President O’Heam called the meeting to order at 3:06 p.m.

1. **October 15, 2003 Meeting Notes**

   Meeting notes were approved as presented.

2. **Construction Update**

   President O’Heam reminded Council members that the President’s Advisory Council is a planning and advisory body and, as such, needs to be aware of all planning efforts of the College in order to maintain long term stability of the institution. He introduced Gary Nellesen, Director, Facilities Planning & Management, who has been with the College since July 2003, and is doing an excellent job. Mr. Nellesen gave a construction update to the College’s Citizens Oversight Committee last night, and the committee indicated it is very happy with the administration, supervision, and progress made on the various projects.

   Mr. Nellesen provided the following construction update:

   - **Project 15 – Language Center and Project 16 – Health Careers.** Construction is 30% complete and is on schedule and on budget. Structural steel is installed on the Language Center building and almost complete on the Health Careers side. Expected completion is June/July 2004. Mr. Nellesen noted that the building has had a name change – from the ESL Building to the Language Center. This occurred because of the inclusion of additional programs – AmLa, Foreign Languages, and Sign Languages, although ESL remains a major occupant.

   - **Project 3 – Campus-wide Energy Conservation-Phase 2.** This is the project that required all the trenches across campus. Construction is 80% complete and is on schedule and on budget. Equipment testing will begin next month and completion is expected in February 2004.

   - **Campus Infrastructure.** Phase A is complete. Phase B will begin construction in December. Phases A and B represent work done to provide power/sewer/water
for the current projects (Sciences, Athletics, Welding, Language Center, Health Careers, and Central Plant). A major power shutdown will occur December 26-29 to upgrade the main switch station and add capacity for all new projects.

- **Project 11 – Athletic Fields.** The project is scheduled to begin December 1 – it was delayed two weeks to allow for soccer play-off matches on existing fields. Expected completion is August 2004. Includes the baseball and softball field/stadium, lighted soccer fields and golf practice area. Three of the four Multiple Prime contracts have been awarded. The fourth contract is in the re-bid process and is expected to go to the Board of Trustees in December.

- **Project 14 – Welding and Air Conditioning Technology.** The project is just beginning and is expected to be completed by August 2004. It consists of two buildings totaling 26,500 square feet, plus site work and landscape at Bonita and Temple. Eight of the nine Multiple Prime contracts have been awarded.

- **Project 1 – Science Building.** Construction documents have been returned by the Division of State Architect. We expect the final construction funds to be released by the State in December. Bids will be awarded from January through March 2004, and construction should begin in April 2004. Expected completion is November 2005.

- **Design Work**
  - **Master Plan Update.** Will address the following: some site changes, sub-projects, temporary housing issues in detail to identify cost saving opportunities, and cash requirements. Need to identify opportunities to move projects ahead in the timeline to reduce inflation effects. Will begin in February, and take approximately three months.
  - **Classroom Remodel Project – (Project #7).** Request for Proposals for architectural services will be distributed by December 1, 2003. This is a joint project with the State contributing $9 million to $11 million in local funding. Design work will begin in February and should take approximately 18 months.
  - **Design and Online Technology – (Project #10).** Request for Proposals for architectural services will be distributed by December 1, 2003. It has a preliminary budget of $10 million, which may be revised as the project develops. Design work will begin in February and should take approximately 18 months.
  - **Business and Computer Technology Center – (Project #8).** The College is evaluating the feasibility of moving this project forward in the timeline because of a potential cost savings of between $1-2 million.
  - **Student Support Services Renovation – (Project 13).** Current plans include the relocation of Student Health Services. This project is in the design development phase.

- **Project 17 – Campuswide Improvements.**
- **ADA Compliance – Comprehensive evaluation as part of Master Plan Update.**
• Music Expansion – Currently in the bid award phase. Expect construction to begin in March 2004.

• Building 23 Renovation/Move – Completed and occupied.

• Landscape Improvements – Area around the Administration Building is almost completed. Campus perimeter is in the design phase.

• Scheduled Maintenance Match – Electrical improvements will be made during the major shutdown. Pool mechanical system repairs are in the design stage. The College pool, while one of the largest in the state, is 30 years old. It will be shut down for most of the summer for major repairs.

Mr. Wellen said last year’s Calendar Committee had scheduled a six-week summer session in order to leave a five-week block open on campus for construction to do any major projects without students on campus. He said it is now his understanding that some classes are going ahead with 9 and 12-week classes. This will be looked into.

Ms. Blackmore commented that Mr. Nellesen is fantastic to work with and is doing an exceptional job. President O’Heam added that he is a very quick study and the College is fortunate to have him.

3. Budget Committee Update

Vice President Rice said that the Budget Committee continues to be very busy. Members are making an effort to finish up with individual issues that have been brought forward and then hope to do an in-depth look at the budget development process.

Vice President Rice reported the following on behalf of the Budget Committee:

• The Committee is reviewing a possible recommendation for the College to go on a 4-day/10-hour workweek during the summer when class isn’t in session. The cost savings is going to be analyzed and while it isn’t expected to be significant, it was noted that it was something of interest to staff. Vice President Rice said this recommendation would be coming forward soon because it is an item that has to be negotiated.

• Vice President Rice is beginning to develop the 2004-05 budget shell and said the Budget Committee is going to review the College’s current policy of maintaining 3% enrollment over funded growth to determine if this is optimal use of our dollars.

• The committee is looking at charging fees for some credit classes (contract education).

• The committee is still working on the copier recommendation previously presented to the President’s Advisory Council.
• The committee continues to study the possibility of charging for the non-credit class schedule and the costs of the College’s cultural arts program.

• Vice President Rice said the Budget Committee had surveyed other local colleges and found that our parking ticket fines seem to be modest compared with other districts. In most instances, where we charge $15 for a ticket, they were charging $25. There was general consensus to increase the $15 tickets to $25. There was also discussion on where that money should go – should it go back to parking or should it be considered as a revenue enhancing tool for Mt. SAC? While the income for parking tickets varies, it would be approximately $275,000 per year. There was discussion regarding a parking structure, but it was noted that a parking structure is something that could come from bond funds.

There was general consensus that the parking ticket funds should be used for the ongoing maintenance and landscape of the parking lots. It could even be used for more of the blue emergency phones, if needed, or the hiring of extra grounds people to help maintain the parking lot landscaping.

Action: It was agreed to increase the parking ticket fees from $15 to $25, effective immediately, and that these funds will be used for ongoing maintenance and landscaping of parking lots.

4. **Committee Structure and Membership**
   (Sub-committee Members: Robertson Wellen, Terri Smith, Bob Lee, and Grace Hanson)

Representing the sub-committee, Bob Lee distributed a progress report providing a summary of activities that have been completed by the PAC sub-committee. The group is meeting on a weekly basis and will be looking at all committees on campus, not just those included in AR&P’s as “governance committees.” One of the committee’s goals is to streamline the College’s committee structure. They have already identified a couple of committees that could be combined with others and will also recommend the elimination of others. Mr. Lee said the sub-committee expects to be able to present its recommendations to PAC at its December 17, meeting.

President O’Hearn commended the sub-committee on its work. He said this is a huge undertaking and really good for the College.

Action: This item will be placed on the December 17 agenda.

5. **Guidelines for Classified Staff’s Service on Collegewide Committees**
President O’Hearn reported that in 1996, the College established guidelines under which classified staff could serve on collegewide committees; however, it doesn’t appear they were ever implemented. He distributed revised guidelines that have been reviewed by members of the President’s Cabinet. The President stressed that these guidelines have nothing to do with devaluing the work of any group on committees. He pointed out that there are managers/supervisors at all levels across campus who have no idea what committees their staff may be serving on. A manager/supervisor should have the ability to decline a request to serve on a committee if the workload doesn’t permit that much time away from their workstation. President O’Hearn said the College is trying to be efficient about how we do our business and not have excessive amounts of overtime.

President O’Hearn hopes the guidelines will result in the following:

- Committee membership by classified staff will be spread out among the staff in order to increase participation.
- Increased efficiency.

**Action:** The Committee Structure and Membership sub-committee was asked to include this in the information they are reviewing and come back to PAC with a recommendation.

6. **Emergency Preparedness/Response**

President O’Hearn said it was brought to his attention that the College needs to revisit the topic of emergency preparedness. He wanted PAC members to know that he has asked Vice President Rice to review the current plan and recommend any needed revisions. He said he would also like to see a one-page quick reference guide developed that staff could quickly refer to the event of an emergency. This information could be presented at a managers’ meeting and during the Fall Opening Staff Meeting in an effort to inform as many people as possible. It was suggested that we might also have staff go through some sort of training.

This discussion led into a discussion about the need to inform the campus when there is a campus incident (i.e., the recent stabbing). President O’Hearn said he has asked Interim Vice President Grant to meet with the appropriate parties to consider the formation of a Crisis Alert Team. When there is a high profile campus event, this group would immediately come together and make a determination of how to proceed and how to inform the College community.

7. **Other**
Robertson Wellen asked that the following be added to future agenda items:
Faculty Priority Committee - College Direction

Committee members discussed the graphic design of the catalog and class schedules. President O'Heam said he has suggested to Vice President Rasmussen that future publications have a more collegiate look; however, he added that we empowered people to make decisions locally, and we should honor those decisions.

Robertson Wellen suggested there needed to be some discussion as to whether we refer to Mt. San Antonio College as Mt. SAC or MSAC. He thought we should be consistent throughout campus. President O'Heam said this should be dealt with by our Marketing & Public Relations department. The President added that as we are approaching the College’s 60th anniversary, we might want to review the logo as well.

8. **Next Meeting**

The next meeting will be December 3, 3:00-4:30 p.m., Administration Building, Room 205.

The meeting adjourned at 4:31 p.m.

CCO:dc