

**Wednesday, May 8, 2019**

**President's Advisory Cabinet**

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

**Time: 1:00 pm**

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| **1. Call to Order** | **In Attendance:** Donna Berry, Melanie Highfill, Janice Offenbach, Dale van Dam, Darin Soukup, Ganesan Srinivasan, Claudia Habib, Todd Davis, George Takata    Guest(s): Dr. Buckley |
| 1.01 Review Agenda |  |
| 1.02 Around the Table (one-minute) | **Melanie**: construction for portables 1-5 will begin on May 13th; forum 10 will begin on May 28th; coordinating tennis court bids 9 75 thousand to complete all 10 courts). In Madera, Melanie and Shannon will scout out locations to place C Trains, clean out R5B to get faculty office situated. Will be receiving emails from Melanie regarding budgets being overspent.  **Janice**: Scorecards: RMCHS is not highlighted in the dashboard, would also like to get information for HS enrichments, working with athletics to better demonstrate their success as well; now need to discuss with two people and how it will look with the third person in Madera. The Student Voice video projects: George and Janice taped a student who returned for a third interview and interviewed another student. Will also interview on May 28th, hope to have another seven students come back to do another interview. Todd suggested to include adult ed and SWF in the dashboards.  **Dale**: Attended the ACCJC conference last week, continued to move in a direction that is more friendly toward institutions being accredited. Folks from Madera were there in addition to Louie Long as the accreditation co-chair. The cycle changed a little bit, so, the ISER is due the semester ahead, spend more time doing a desktop review of the standards and those that have a question on will spend some time with a smaller team focused on specific questions rather than a huge review. Continue to want shorter ISERs, looking at online fillable boxes with character count limit. More case management user friendly.  **Darin**: Thank you everyone who attended the BOT meeting in Oakhurst. Update on new campus, construction will be finished around spring 2022, met with George Cummings and the architects, trimmed down the space a little bit to 15k square feet; on schedule. Summer enrollments have been really slow getting up to speed but appear to be catching up all of a sudden.  **Ganesan**: Summer enrollment, already met the targets for Madera at this time. Most classes are either 6 and/or 8-week sessions. Todd Kandarian is being recognized as the distinguished faculty of the year award at the Chamber Dinner.  **Claudia**: in accreditation mode trying to finalize the ISER; adding to Dale's report, had great representation from Madera. Picked up a lot of tips on how to prepare for the visit next fall. Had an opportunity to speak to Matthew Lee, Gohar and Richard Winn about planning and activities to move the process forward. Provided an update on the new campus president as well. The Center for Ag and Technology is up and on its way, moving pretty fast. IEPI planning, will reach out to faculty to identify a date in the summer to meet.  **Shelly**: last week sent two faculty members from the ESL programs to the non-credit institute; learning how non-credit options can be used in adult ed. Upcoming in May, a meeting will be scheduled to discuss program development for adult education to serve the mountain communities. Moving forward with the Honor's Program, working with Emily Berg, Tina Ramsey and Karen Kwan.  **Leticia**: quite busy in student services, met with the north region in adult ed. Looking to schedule panels and workshops at the next meeting. Finished up with the new hires. Express registration is this evening and preparing for finals week.  **George**: Attended a student safety and security workshop in LA, learned how different schools deal with tragedies. Will start alerting the media about commencement. The Golf team is in state championships in Napa this upcoming week.  **Todd**: Last Tuesday, there was a town hall at the West Side Church of God, it was a really interesting listening session. Chancellor Oakley gave the keynote. Flight Science simulator was there and there was a lot of activity on that. Outreach did a nice job providing representation. All three of the FT faculty members were approved at the BOT meeting last night. The Honor's session at the Library today was great, the students were forthcoming, excited and enthusiastic.  **Dr. Buckley**: Officially have a house to live in and will be in the Reedley area and will be more available.  **Donna**: Madera has their service award ceremony tomorrow and the Bill F. Stewart recipient will be announced as a Madera employee was selected. RC will have their ceremony on May 16th.  **Renee**: attended Pinot & Pints this last weekend; had the SSLC workshop today |
| **2. Information Items** |  |
| 2.01 AR 7120 | Donna gave PAC a heads up that this item will be back on the agenda May 22, and either Juli and/or Sandi will be here to discuss.  Although we have had past practice at MOR it does not necessarily align with AR 7120. What she knows of right now is in regards to reference checks; the AR indicates that the search committee needs to forward their recommendations to the president but the reference checks are supposed to be completed before sending to the president for all of the finalist.  Ganesan suggested having a standard set of questions that could be used for refence checks. Donna suggested to present those questions to HR or someone who is on the workgroup that will meet to discuss this AR.  **Leticia suggested to voice that this training should be facilitated at the district wide managers meeting.** |
| 2.02 Director of Technology | The Director of Technology position was posted last week in addition to Fresno City and the Chief Technology Position. Because it is classified management it will be going through the personnel commission. Donna collected resumes to select a provisional and has made a selection. It is not official yet but she identified Teng Her to serve as the provisional director. Donna has spoken with Teng and John Forbes. Official notice will come out once it is confirmed. Testing is tentatively scheduled for June 13th.  Elba is out on leave and Christine Ferguson is the Interim. |
| 2.03 PAC & Strategic Planning Retreat(s) | The majority of PAC have selected June 21st and June 15 was identified to facilitate the SP Retreat.  **Calendar invites for PAC retreat will be sent and additional dates will be added to the SP doodle poll.** |
| 2.04 Equity: Infused in COAs & Meeting Agendas | Reminder, we have been talking a lot about equity we are trying to infuse equity in everything we do. Some of the additional strategies were to identify equity and include some language into all of our COAs. Think about it now to keep in mind when we review our COAs in the fall.  Janice is wondering where we have the space to talk about equity champions from each committee and include them in the equity subcommittee workgroup. - Todd reminded PAC that equity is everyone's responsibility and suggested we mirror the Human Library with the "Equity Champions."  **Carve out some time for the PAC retreat to be intentional about equity.**  **Kendelynn to start a workgroup and meet with Janice and Renee to begin the conversations. (committee chair training) Jim, Amanda and Marie (Stephanie Curry).** |
| 2.05 Division Reps / Department Chairs Transition | Donna sent an email to the Deans to confirm that we are moving forward with the Department Chairs in Madera as they move forward toward independent status. The timing is appropriate because we go out to put the vote out for constituent groups, in practice it is not must change for Madera in terms of the CBA because have already been paying them release time and the duties are almost in alignment with the CBA.  This information was shared at the DC/DR meeting. Division reps are not contractual but department chairs. In College Center Council, the idea was floated to have the current division reps finish the term that they were elected for, which was initially for two years, so they will complete the second year as a department chair. Claudia asked Donna to send an email to memorialize the transition. This does not signify a complete separation and that faculty are expected to continue to work collaboratively. |
| 2.06 Evaluations - Full Time Faculty | Reminder, evaluations are an accreditation issue. In Boarddocs there is an updated attachment generated as of May 1st, please review the document and get any discrepancies to Kendelynn.  As far as the ACCJC follow-up report, a final report will be pulled at the end of the semester to provide an update in the document. |
| 2.07 Flex Day Schedule - RC | Emily Berg presented the final FLEX Day schedule, Donna wanted to bring this to PAC as an FYI. |
| 2.08 Year In Review | Please use the link in the administrative content in Boarddocs to continue to add items, if employees outside of PAC would like to contribute have them send their feedback to George. |
| **3. Discussion Items** |  |
| 3.01 College Hour | We are moving forward with the College Hour, we know it is going to be a pilot and that we have a lot of work to do as far as identifying agenda items. Would like to get an email out before the end of the academic year to be able to let people know that we are piloting this in the next FY. Todd is against using an office hour. Keith Ford recommended bouncing the idea off of Maria Ortiz as she is knowledgeable about the contracts. |
| 3.02 DTAC Update | Renee provided an update on what has been happening at the DW TAC; the DW Technology Plan was approved by the Board meeting last night; there was some mention about a strategy about the technology acquisition process - document contained in Boarddocs in terms of a proposed process, is starting to go through the various constituency groups to receive input. Christine Miktarian shared this info at DTAC and said she is wanting some input. Deborah Ludford created the proposed document and it begins to describe our current environment in terms of this process. Some of the concerns with the proposed approval is do we have the space to develop the knowledge of what the software products actually do, it is a matter of having the space to educate what the software's do. If you have any input send to Renee or Amanda Taintor as they can funnel the information to Christine and copy Donna so she is aware of what the concerns are. |
| 3.03 Opening Day Agenda | Both the opening day agenda is contained in Boarddocs, PAC needs to finalize today because it will go to the next College Council meeting next week, May 15.  Some of the topics need to be discussed at both locations.    James: Join at 9: 10 a.m., give all MOR updates concurrently; go to break at 10:15 a.m. and return at 10:30 a.m. for GP interactive session.  Need: moderator in Madera to collect questions and in RC to relay information.  George is going to use his camera to mobile / live interaction at RC. |
| 3.04 Service Awards - Script |  |
| **4. Workshops** |  |
| 4.01 SharePoint - Sites |  |
| **5. Future Agenda Items** |  |

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