President O'Hearn called the meeting to order at 3:06 p.m.

1. **February 4, 2004 Meeting Notes**

Meeting notes were approved with the following revision:

Page 1, approval of meeting notes. Sheryl Hullings pointed out that Ralph Jagodka, not Jerry Allen, is working with her on the historical enrollment analysis.

2. **Committee Structure and Membership**

(Sub-committee Members: Robertson Wellen, Terri Smith, Bob Lee, and Grace Hanson)

PAC members reported that information shared at the last meeting relating to changes in the College’s committee structure has been shared with the Faculty Association Executive Board, the Academic Senate Executive Board, the CSEA Executive Board, and the Instruction Team.

While the information has not been shared campuswide, some managers have voiced concern that it appears as though managers are being removed from committee membership more so than faculty or staff. Middle managers don’t want to attend more committees than they are already attending, and they are appreciative of the fact that the College is attempting to pare down the number of committees they serve on, but some see it as being excluded from a decision-making opportunity. Also, even though the survey sent out was sent to committee chairs, some managers said they were unaware of the changes being suggested to reduce the number of committees and the numbers of members on committees. PAC members were asked to remind others that we are interested in developing a committee structure that taps into the expertise of staff, rather than the “watch dog” structure we have had in the past.

Dr. O’Hearn reiterated comments made at earlier PAC meetings that one of the goals of reducing the number of College committees is to put decision-making responsibilities where they belong, which is ultimately that middle managers will have the authority to make the decisions that they should have been making all along, but because the process has become convoluted, they haven’t been able to do that. The reduction of committees should strengthen the role of middle managers to make decisions. He stressed that this is not about “numbers,” but rather about good decision-making.

PAC members discussed a recommendation that each committee/council be given the opportunity to review the PAC sub-committee recommendation related to its specific group.
It was suggested that President O'Hearn may want to attend the next Instruction Team meeting to address managers’ concerns that they are being left out of the decision-making process. He agreed to do that, and also said he would invite the Student Services managers. He will also address this issue at the next Management Staff Meeting.

There was agreement that communication is probably the big issue, rather than the number of people on a committee. It was recommended that Dr. O'Hearn send out an e-mail campuswide which will:

- Remind staff that PAC meetings are open and can be attended by anyone.
- Inform staff that PAC meeting notes are on the web and invite them to review them regularly.
- Share some of the discussion regarding the review of campus committees and specifically share the “definitions” of committees page and the page showing examples of where committees would fall. President O'Hearn was asked to stress that both documents are still in draft form.
- Share the goals of having fewer College committees, which is that ultimately there should be more people empowered to make decisions.
- Invite anyone to express his/her opinions/concerns.

President O'Hearn said a common misperception is that a College has a stronger shared governance structure if there are lots of committees. He said governance cannot and should not be defined by the number of committees and who’s serving on those committees. One of the College’s goals is to get away from the perspective that a committee is the only place where a decision can be made.

It was agreed that both the assignment chart and the flow chart may be misleading and, at this point, should not be shared campuswide, although they will be helpful during discussions.

PAC members reviewed the “definitions” page and agreed that under the Academic Senate definition, the phrase “as mandated by law” should be added.

**Action:** President O'Hearn will send out a campuswide e-mail. This item will be placed on the next PAC agenda for further discussion.

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

Because of time constraints, this item was not discussed. Terri Smith distributed the revised guidelines prepared by the sub-committee for review by PAC members prior to the next meeting.

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

4. **Other**
President O'Hearn reported that in an effort to increase spring enrollment, the Public Information Office, the Instruction Office, and Student Services are working together by doing the following:

- Computer generated letters will be sent to all those who enrolled in late start classes to remind them of the beginning date and to encourage them to attend.
- Computer generated letters will be sent to all those who are on wait lists for classes alerting them to the late start classes beginning March 15, and encouraging them to enroll.
- Four banners will be printed and hung on the exterior campus fencing, and possibly some buildings, to alert students to the late start classes.
- A press release will be sent to the general public.
- A schedule listing the classes will be printed and distributed on campus and posted on the web site.
- A marquee announcement will appear announcing the late start classes.

Dr. O'Hearn said there has been a lot of discussion regarding the decision to charge for credit class schedules. Originally, the recommendation to charge for schedules was presented to the President's Advisory Council by the Budget Committee. While PAC agreed to accept that recommendation as a means to generate revenue, it was agreed that any decision could be revisited. President O'Hearn said he has conducted a thorough review and, because of the small amount of revenue received from the sale of the schedules at a time when we are attempting to increase enrollment, he would like to see PAC re-think the recommendation to charge for credit schedules. Professor Allen said he has heard negative comments from students about the charge. Professor Jagodka added that while we are selling the schedules, they are free at our local libraries. It was recommended that President O'Hearn thank the Budget Committee for their thoughtful recommendation, but that the College should discontinue charging for credit schedules. President O'Hearn agreed with the recommendation.

**Action:** The College will no longer charge for credit class schedules.

5. **Next Meeting**

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

The meeting adjourned at 4:35 p.m.

CCO:dc