PRESIDENT'S ADVISORY COUNCIL

MEETING NOTES - December 3, 2003

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

guests: Wade Frary, David Grant, and Barbara McNeice-Stallard

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

1. November 19, 2003 Meeting Notes

Meeting notes were approved with the following correction: On page 4, item #4, the listing of sub-committee members should include Grace Hanson rather than Sheryl Hullings.

2. Budget Committee Update

President O'Heam said there is no update from the Budget Committee.

3. Employee Survey

Barbara McNeice-Stallard discussed the Employee Survey that was sent out in late October to all employees. The purpose of the survey is to assist the College in identifying where we are and what further action may be helpful in our continuing work to support and strengthen Mt. SAC. All surveys are completely anonymous. Out of the 2,500 surveys sent out, only 570 have been returned, which is a return rate of only 22%. In order for the survey to be successful, a return rate of at least 30-35% is needed. She asked all PAC members to please encourage their colleagues to complete and return their survey. If someone has misplaced their survey, another can be obtained through the Office of Research and Institutional Effectiveness.

President O'Heam has sent an e-mail out to managers asking them to encourage staff to complete and return the surveys. He will consider sending an e-mail out campuswide.

Faculty representatives commented that they felt the questions didn’t relate to their work - possibly because of the way they were worded.

4. Management Evaluation Process
President O’Heam commented that because the President’s Advisory Council is the College’s planning body, he believes it is important that members are well informed in order to communicate properly to the College community. He asked Vice President Frary to explain the process being used in the new management evaluation system.

Vice President Frary provided an overview of the 360° Management Performance Assessment process currently being used. He also distributed a handout listing the primary categories of assessment: decision-making, planning, communicating, managing resources, working collaboratively, providing for excellence, and leading. This is a user-friendly, web-based assessment. The goal is to have every manager evaluated by May 2004, with evaluations occurring once every three years thereafter.

Vice President Frary explained one change that has been made to the process. Originally, the feedback provided by the 10-12 people would have gone directly to the manager being evaluated. Now, however, in an effort to make the process more meaningful, the input will go to both the manager being evaluated and his/her supervisor. The supervisor will then formally evaluate the manager. This tool is seen as a professional growth opportunity with the emphasis on outcomes and accountability.

5. **Credit/Non-Credit Articulation**

President O’Heam and Interim Vice President Grant gave an update on the joining together of credit and non-credit programs. President O’Heam said he had concerns soon after joining the College that there seemed to be a large gap between credit and non-credit— as though they were two independent enterprises. From a fiscal perspective, he was concerned that there might be duplication of efforts and ineffective use of resources. He said it was a major reorganizational move to have both credit and non-credit report to the Vice President of Instruction; however, by doing that, the College now has one person responsible for and supportive of all student learning.

Vice President Grant said there is a major review being conducted in non-credit so he has a handle on how many students are served, who supervises whom, where the money comes from and where it goes. The College is working to not duplicate what we are doing in credit. We should have a fairly clear picture soon of what’s appropriate for community education to continue and what may not be. President O’Heam said originally when it was decided that the Vice President of Community Education & Economic Development would not be replaced, there was a sense that there was a lack of commitment on the part of the administration for those programs. He said nothing could be further from the truth. He said the College is trying to link everything so the College community
understands the value of the non-credit programs and doesn’t rush to try to eliminate them in 2004 or 2005 when we have even more serious budget problems.

In continuing along this same vein, the next piece that had to be considered was the new building program and how we could continue to link credit and non-credit. President O’Heam discussed the Language Center and Health Careers Center, currently under construction, and explained the changes that had been made so that the new buildings would link programs by area.

President O’Heam said the above changes were made in a very short period of time – and had to be made quickly because the buildings were under construction. He was very appreciative of all the parties involved. They came together at the last minute and were very cooperative. He said the College is also revising its Master Plan to reflect the changes that have been made.

6. **Board Policy Revision**

President O’Heam said the current Board Policy handbook has not been reviewed/updated in many years and doesn’t appropriately reflect what we are doing. Jane Faulkner-Wright has agreed to take the lead role on this project and is doing a great job. She has already attended a couple of training sessions through the Community College League of California. She will be comparing our policy handbook to the proposed policy handbook developed by the League’s legal counsel. Dr. Wright will be working closely with individual areas that are responsible for specific sections. Eventually, the proposed revisions will come to this body before being presented to the Board of Trustees. The goal is to have this completed prior to the accreditation visit in October. We will tackle the AR&P’s after the Board Policy is updated.

7. **2020 Vision**

President O’Heam reviewed the 2020 Vision Strategic Plan, which was adopted by the College in Fall 2001. He suggested that we need to prepare a status report of where we are in achieving these goals. Many said that people had been assigned to specific areas and thought some work had been done. Monica Anderson will be asked to provide any information she may have.

**Action:** Monica Anderson will be asked to provide any information she may have.

8. **Mission Statement**

President O’Heam said the President’s Advisory Council needs to review the College Mission Statement and decide if it needs to be revised. He said the new
accreditation standards have suggestions for what ought to be in a mission statement. Comments on what a mission statement should look like included:

- It should be concise, clear, and focused.
- It should define the population served.
- It should be specific and identify the place we are talking about (Mt. SAC).
- It should be unique to the institutions.
- It should be solid, meaningful, and something we believe in; addresses who we are.

It was also pointed out that the accreditation standards require the mission statement to be the key element in planning.

**Action:** This item will be placed on the next agenda for further discussion. PAC members were asked to review the accreditation standards.

9. **Other**

Terri Smith asked that “Alternative Calendar” be added to the next PAC agenda.

10. **Next Meeting**

The next meeting will be December 17, 3:00-4:30 p.m., Administration Building, Room 205.

The meeting adjourned at 4:25 p.m.

CCO:dc