PRESIDENT'S ADVISORY COUNCIL

MEETING NOTES - September 17, 2003

Attendance:

Christopher O’Hearn, Chair
Deb Blackmore
Mark Fernandez
Bob Lee Fernandez
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 3:02 p.m.

1. September 3, 2003 Meeting Notes

Mark Fernandez said the Research web site address at the bottom of page three needs to be changed to: http://research.mtsac.edu. No other corrections were made to the September 3 meeting notes.

2. Report from the Budget Committee

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

- Parking Issues
  The issue of students parking along the curbs was discussed at a previous PAC meeting. Vice President Rice reported that many students were warned that if they continued to park along the curb they would be ticketed. When they found out that tickets were only $15, some chose to stay because the ticket price wasn’t significant. PAC members were asked if they would consider raising the cost of a ticket. PAC members agreed to look at the issue, but asked for more information from the Budget Committee, i.e., what are other community colleges charging, and what is the Budget Committee’s recommendation? PAC members do not want to rule out any budget reduction or revenue generating ideas initially, but want good data so they are making informed decisions.

  Action Requested: The Budget Committee will research the price of parking tickets on other college campuses and determine if they want to recommend a change in the amount charged at Mt. SAC.

- Budget Reduction Guidelines
  Vice President Rice said there is a Budget Committee ad hoc group reviewing the Budget Reduction Guidelines prepared by PAC. The Budget
Committee may have some suggested modifications to that document, which she will bring to a future PAC meeting.

- **Charging for College Catalog and Credit Schedule**

  Vice President Rice reported that the College catalog and class schedule will be given out free of charge during student orientations. Other than that, the catalog is available at various locations on campus at a cost of $6.50 and the credit schedule will be available for $1. There will not be a charge for class schedules until the spring semester. Revenue generated from these sales will be returned to the Instruction Office budget. Faculty members will continue to receive a schedule through their division office free of charge. The Budget Committee is still reviewing the possibility of charging for non-credit schedules.

  Everyone was reminded that whenever possible we should encourage students/staff to access the catalog or schedules on the web.

- **Walk-up Copiers**

  The Budget Committee is still reviewing ways to implement a card system for walk-up copiers. This will be brought to PAC at a future meeting.

President O’Heam said the College community is working very hard to reduce the budget and/or increase revenue where possible. However, any decisions made (i.e., charging for catalogs and class schedules), can be revisited at any time, and if it is determined that it was not a good decision, it can be changed. We are trying to send a message to the community that decisions being made are in direct response to what’s happening statewide and in Sacramento.

3. **Budget Update, Concurrent Enrollment**

   **Budget Update**

   Vice President Rice distributed copies of the budget “green sheets” which will be given to the Board of Trustees next week. Initially, the 2003-04 budget showed $88 million in revenue and $105 million in expenditures. However, because of reductions and deferments at the College level and receiving more in revenue from the State than expected, the current 2003-04 budget projects a deficit of $782,445. Vice President Rice pointed out that this deficit projection includes the transfer of $2 million from the capital outlay reserves. Should the College receive more revenues from the State than expected, she would recommend that the capital outlay reserves money not be transferred into the general fund account.

   The College ended the 2002-03 year with a deficit of $469,843. The 2002-03 year was the third straight year that the College has had a deficit balance. As a
result, reserves are going down – from 15.8% in 2000-01 to a projected reserve of 12.26% in 2003-04.

President O’Hearn said the College has made a commitment to be judicious about using its reserves; however, the College needs to go into the 2003-04 year looking at what additional cuts can be made. In 2002-03, the College had a goal of making reductions totaling 10%; however, only about 3.5% in reductions was actually achieved.

Concurrent Enrollment

Vice President Rice reported that the College will be “hit” by an ongoing reduction in our base of $673,187 due to the P.E. concurrent enrollment issue. All colleges in the State are being assessed whether they had concurrent enrollment classes or not. According to Vice President Rice, $25 million has been spread among all Colleges across the state. President O’Heam said Mt. SAC does not agree that we violated any regulations.

4. **Task Force on Equity & Diversity**

Professor Maynard distributed an October 2002, Chancellor’s Office “Equity and Diversity Task Force Report.” The Chancellor’s Office has asked all colleges to undertake the activities and tasks outlined in the report.

Professor Maynard is putting together a Diversity Task Force to develop a plan addressing the issues in the report from the Chancellor’s Office. President O’Heam thanked Professor Maynard for his leadership role in this institutional obligation. Members of PAC indicated an interest in occasional status reports from the College Diversity Task Force.

5. **Vice President, Instruction**

President O’Hearn distributed the brochure announcing the Vice President, Instruction position opening. The position is being advertised in the Chronicle of Higher Education and other publications. The President has also sent out an e-mail to all California community colleges’ CEO’s, CHROs, and CIO’s asking for their assistance in recruiting excellent candidates.

President O’Heam said the College is in the process of finalizing the selection committee for the Vice President’s position. One thing that is unique to this search is that the Deans, Associate Deans, and members of the Academic Senate have identified characteristics and qualities they would like to see in the ideal candidate. This information will be shared with the Committee and, hopefully, strengthen their work. President O’Heam accepted the recommendation that a student be added to the selection committee.
6. **CCSSE 2003 Survey Results**

President O’Hearn distributed copies of the Community College Survey of Student Engagement (CCSSE) 2003 Survey Results. This survey was distributed in 93 colleges across the United States in spring 2003, and Mt. SAC was one of the participating colleges. From the Student Survey, we learned that most students (83%) rated their Mt. SAC education experience as excellent or good. The majority of students, 95%, said they would recommend Mt. SAC to a friend or family member.

President O’Hearn said this data will be used in our Self Study accreditation report. This report will be available on the Research web site.

**Action:** Barbara McNeice-Stallard will be invited to attend a future meeting if PAC members have any questions on the CCSSE survey.

7. **Other**

- Information from Becky Meza
  - Student elections are scheduled for September 30, October 1 and 2. There are currently three presidential tickets and two students running for Student Trustee.
  - The Fountain dedication is scheduled for Thursday, noon.
  - Students are still accepting donations for Mark Minor, whose wife passed away last week. Mark is not expected to return to work for a couple of months.

- President O’Heam said the College is working on a master plan of all the upcoming events related to the bond projects. Projects will have a groundbreaking ceremony, a ribbon cutting ceremony, or a dedication. There are so many projects that it isn’t feasible to have each event for every project. Once a plan is developed, it will be shared with PAC members.

- The “future agenda items” portion of the agenda was reviewed:
  - Diversity Action Plan – currently being worked on. Will be removed from this section.
  - Alternative Calendar and Distance Learning – will be added to this section.
  - Response to the 1997 Accreditation Visiting Team’s Recommendation – Has been covered and will be removed from this section.
  - Facilities Master Plan Update – The “footprint” of the campus is changing and the Facilities Master Plan will be updated. The College is currently looking at who will do that.
• Program Review – Instruction is working on this now. Not sure what other areas are doing.
• Governance Committee Structure and Membership – This is a major project that PAC needs to begin working on. 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.

**Action Requested: Future PAC agendas will reflect the changes noted above.**

8. **Next Meeting**

   October 1, 3:00-4:30 p.m., Administration Building, Room 205.

   The meeting adjourned at 4:05 p.m.

CCO:dc