President O’Heam called the meeting to order at 3:05 p.m.

1. **Accreditation**

President O’Heam reminded PAC members that one of their functions is to serve as the Steering Committee for the College’s accreditation self-study. He invited Kerry Stern to briefly report on the Accreditation meeting held at Cypress College on September 25. Dean Stern reported that Nancy Rice, Robertson Wellen, Bob Lee, Phil Maynard, Jemma Blake-Judd and she represented Mt. SAC at the meeting sponsored by ACCJC. The meeting was basically an overview of what’s going on with the new standards. She reported that Mt. SAC is in a very good position compared to other colleges because we started our accreditation process early. According to Dean Stern, the accreditation standard teams are moving along very well and Thursday’s meeting was an affirmation that we are moving in the right direction.

The next “deadline” for the accreditation standard teams is October 15, when they are to submit an outline of their standard. Kerry Stern and Jemma Blake-Judd will be reviewing these outlines critically to ensure that the standard is covering everything needed.

For more information related to the accreditation, Dean Stern referred PAC members to [www.mtsac.edu](http://www.mtsac.edu), and click on “accreditation information.”

2. **Welcome to Jerry Allen**

President O’Heam and council members welcomed Professor Jerry Allen as the council’s newest member. President O’Heam said he had the opportunity to meet briefly with Professor Allen earlier in the week to give him an orientation to how PAC operates.

3. **September 17, 2003 Meeting Notes**
President O’Hearn said he and others had received phone calls regarding a comment he made at the last PAC meeting relating to committee membership. He pointed out that the meeting notes read, “The nature of participative governance is evolving, and we need to determine what that means in terms of committee structure. There are a lot of people on committees and we need to avoid redundancy. For example, Academic Senate committees should include primarily faculty with faculty, managers, classified staff, and students as resource people, when needed.” He reinforced that he did NOT state that faculty committees should necessarily include only faculty.

Meeting notes were approved as presented.

4 Report from the Budget Committee

Vice President Rice also reported that the Community College League of California (CCLC) is going to recommend to the California Community College Trustees (CCCT) a plan regarding equalization. Mt. SAC gets fewer dollars per FTES than nearly every other community college district, so this could be beneficial for us. She also said the funding mechanism for growth is being reviewed.

Vice President Rice presented the following information from the Budget Committee:

- Parking Issues
  Vice President Rice commended Michael Mullis, the new student member of the Budget Committee. He is interested in the issue of charging visitors to park on campus. As a result, he visited Chaffey College, which currently uses a ticket dispenser system, and prepared a report of their experience and the equipment they use for the Budget Committee. He spoke to Chaffey staff and prepared a cost analysis showing that the College could possibly break even in just over a year. The Budget Committee will be reviewing this issue and determine what recommendation it will make to President’s Advisory Council. That recommendation should be forthcoming at PAC’s next meeting. President O’Hearm said he met Michael Mullis at the Student Leadership Retreat, and he seems to be a talented young man.

  President O’Hearm added that he and Vice President Rice had met with Doug Evans, Director, Public Safety, and Mr. Evans also believes there should be more fair and equitable procedure for determining who pays for parking, and he is recommending the use of ticket dispensers also.

  Deb Blackmore gave a “two thumbs up” to Doug Evans and the Budget Committee for addressing this difficult issue.

- 2004-05 Budget
Vice President Rice said she is going to begin work on the College’s 2004-05 budget. She said the College won’t know this year’s actual budget until March or April 2004. By looking ahead to 2004-05, the College will be in a good position for planning. She said the College needs to continue making budget reductions.

- **Walk-up Copiers**

  The Budget Committee is still reviewing ways to implement a card system for walk-up copiers. We do not know how quickly this recommendation can be implemented and, at this time, we don’t know how much it will cost to equip each machine.

  Terri Smith said that both she and Robertson Wellen had heard concerns from part-time faculty about the number of copies that will be allowed. She again said that somehow part-time faculty need to be given information on how quickly Printing Services turns around jobs. Vice President Rice stressed that the intent of a card system is not to monitor the number of copies made, but to limit abuse of copiers and encourage staff to use Printing Services.

  It was also suggested that both full- and part-time faculty be encouraged to put information on the web rather than making copies. Mark Fernandez reported that 47,000 fall schedules were downloaded from the web. Grace Hanson agreed with the recommendation to put information on the web because it can then easily be converted to alternative text for disabled students.

5. **Alternative Calendar**

President O’Heam said Terri Smith and Robertson Wellen gave an excellent status report to President’s Cabinet on the work that has been done related to the proposed alternative calendar. He asked them to give an update to this council at its next meeting.

**Action:** Terri Smith and Robertson Wellen will be added to the next agenda to give a report on the proposed alternative calendar.

6. **College Committee Structure and Membership**

President O’Heam said he wanted to begin discussion on the College’s “governance” committee structure and membership. To him, the structure, membership, and, in some cases, the function seem convoluted. He said his goal is
to make the College more efficient in everything it does. The President said he understands that there has been a culture of distrust in the past and that may have contributed to so many people being on committees; however, he believes the current climate on campus is one of trust and that now might be the time to clarify the kinds of committees we have on campus.

Council members were given the current committee structure, which is over a year old. Robertson Wellen distributed information on a few committees that contains more recent membership information.

There was discussion that some committees may be operational, advisory, collegewide, or decision making committees. President O'Hearn reiterated earlier comments that if we (the College) really honor the work people do, decisions should be made at the most local level. He sees decisions that could be made immediately instead of taking weeks or months as they have to go through the “governance process.” He suggested the College needs to look at being less bureaucratic.

President O'Hearn said there is nothing in the law that defines “shared governance” and that structures vary from college to college. Professor Smith suggested that “shared governance” allows those people most affected by a decision to make the decision. Council members agreed that there are many committees that don’t need to be “standing” committees, but rather ad hoc.

It was agreed that a sub-committee would meet to review this issue. Suggested guidelines included:

- What are collegewide committees?
- What are decision-making committees?
- How are members appointed to committees?
- Are regular meetings necessary? (Accreditation standard team members have “discussions” on the web.)
- A good first step might be to show what the College has already quietly done in terms of committees and manner of operating.

It was agreed that Robertson Wellen, Terri Smith, Grace Hanson, and Bob Lee would meet and report back at the October 15 meeting.

Action: Robertson Wellen will schedule a meeting of the sub-committee and they will report back at the October 15 PAC meeting.

7. **Disability Awareness Month**

Grace Hanson distributed a calendar of events for Disability Awareness Month (October).

8. **Next Meeting**
October 15 3:00-4:30 p.m., Administration Building, Room 205.

The meeting adjourned at 4:30 p.m.

CCO:dc