PRESIDENT'S ADVISORY COUNCIL

MEETING NOTES – August 20, 2003

Attendance:
☐ Christopher O’Hearn, Chair
☐ Deb Blackmore
☐ Mark Fernandez
☐ Bob Lee
☐ Becky Meza
☐ Sheryl Hullings
☐ Ralph Jagodka
☐ Phil Maynard
☐ Robertson Wellen
☐ Terri Smith
☐ Grace Hanson

Guest: Nancy Rice

President O’Hearn called the meeting to order at 3:08 p.m., and welcomed Grace Hanson to her first meeting. President O’Hearn said he had met with Grace prior to the meeting to review PAC’s philosophy and what it hopes to accomplish.

1. July 16, 2003 Meeting Notes

No changes were made to the meeting notes.

2. Budget Reduction Guidelines

Robertson Wellen reviewed the Budget Reduction Guidelines and the Guidelines for the relationship between PAC and the Budget Committee with the newly added introductory statements. It was agreed that this document would be forwarded to the Budget Committee.

Action Taken: The Budget Reduction Guidelines will be forwarded to Nancy Rice to be shared with Budget Committee members.

3. Interim Vice President, Instruction

President O’Hearn commented on the e-mail he sent out campuswide announcing that Dave Grant would be serving as the Interim Vice President, Instruction. Mr. Grant is President Emeritus of Orange Coast College. President O’Hearn said he has asked Mr. Grant to be an active vice president and not just a “placeholder” until the position is filled, which should be in January 2004.

4. CalPERS

President O’Hearn reviewed a memo he received from Vice President Rice with the Insurance Committee’s recommendation that the College stay with CalPERS for medical coverage for another year. The committee also suggested that we hire a consultant again in 2003-04 to conduct research to determine the direction Mt. SAC should take to provide the best medical coverage for employees and retirees, and investigate the significant costs associated with health care.
It was the recommendation of PAC that President O’Heam accept the recommendation from the Insurance Committee to stay with CalPERS another year.

Action Taken: The College will stay with CalPERS for medical coverage for the 2003-04 year and then review the costs again before making a decision for the 2004-05 year.

5. Budget Reduction Proposals from the Budget Committee

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

- Parking

The memo to staff about parking went out last week. The College couldn’t move forward with charging for staff parking this year. She reported that this is not a bargainable issue and will be worked on for implementation in the 2004-05 year. Vice President Rice noted that the Public Safety Office is ticketing students who park in faculty lots. Robertson Wellen reported that faculty are having an easier time finding parking this semester.

- Walk-up Copiers

Vice President Rice distributed a recommendation from the Budget Committee to address the issue of excessive use of walk-up copiers. The purpose of the walk-up copiers is to facilitate small, emergency copy jobs. Faculty should be sending all non-emergency and large copy jobs to the Print Shop. The Print Shop offers a 24-hour turnaround on most copy jobs. The Print Shop is also capable of accepting electronic copy jobs, thereby cutting in half the number of times a person must walk to the Print Shop.

The Budget Committee is recommending that a card system be utilized with a copy limit. It is proposed that the copy limit be set to 750 copies for full-time faculty and 500 copies for part-time faculty per year. The Committee is further recommending that the number of walk-up copiers be reduced from five to four. The estimated savings from this recommendation is $11,026.

There was discussion about how part-time faculty would be informed of the new card system and whether the copier amounts provided were adequate.

President O’Heam reminded PAC members that a goal of the institution is to be more efficient over time and more student-centered. Even though there is
an initial cost involved in changing the machines over to a card system, in the long run, it would save the College money.

President O’Heam applauded Budget Committee members for coming up with some innovative and thoughtful suggestions on how the College can be more efficient.

Vice President Rice said the Budget Committee will continue to work out details, but wanted to bring the idea to PAC for initial approval.

**Action Taken:** PAC members recommended approval the copier card system concept. The Budget Committee will work through the details of implementing such a process.

- **Alternative Work Schedules for Classified Staff**

Members of the Budget Committee recently did some research on how the College can cut down on overtime pay to classified staff. Vice President Rice shared an e-mail from Vice President Frary which states that managers have the authority to ask classified staff to deviate from their regular work week hours. For example, in a two-person office, you may want to have one staff member work from 7:30 a.m. - 4:30 p.m., and the other work 8:00 a.m. - 5:00 p.m. This scenario provides more time when the office is available to students with no overtime. It is suggested that it would be good practice and advisable to give the affected employee two weeks advance notice of any schedule change.

The Budget Committee is recommending that administrators be notified of this suggestion as a method to cut down on overtime.

Discussion on this issue brought up another topic - comparable services for evening or weekend students. For instance, evening students pay a health services fee, but Student Health Services isn’t open in the evening. President O’Heam will discuss this issue with the Vice President, Instruction and the Academic Mutual Agreement Council.

**Action Requested:**
A. President O’Heam will discuss possible alternative work schedules for classified staff with managers.
B. President O’Heam will discuss services available for evening/weekend students with the Vice President, Instruction.

- **Charging for Credit Class Schedules**
Since it has been determined that the College will begin charging for credit class schedules, the Budget Committee will now work to determine how many fewer copies can be printed.

- **Cultural Arts Study Update**

  Vice President Rasmussen has not yet completed her study of successful vs. non-successful cultural arts events. This item will be brought back to PAC at a future meeting.

6. **Budget Update**

  Robertson Wellen asked if Vice President Rice had any information on the $38 million that the State is transferring from Partnership for Excellence (PFE) to Financial Aid. Vice President Rice said the State’s action will cost Mt. SAC approximately $1 million in PFE. The State’s spending guidelines for Financial Aid allow for very little wiggle room. She believes it is clearly intended to increase staff in the Financial Aid Office. The funds can also be used for computers used in Financial Aid. The College will be looking at using some of the funds to assist with the Financial Aid software program.

7. **Next Meeting**

  September 3, 3:00-4:30 p.m., Administration Building, Room 205. President O’Heam commented that he would like to have a joint meeting of the President’s Advisory Council and Budget Committee later this semester.

The meeting adjoumed at 4:10 p.m.

CCO:dc