



MT. SAN ANTONIO COLLEGE

DATE: October 4, 2022
 TO: College Committees and Selected College Programs
 FROM: Bill Scroggins, Ph.D., President/CEO
 SUBJECT: **PLANNING FOR 2022-23**

The President's Advisory Council (PAC) seeks to maintain a systematic mechanism for documenting and reviewing the important work taking place at committee and program levels. We want to reflect this work in our reporting of institutional effectiveness. As a result, we are asking that each council/committee consider how the work of the council/committee contributes to moving us towards reaching College-wide goals. As a college, we are continuing our efforts this year to examine all of our work with an equity lens and to make commitments to address issues that will increase equity. Therefore, in addition to connecting the work of your council/committee to College goals, you are asked to speak how the council/committee will address equity in the work of the council/committee. Councils/committees whose purpose and function directly tie to the College's strategic planning will participate in this process annually. A list of these committees/councils can be found below.

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| Accreditation Steering Committee | Health and Safety Committee |
| Assessment and Matriculation Committee | Information Technology Advisory Council |
| Basic Needs Committee | Institutional Effectiveness Committee |
| Budget Committee | Outcomes Committee |
| Campus Equity and Diversity Committee | Planning for Institutional Effectiveness |
| Climate Commitment and Environmental Justice Committee | Police and Campus Safety Advisory Committee |
| Curriculum and Instruction Council | President's Advisory Council |
| Diversity, Equity, Inclusion, Social Justice, and Anti-Racism (DEISA) Council | Professional Development Council |
| Distance Learning Committee | Strong Workforce Advisory Committee |
| Educational Design Committee | Student Equity Committee |
| Employee Wellness Committee | Student Preparation, Equity, and Achievement Council |
| Facilities Advisory Committee | VOICES |

Each council/committee is required to provide the following:

- Purpose and Function Statement. Your council/committee's latest PAC-approved Purpose and Function Statement is attached to this email. ***Please make changes directly to this file using strikethrough for deletions and bold and underlined for additions. DO NOT use track changes.*** The purpose, function, and membership of councils/committees which report through this PAC-review process cannot be changed without PAC approval. If your council/committee believes that changes are warranted, they need to be recommended during this annual review process. Councils/Committees that report to the Academic Senate must get Academic Senate approval to change your purpose and function statement or add/delete members of your council/committee.
- Committee Goals and Progress Report. Use the attached template to *document the goals and accomplishments* that your council/committee worked on this year. [In Fall you are asked to set goals for the following year, and in late Spring you will be asked to reflect on these goals and report your accomplishments]. You will note the first Goal has been completed for you. PAC encourages your group to be thoughtful with its goals. The College continues to use its goals and College mission, vision, and core values (<https://www.mtsac.edu/about/mission-and-goals.html>) to drive planning. The attached Strategic Plan Goals have been reviewed and approved by the Institutional Effectiveness Committee (IEC), PAC, the College President, and the Board of Trustees

- To comply with Accreditation Standards, your College council/committee website needs to be maintained and kept up-to-date. An audit will be completed on November 14 to ensure that council/committee webpages are up-to-date.

Please submit your completed documents to Brigitte Hebert (bhebert3@mtsac.edu) and the manager responsible for the respective council/committee using the attached templates. Please see the due dates below.

| | Due Date |
|---|-------------------|
| Purpose and Function Statement Review | November 14, 2022 |
| Committee Goals and Progress Report – Columns 1 and 2 | November 14, 2022 |
| Website Audit | November 14, 2022 |
| Committee Goals and Progress Report – Column 3 | June 9, 2023 |

Strategic Plan Goals

1. Advance and foster an equitable, diverse, inclusive, just, and anti-racist campus culture that empowers our community to make positive change in society.
2. Further develop, facilitate, and maintain a physically and emotionally safe and accessible campus environment.
3. Develop and expand strategies for and communication about opportunities for students that support retention, persistence, and success.
4. Effectively coordinate human, physical, technology, and financial resources to improve student accessibility, growth, and academic success.
5. Embed environmental, social, and economic sustainability into the work and decision-making processes of all areas of campus.
6. Ensure open and authentic communication and coordination among stakeholders to support achievement of all college goals.



Committee Goals and Progress Report

2022-23

Committee name: Climate Commitment and Environmental Justice Committee (CCEJC)

Name of person completing the report: Eera Babtiwale and Tania Anders

Instructions: Due by **November 14, 2022:** Columns 1 and 2

Due by June 9, 2023: Column 3

Please enter your committee's outcomes and accomplishments in Column 3 and submit electronically to bhebert3@mtsac.edu (on behalf of the President's Advisory Council).

(EXPAND AS NECESSARY)

| Committee Goal | Link to College Goal # | Completed Outcomes/Accomplishments (descriptive bullet list) |
|--|------------------------|---|
| GOAL # 1: Communicate to the campus community by maintaining an up-to-date website. | 6 | Website regularly updated |
| GOAL #2: Oversee revision and implementation of goals | 1, 2, 3, 5, 6 | CAP 2023 work: <ul style="list-style-type: none"> - CAP revision process kickoff held in September 2022 - CAP focus groups meet regularly |

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| <p>defined in the Mt. SAC Climate Action Plan (CAP)</p> | | <ul style="list-style-type: none"> - CAP focus groups work on collection and analysis of data, research, and writing has begun - Calculation of GHG Emissions in process - CAP workgroup retreat will be held June 14th, 2023 <p>CAP Implementation</p> <ul style="list-style-type: none"> - 9 student internships supported - 1 faculty cohort completed PD training “Embedding Sustainability into your curriculum” (now 24 faculty trained overall) - Spring 2023 FLEX Day theme on sustainability at Mt. SAC “People, Planet, Prosperity” - Outreach: multiple sustainability events, greenbag luncheons, sustainability newsletter, conference presentations (local, state, national), Earth Week activities - Decarbonization Plan Draft 1 completed - Solar renewable energy analysis completed - 72 acres of wilderness habitat purchased - Tree campus higher education designation in April 2023 - New construction aiming for LEED Gold/Platinum certification - First all electric building in design phase (School of Continuing Education) - Bigbelly rollout plan initiated; four bigbellies supported through CCEJC funds - 10th place in Campus Race to Zero Waste competition (out of 101 entrees) |
| <p>GOAL #3: Engage and educate the campus and broader community about the CAP and the three pillars of Sustainability</p> | <p>1, 3, 5, 6</p> | <ul style="list-style-type: none"> - 1 faculty cohort completed PD training “Embedding Sustainability into your curriculum” - Completion and rollout of “Sustainability at Mt. SAC” video - Spring 2023 FLEX Day theme on sustainability at Mt. SAC “ People, Planet, Prosperity” - Outreach: multiple sustainability events, greenbag luncheons, sustainability newsletter, conference presentations (local, state, national), Earth Week activities |
| <p>GOAL #4: Update the Climate Action Plan (CAP) in coordination with the Educational and Facilities Master Plan update (EFMP).</p> | <p>1, 2, 4, 5, 6</p> | <p>CAP 2023 work in progress and will inform the EFMP, which will be revised beginning in Fall 2023.</p> |
| <p>GOAL #5: Coordinate campus-wide sustainability agenda with participatory governance</p> | <p>1, 5, 6</p> | <ul style="list-style-type: none"> - Student representatives on CCEJC include Associated Students Environmental Senator, EAGLE Club, Student interns - Regular reports to PAC - Annual report to Academic Senate - CCEJC representation on FAC, AS, LATF |

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| bodies, such as Associated Students | | |
| GOAL #6: Support the work of the Decarbonization Plan | 2, 4 | CAP energy focus group reviews decarbonization plan phases and results will be shared out in CAP 2023. |