and the Fresno Regional Workforce Board had their awards ceremony this morning, really nice event. **Dale:** Moved to phase 2 for the SEM application. Both RC and MCCC submitted an application and will have an interview with the IEPI staff to determine eligibility. **Renee:** Rushed back from the SSLC retreat, which turned out really well. The two main topics were aligning the SS current goals with the VFS goals and then the design team leads with GP came in to talk about how they can help. **Leticia:** Great retreat with SSLC today. Awarded the SS mountain lion award. Closing up the FT TRIO position a candidate has been selected and recommended.  |
| **2. Information Items** |  |
| 2.1 BOG Agenda Item: MCCC to Pursue College Status | Donna reported that the BOG agenda has Madera listed to pursue college status. Hoping for a favorable authorization to proceed next Monday, March 18th. Even though we are doing work simultaneously with ACCJC the next steps have to be contingent upon BOG approval. The ISER is moving through different groups for review, it may or may not be ready to go to CCC tomorrow, but it will be put on the RC CC agenda - March 20.  |
| 2.2 Evaluations | A date for PAC has not been determined yet, a doodle poll will go out by the end of the week.  A directive was received from Chancellor's Cabinet, there is no reason for us not to get our evaluations done. The expectation is that all evaluations will be done. At the last PAC meeting it was asked if you have a manager that needs to get evaluations done that you schedule a meeting with them to get those done.  PT faculty needs to be up to date as well, as far as evaluations for classified those need to be completed as well. - Anything prior to 2017 that has not been started it will be taken off the books. Going forward they need to be kept up to date.  At some point for the follow up report we may have to report what percentage we have attained. Can be ran through constituent review without the figures listed but, the numbers need to be configured upon submission to the board. Donna does not want to see RC or MCCC on the list of incomplete evaluations.  Send master list to VPs to review and compare with their internal records. - April 1st and funnel feedback through Kendelynn  Employee separation checklist also needs to be done. **After we review the next evaluation list, maybe we invite HR (Juli, Sandi, Sareang / Paola) to PAC meetings so they can hear some of the conversations first-hand about some of the issues that we have.**  Thank you all for providing the feedback on the recommended evaluations, Clovis also provided some of the same input regarding 365.  David noted, the instructional dean/department goals were established to align with the VP goals but were not disseminated throughout the division. (example: industrial technology department goals vs. business department goals) |
| 2.3 Letters of Support - Dual Enrollment | Informational item only, the information listed in the content section is what letters of support that we provided and what our match was.  We have had a flurry of request from our K12 partners, what we said and abided to is that we want to control the growth and get a handle of our internal systems first. What we did as we received the request, we looked at the existing pathways and matched dollars only to the extent of what we currently offer.  The dollars have gone through Melanie's office and she has made sure that we will not exceed what we are already doing.  We heard that the K12s are getting the money, but we could potentially use the funds on our campus through Karri Hammerstorm through the central region motherlode consortium. Melanie reached out to Kari for confirmation and was informed that information was not correct. K12 funds do not flow to the colleges, colleges could use their own SWF funds.  Dale suggested, we will most likely get a district pathway coordinator and not a coordinator at the colleges. Fabrizio wrote into his grant that we could possible hire as our employee and VROP would reimburse the college.  David noted that Kari will hire someone in her office that would be able to assist with all 14 colleges within the region.  Donna reiterated that we do have a workgroup working on dual enrollment and we should continue to bring the issues forward. If the MOUs and ISAs are not fully executed through our board and we start the first day of enrollment we cannot collect FTEs. - MOUs and ISAs should be standardized across the district. We should get the MOUs to our board by June. Legal counsel could potentially want to review them as well. - Dale will take these concerns to the workgroup next week.  Melanie received confirmation from HR, the tutors that Sanger hired is considered to be non-bargaining unit work. Sanger invoiced for reimbursement from the grant and HR is comfortable with that being that the line item has already been approved. (26K) This funding came out after the funding for campus needs was approved.  |
| 2.4 Approval to Release Draft Facilities Master Plan to General Public for Comments | The DW FMP is out as informational item to various constituent groups.  |
| 2.5 Student Equity Plan Update.............Janice Offenbach | Keep in mind the methodologies are still being reviewed. You may notice the equity plan and the student success metrics where the areas were clearly defined and highlighted in the metrics. The new student equity plan, which is under the new SEA program needs to go out for constituent review. It needs to be submitted to the board for first read in May and second read in June. <<03.13.19.wma>> *Audio recording started: 2:19 PM Wednesday, March 13, 2019* Will be meeting with other focus groups to apply the student voices to the equity plan to determine where the focus of activity should be. There is one new category that has not been looked at before, LGBTQ (safe space) is one of our sensitive populations. Encourage PAC to attend a session if possible. The equity group is also looking at current activities such as evaluations to incorporate into the equity plan.  Something to think about in the onboarding process is that the system does not allow us to update student information from the initial application. Example: students may not identify as LBGTQ when filling out the application. - How do we try to get that type of information ourselves to get closer to a true number.  Melanie asked why some of the smaller represented groups that have a higher percentage gap are not identified? -- Sometimes the population is too small to focus on the disproportionate proportion.  |
| **3. Discussion Items** |  |
| 3.1 Budget Update...Donna Berry | Some of you got a glimpse of what Dr. Parnell shared at the DW Managers meeting on Friday. Based on the new funding formula our district will get somewhere around 190 million. Those numbers all turned out very similar to what we heard before but if you continue to review the item there was a deficit factor, which we will not receive monies for.  This will typically happen because the state revenues did not come in as projected.  The Chancellor has issued a memo essentially stating that recruitment positions will continue - still need faculty positions for the FON, no impact for faculty. For classified positions, there are two different categories: vacant positions and the new classified positions / classified management positions. The PC is continuing to do their recruitment for these positions because they are being identified as being delayed but it will all be determined when we receive the May revised budget. Madera had a number of those positions but will not go through the committees until approval is received. Dr. Parnell said we need to identify a few positions that are determined a need. The VPAS position in Madera is contingent upon BOG meeting on Monday.  There were other positions based on transition, those are currently being delayed. This includes the custodian (TCO).  At this point in time, faculty positions are moving forward as they have been. It is the classified positions that are being delayed.  |
| 3.2 Strategic Initiative Rankings...Melanie Highfill | Melanie presented the attachment in Boarddocs to PAC for their review and priority input.  Gary suggested that this ranking should be prioritized in October because he needs to have time to prepare for computer labs.  Leticia stated that Madera did prioritize their list but an actual document was not received by Melanie or Donna.  Melanie mentioned that some of the projects that are prioritized might cross fiscal years so we would need to seek board approval for that.  Donna recommended that she will review the document provide her ranking and get the final recommendation from PC next week.  |
| 3.3 Fundraising Event Requests...Melanie Highfill | We have had quite a few fundraising request forms come through and some of them do not have the deans signature. It would be very helpful to have the deans approve the request.  Club faculty advisors are not always discipline driven.  |
| 3.4 Academic Administrator Evaluation (BP/AR 7125) - Survey's...Janice Offenbach | Janice had a conversation with VC Mosier last week to see what our process was when selecting individuals to submit feedback on academic administrators.  Janice takes the information from the HR website and inputs that information into Qualtrics then asked the aides for a list of who the survey should be sent to. HR has certain requirements of the number of survey's, which Janice will follow.  If there is any other preference let Janice know but she is trying to keep it consistent for everyone. Janice will be the one to send out the survey request.  |
| 3.5 Email-All Protocols...Gary Sakaguchi | We have had a few instances lately where faculty and staff are trying to email all relative to non-work related topics of discussion. If an offensive message is sent or received it will come back to Gary. Just a reminder, the best way to handle it is to remind staff that work email is for work related conversations as listed in the computer use policy.  Gary's suggestion is to limit mass mailing to folks within the department, and /or project related.  Gary and George will get etiquette things going.  |
| 3.6 OEI- Online CTE Grant...Dale van Dam | What we are trying to do is looking at grants that have a specific focus in alignment with what we are doing.  Work with Stephanie and Melanie to create a metrics and identify what the focus of each grant is so we know we are working on the same things.  The LOI was submitted yesterday, Stephanie and Amanda are going to work with the deans to identify faculty champions to continue working on this effort.  |
| 3.7 College Hour...Donna Berry | Four meet to discuss a potential designation of a college hour window in future semesters?  Here is an agenda for our meeting: Frequency (do we need one each week? 2/week? 1/month?)DurationTime of dayDay of weekExamples of events that might be held during college hourOther ramifications Who should join us as an MCCC rep?   |
| 3.8 Title V Compression Planning...Renee Craig-Marius |   |
| **4. Workshops** |  |
| 4.1 eLumen, Starfish & Zogotech...Janice Offenbach |   |
|  **5. Future Agenda Items** | Space Utilization 4/10 PAC....... Melanie HighfillDraft College Council AgendaCap / Load Ratios...VC MiktarianBasic Skills / SEP / SSSP (SEA) Combined Funding...Melanie Highfill & Janice OffenbachInternal Grants Process...Donna Berry |

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