President O'Hearn called the meeting to order at 3:04 p.m.

1. **December 3, 2003 Meeting Notes**

Meeting notes were approved with the following suggested revisions:

Page 1, item number 3, last paragraph. It was suggested that the word “representatives” in the first line be replaced with members, since PAC members represent the College as a whole and not a specific group. It was also noted that faculty members volunteered to take surveys to their meetings in an effort to get more completed.

2. **2020 Vision Strategic Plan**

Phil Maynard and Jerry Allen had met since the last PAC meeting and were able to pull together some information regarding Mt. SAC’s 2020 Vision. They distributed the following information:

- 2020 Vision Goals, Targets, Priorities
- 2020 Vision Key Institutional Performance Indicators
- 2000-01 Performance Improvement Plan

The status summary portion of the Performance Improvement Plan was completed on just a couple of the objectives. It was suggested that Monica Anderson may have more current information. Professor Maynard will contact her.

It is hoped that we will be able to determine where we are on each objective and establish a deadline for a complete update – possibly late summer or early fall.

*Action: Professor Maynard will contact Monica Anderson. This item will be placed on the next PAC agenda.*

3. **Budget Committee Update**
Vice President Rice provided the following information from the Budget Committee:

- **Enrollment Target** – The Budget Committee had been reviewing what the College's target should be in percent of unfunded cap of FTES. Historically, the target figure has been 3% above the projected funded growth, but some thought possibly that should be lowered to 2%. The Budget Committee decided that this issue should be referred to the Enrollment Management Committee. Professor Wellen commented that this has previously been discussed by the Enrollment Management Committee. Vice President Rice said a historical analysis would provide information as to whether the College’s philosophy had served it well or caused significantly more unfunded FTES. Sheryl Hullings volunteered to prepare such an analysis.

**Action:** Sheryl Hullings will prepare a historical enrollment analysis.

- **Mountaineer** – During the budget reductions made last year, it had been recommended that the responsibility for funding the Mountaineer be turned over to Associated Students. In reviewing the status of proposals, the Budget Committee is referring this item back to PAC because it is seen as less of a budget decision than a campus decision. President O'Hearn reported that the Mountaineer is currently “on hold.” The faculty member who was the newspaper advisor is no longer with the College. The College is currently investigating other ways to produce the paper. The Division is discussing how it might be done on-line or in some other version. The President recommended that PAC acknowledge that the Budget Committee is sending the item back to PAC, but since it is seen as an instructional programmatic decision and still in the discussion stage, that PAC take no further action at this time.

- **Parking Fees for Staff** – Vice President Rice said that charging staff a parking fee is indeed subject to collective bargaining. She said the Budget Committee doesn’t want to take a position on the proposal, but rather refer that money-generating idea to PAC. President O'Hearn said that the issue of faculty and staff paying a parking fee was referred to the collective bargaining process by PAC at the October 15, 2003 meeting.

- **Ticket fees and Parking Fees for Non-Staff Members** – The College is moving ahead with increasing the cost of a ticket from $15 to $25. We will also be charging to park on the campus 24 hours a day, 7 days a week. This will begin as soon as the ticket dispensers can be installed. It was noted that this action will require a revision of the current Board policy, which is being worked on and will be brought back to the next PAC meeting.

- **Salary Step and Column Freeze** - This item is being removed from the proposed list of budget reductions.

- **Cultural Arts** – The original Budget Committee recommendation was to take a hiatus from allowing outside groups (cultural arts series events only and not rental by outside groups or academic programs) to use the College facilities in 2004-05, and that a study be done to determine the successful events vs. the unsuccessful ones. At the December 3 Budget Committee Meeting, Vice President Rasmussen recommended that the cultural arts programs be continued, but at a reduced number of performances. Vice President Rice said the Budget Committee is recommending to PAC that Pat Rasmussen’s proposal [of increasing number of shows, increasing ticket prices, reducing costs, offering shows that people will attend], which projects a modest profit for the year, be implemented and that the Center be monitored very closely with respect to revenue and expenditures, with a mid-year review.
Following discussion on various philosophical views, it was determined that no action would be taken at this time.

- **Reassigned Time and Sabbatical Leaves** – When the Budget Committee was initially brainstorming budget reduction and revenue generating ideas, it was thought that they would look at reassigned time and sabbatical leaves. In reviewing their list, they have determined that this is clearly a collective bargaining issue.

- **Scantron Forms** – It had been suggested that we develop a specialized scantron form, rather than using the relatively inexpensive supply we have in the warehouse. The Budget Committee is recommending that that we continue to use the standard scantrons that are currently stockpiled in the warehouse.

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

   Sub-committee members reported that they are meeting on a weekly basis, but have not completed their review of all committees on campus. They distributed the following handouts:

   - A sheet outlining governance reporting and communication relationships
   - A draft sheet indicating what campus committees would fall under the categories of Governance Committees, Academic Senate Committees, Operational Committees, Task Forces, and Other.
   - A matrix listing the committees and their current membership as well as their proposed membership.

   It was pointed out that this is a “work in progress” and could easily change over the next month. A final proposal will be brought back to PAC at the February 4 meeting.

   President O’Hearn reiterated the sub-committee’s goal is to make the College more efficient and to honor the work people do by allowing decisions to be made at the most local level. He would like to see the College be less bureaucratic.

   **Action:** This item will be placed on the next PAC agenda.

5. **Classified Staff – Membership on Committees**

   The sub-committee is still addressing this issue and will bring a recommendation to PAC at the February meeting.

   **Action:** This item will be placed on the next PAC agenda.

6. **Alternative Calendar**

   Terri Smith reported that the Alternative Calendar Committee sent out a progress report/update campuswide on December 8, which explains the progress the committee is making in the development of an alternative calendar plan for Mt. SAC. The memo included all the concerns that have been identified thus far and a request for any additional concerns to be forwarded to altcalendar@mtsac.edu.
Associated Students were thanked for passing a resolution in support of the alternative calendar plan.

The alternative calendar that is being reviewed for Mt. SAC is the 16-6-16-6 calendar. This calendar seems to match better with universities and works best for students. It is also designed so courses would not have to be restructured.

Reading from the October 15 PAC meeting notes, President O’Hearn said the following comments have not changed:

“Professor Smith said the committee is well aware that there are some faculty concerns and stressed that these concerns will be addressed.

Professor Wellen said the very earliest implementation is Fall 2005; however, he said that the new calendar format would not be implemented until everything is in place and the plan is accepted by the College community.

President O’Hearn emphasized that the College has not determined that it will change its calendar structure, but has agreed to explore the concept of an alternative calendar.”

President O'Hearn said an alternative calendar has to be campus specific, and we need to be prepared to accept the fact that an alternative calendar may not work for Mt. SAC. We won't be able to determine that until all the research has been done.

7. **Mission Statement**

At the December 3 meeting, PAC members began initial discussion about the College’s Mission Statement and whether it needs to be revised. Members had been asked to review the current accreditation standards, which require the mission statement to be the key element in planning.

Ralph Jagodka distributed two pieces of information that he thought would be helpful in looking at different ways to develop a mission statement. He said statements in the documents could be modified pretty easily.

It was decided that PAC should appoint a Task Force to work on this and bring a recommendation back to the full Council. This item will be placed on the February 4 agenda.

**Action:** This item will be placed on the next PAC agenda when a Task Force will be appointed.

9. **Other**

Becky Meza reported that students are planning another “march” on the capitol in support of adequate funding for community colleges. This will occur on March 15 with, hopefully, 50,000 students involved.
Ms. Meza also reported on the “Missing Community College Students” project. On November 4, the Board of Governors released a study that stated that over 175,000 community college students had been denied access to classes. To emphasize these “missing students,” it is proposed that life size molds be sculpted and installed on the Capitol lawn prior to the March 15 march. The idea is that on the day of the march, the current students would join the “missing” students for a rally in support of community colleges. These life size molds can be purchased for $433 each.

10. **Next Meeting**

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

The meeting adjourned at 4:28 p.m.

CCO:dc