President O'Hearn called the meeting to order at 3:00 p.m.

1. **August 20, 2003 Meeting Notes**

   No changes were made to the meeting notes.

2. **Campus Updates**

   President O'Hearn reminded Council members that their role is to serve as a planning body and advisor to the President. Therefore, the Council will be receiving periodic updates on planning-related issues. The following reports were provided today:

   - Vice President Rasmussen used overheads to show the College’s new web page. The Institutional Advancement Team sees the web page as a key marketing tool and has been working for the last year to update it. The new page follows the theme used for the College catalog and class schedules. This “look” will change with the spring and summer sessions.

   Vice President Rasmussen also shared information on the Foundation’s 2002-03 accomplishments. It was a huge growth year for the Foundation. Following are just a few of their accomplishments:

   - An additional 43 new scholarships, totaling $37,500, were awarded.
   - A total of $80,500 was given to the College in various forms of gifts, including: animal mannequins for the Vet Tech program, Disabled Student Transportation Shelters, Equine Center, Wildlife Sanctuary, and the Art Gallery.
   - Membership in the President’s Circle has increased to 31.
   - The International Marketplace opened August 31 with 200 vendors and thousands of shoppers.
   - The Foundation has begun the Planetarium renovation project.

   President O'Hearn said the Foundation is becoming a more integral part of the College. He commented that not only is the Foundation Board growing in numbers, but also in talent. They are working hard to promote the institution and bring in dollars for the College during these difficult fiscal times.
Gary Nellesen, Director of Facilities Planning & Management, gave a brief construction update. He said more detailed information is available on the College’s web site, which now also includes renderings of some proposed buildings. Director Nellesen provided the following information on specific projects:

- **Project 1 – Science Building.** This project consists of two buildings co-funded by the College bond and the State through Proposition 47. Design work is just about finished. Plans had to be resubmitted to the Division of State Architect (DSA) because of a savings modification that was made. This final approval should take a few weeks and then we will be in a position to receive final approval from Sacramento and begin the bidding process. Construction should begin in the Spring, and last about 18 months.

- **Project 3 – Campus-wide Energy Conservation.** This is a $12 million investment in energy conservation, and is about 75% completed. Once the central plant building is completed, the College will be able to provide a centralized chilled water production source to supply low cost cooling for use in air conditioning systems in both existing and new facilities. Currently, this project is having the biggest impact on campus as pipe is being installed. Completion date for this project is December 2003.

- **Project 7 – Campus Classroom Improvements.** This project will renovate classroom space in the Natural Sciences, Chemistry, and Social Sciences buildings that do not meet current educational standards for safety, efficiency, and effectiveness. This project is not expected to be completed until 2007.

- **Project 11 – Athletic Fields –** This project is also in the bidding phase. During the first phase of this project, new athletic fields and expanded parking adjacent to the athletic playing fields will be constructed.

- **Project 14 – Welding & Air Conditioning –** This project is currently in the bid phase. Project construction is expected to begin by the beginning of November.

- **Project 15 – ESL and Project 16 – Health Careers.** This project is actually three two-story structures. It is just in the grading process, so there’s lots of earth moving equipment on campus. The project is ahead of schedule and on budget. The expected completion date for occupancy is Fall 2003. The location of these buildings is on Bonita Drive, north of Temple, where the golf area used to be.

- **Project 17g – Music Expansion.** This has been approved by DSA. The project should be out to bid by the end of the year with construction starting in the Spring semester.

There was discussion regarding construction noise and its impact on teaching. Mr. Nellesen said good construction management is in place to avoid most noise that would disturb the teaching process; however, there might be occasions where it cannot be avoided. If a faculty member has concerns, he/she should call the
Facilities Office. President O'Hearn said that Mr. Nellesen and members of the Campus Master Planning Coordinating Team (CMPCT) are committed to mitigating noise and disruptions as much as possible. He added that he also expects faculty and staff to be tolerant and understand that there is a lot of construction occurring on campus and occasionally there may be noise.

Professor Smith suggested that the College needs better signage around construction areas, especially around areas now dead-end. Mr. Nellesen said part of the planning process is to make it clear where people can and can't go. He will look into this.

Professor Wellen asked about the naming of buildings rather than the use of numbers. There was agreement that students and new employees are confused with the use of building numbers rather than names. There was agreement that naming buildings would be a goal worth pursuing. President O'Hearn said the Board has a policy as far as naming buildings. He also indicated that there was a longstanding tradition in academia for naming buildings in honor of donors, scholars, leaders, educators, etc.

**Action Requested:** Gary Nellesen will look into the signage around construction areas.

- Barbara McNeice-Stallard distributed information regarding Partnership for Excellence. The handout lists the PFE goal for 2005-06, what the College achieved each year from 1998-99 through 2001-02, and the projections from 2002-03 through 2005-06. Mt. SAC is currently exceeding the Chancellor's Office PFE goals for 2005-06 in the following areas: certificates, introductory vocational education courses and Math & English successful course completions. In order to meet the 2005-06 Chancellor's Office goals, Mt. SAC should concentrate on efforts to improve performance in the areas of: successful completion of advanced vocational education courses, and transferring students to UC and CSU systems. Currently, there is no financial penalty for not achieving PFE goals.

This information will soon be available on the Mt. SAC research web site: www.research.mtsac.edu.

Director McNeice-Stallard also distributed information on a Mt. SAC Employee Survey to be administered in fall 2003. The survey to be used is the Organizational Survey System (OSS), produced by the Pearson Reid London House group. She explained how the survey was selected and the areas covered in the survey. Employees will be asked to complete the survey both to assist the College comply with accreditation and to allow Mt. SAC to gauge employees' perceptions in order to celebrate the “good” and consider interventions for needed “improvements” for working at the College.

The survey will be sent to all employees via on-campus mail (around October 27). Employees will have two weeks to return the survey in an enclosed pre-addressed and stamped envelope directly to Pearson. Surveys will not be coded, tracked, or
marked in any way. Responses will be strictly anonymous. It was suggested an incentive be included with the survey in an effort to get more surveys completed and returned, i.e., a piece of candy.

A student survey will also be going out soon.

3. **Next Meeting**

   September 17, 3:00-4:30 p.m., Administration Building, Room 205.

The meeting adjourned at 4:07 p.m.

CCO:dc