Meeting Notes - June 4, 2003

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

1. Announcements

Terri Smith announced that the ratification ballots for the contract between the Faculty Association and the District have been counted. While there was a return rate of only 46%, 91% of those who returned their ballots voted for ratification.

2. May 7, 2003 Meeting Notes

No changes were made to the meeting notes.

3. Accreditation

President O’Heam reminded PAC members that they will be serving as the steering committee for the accreditation self study. That means that PAC will be the body that validates that the draft document going to the Board of Trustees is an accurate reflection of the institution and that there has been broad participation in the process.

Jane Faulkner, the College’s Accreditation Liaison Officer, distributed notebooks to each PAC member. The binders include a listing of the self study teams/timeline, information shared at the May 6 accreditation orientation session, and an evaluation guide for using the new standards.

Mt. SAC is one of the first colleges to do a self study using the new accreditation standards. The majority of the writing and research for the College’s self study will occur in fall 2003. Editing will occur in spring 2004; and summer will be spent compiling the information and getting the document printed. The visit will occur in October 2004.

President O’Heam said that the two accreditation co-chairs, Kerry Stern and Jemma Blake Judd, are doing an outstanding job.
Dr. Faulkner added that a community college training session has been scheduled by the Accrediting Commission in Southern California at Cypress College. Mt. SAC will be sending a delegation. It is anticipated that representatives from PAC will be included.

4. **State Budget Update**

Vice President Rice reported that the Conference Committee on the State Budget is expected to convene tonight. Community Colleges will be pushing for $210 million over the May Revise. The Governor is proposing to borrow $11 billion to balance the budget. Vice President Rice explained that the state is trying to pass the budget earlier than in most years in order to get a favorable rating from Wall Street.

Regarding the student fee increase, Vice President Rice said it looks as though the increase will be from the current $11 per unit to possibly $15-18. The worry there is that the fee may be implemented in fall 2003.

5. **FTES Summary**

Vice President Rice reviewed the FTES Summary sheet. For the current year, the College is looking at about 1,400 unfunded FTES, which is almost 6% of the total number of FTES. Projected figures for next year have the College at about 3%, which is where we want to be.

Vice President Rice added that she believes where we are now with the current combination of credit and non-credit is a good “mix” for the College.

6. **Budget Committee Update**

Vice President Rice reported that the Budget Committee continues to make progress in reviewing possible budget reductions. Following a brainstorming session, they have divided into ad hoc committees to review some of the suggested reductions. Ms. Rice distributed the following three proposals from the Budget Committee:

- **Charge for Class Schedules**
  Recommendation: For Spring 2004, charge $1 per credit schedule, except at orientation. Along with the recommendation, backup information included a survey of 36 California community colleges asking if they charge for schedules and, if so, how much they charge, and where schedules can be purchased.

  There was also discussion on the charging of the non-credit schedule. Vice President Rice suggested the College might not want to charge for the non-credit schedule because many of the classes listed in the schedule are fee-based.

  **Action Requested:** PAC members asked Vice President Rice to find out how
many schedules are currently printed and the projected savings of this recommendation.

- **Cultural Arts**
  Recommendation: Because 2003-04 is already committed, it is recommended that in 2004-05, take a hiatus from allowing outside groups to use the College’s facilities. Also recommend that a study be done to determine the successful events vs. the unsuccessful ones.

In reviewing the backup material, there were questions as to why the total revenue dropped so much in the 2002-03 year.

**Action Requested:** Vice President Rice will check into the drop-off of revenue in the 2002-03 year.

- **Parking Fees for Staff**
  Recommendation: Charge staff a parking fee of $35 for a six month period, or $70 per year.

  Using the staffing figures in the 2003 Facts & Figures, it is anticipated that $189,490 could be generated in revenue by charging staff a parking fee. The classified bargaining units feel this issue might be bargainable. That is being looked into.

  Mr. Wellen thought faculty might support this new fee if students were limited to parking in student lots. Currently, student workers are allowed to park in staff lots. If faculty aren’t able to find a parking spot, he doesn’t believe they will support this revenue generating idea. Ms. Meza suggested that the College consider allowing student workers to park in the pay lot for free, or pay a reduced parking fee.

  It was also mentioned that, currently, retirees get free parking permits every year. The Budget Committee is recommending that that tradition be eliminated.

President O’Hearn commended the Budget Committee and the direction it is taking in budget reduction/revenue generation ideas. At this point, all ideas need to be considered; however, he cautioned PAC members to remember that these are very preliminary ideas at this point - nothing has been approved. He asked all members to be cautious in their remarks outside of these meetings so they aren’t misinterpreted as something that has already been approved.

7. **Very Preliminary Tentative Budget**

Vice President Rice distributed what she stressed to be a VERY preliminary tentative budget following the Governor’s May Revise. Currently the College is projecting a $6.8 million deficit for 2003-04, which includes all the cuts that have been made. Following the May Revise, the preliminary figures look like the deficit will be reduced to $1.4 million. It was noted that these figures don’t include the increase in Workers Comp, which are projected to be $400,000 per year, and utilities, which we have been told will be billed differently. We also aren’t sure what will be happening with
health care costs. Vice President Rice said the College needs to continue its momentum of cutting back because it is forecasted that the 2004-05 is projected to be an even worse year.

Vice President Rice said she won’t know how we will end the 2002-03 year until the end of June when we receive additional revenue from the state. We are being cautiously optimistic.

President O’Hearn and Vice President Rice reviewed the proposed revisions to Board Policy 730, which were presented to the Board in May for first reading and discussion. We are trying to present a plan that is acceptable to the Board so we don’t have to maintain the 10% reserves at all times and create a policy that is more flexible so we are able to request permission to utilize reserves as an emergency measure.

8. **Miscellaneous Items**

- Deb Blackmore asked about the budget reduction document where some items were pulled and treated separately. How are we doing that? President O’Hearn said the major item, Summer 04, is being reviewed in AMAC initially.

- Becky Meza invited everyone to the students’ year-end Casino Night Banquet to be held June 5, at Swiss Park, 6:00 p.m.

9. **Next Meeting**

June 18 3:00-4:30 p.m., Administration Building, Room 205.

The meeting adjourned at 4:27 p.m.

CCO:dc