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

1. **February 18, 2004 Meeting Notes**

Meeting notes were approved with the following revision:

Page 2, first paragraph after the bulleted list – the word “greater” was changed to “stronger.”

2. **Budget Committee Update**

Vice President Rice reported that with the passage of Proposition 57, the College won't have to make the "rumored" reductions to the budget of between $8-10 million. She believes the 2004-05 budget will be similar to the presentation she made at the Spring Opening Meeting in January. As proposed, she said the Governor’s budget would be very favorable to community colleges. The budget includes additional revenue of $1.5 million (1.84 percent) for Mt. SAC in terms of a cost-of-living adjustment (COLA), $1.9 million in growth funding, and $2.7 in equalization, although she cautioned that the COLA funding may be taken out of equalization. In the very preliminary 2004-05 budget planning, the College is projecting a deficit of approximately $2 million.

Vice President Rice said she and the other Vice Presidents continue to monitor enrollment. She is encouraged that we are meeting the needs of students and protecting the College’s enrollment base. President O’Hearn thanked all those involved in adding and advertising the short-term classes – including the Instruction Office, Public Information & Marketing, Enrollment Management Committee, and faculty. He said he appreciated the way everyone came together and did such a good job.

Vice President Rice said the passage of Proposition 55 will also bring additional funds to the College. President O’Hearn distributed copies of an e-mail he sent out campuswide outlining the additional building funds Mt. SAC will be in line to receive.

3. **Committee Structure and Membership**

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

President O’Hearn reported that, as agreed at the last PAC meeting, he had met with the Instruction Team managers to allay any concerns they have regarding the restructuring of College committees. He said they had a good and healthy discussion. Dr. O’Hearn said he
would also be meeting with the total management group tomorrow morning and will reassure them that one of the goals of the restructuring is to make the College more efficient and effective and to put decision-making responsibilities where they belong. Also, as recommended at the last meeting, Dr. O'Hearn sent out a campuswide e-mail which provided an update on PAC activities related to the proposed committee restructuring. Copies of the e-mail were distributed to PAC members.

According to feedback given to some PAC members, it was felt that the original surveys sent out by the task force were viewed as the regular year-end evaluation, and committees didn’t realize they had the opportunity to recommend changes as far as the reporting structure. There was lengthy discussion regarding the next step PAC should take in reviewing the restructuring proposal. President O'Hearn agreed that the task force did an enormous amount of work and said it’s not a bad idea to survey committees again. He suggested a letter be sent to committee chairs with proposed changes and ask them to review the information with committee members and provide input. The task force will then bring back that information to PAC.

**Action:** Task Force members will meet and draft a cover memo to go out to College committees.

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

President O'Hearn said he has been asked about guidelines for other constituent groups to serve on committees, i.e., faculty and managers. He said we may want to review that as well, but right now the goal is to try to free up classified staff to do the work they are expected to do.

Professor Smith offered some background into these guidelines. The document originated several years ago with the following goals:

- Encourage committee membership by a larger number of classified staff, rather than just a few classified staff serving on many committees.
- Allow classified staff time to be available to do their primary jobs.
- Encourage participation of staff on committees
- Use staff expertise rather than having them as standing members.

PAC members reviewed the “Revised guidelines on appointment and service of classified staff on College committees” that was handed out at the last meeting. It was suggested that maybe there should be some reference to SB 235 in the guidelines. It was decided that the task force would make the suggested revisions for review at the next PAC meeting.

**Action:** This item will be revised by the task force and placed on the next PAC agenda for further discussion.

5. **Historical Enrollment Analysis**

This item will be placed under “Future Agenda Items” until it is ready to be presented to PAC.
6. **Other**

- Grace Hanson asked for clarification on the timeline for combining the credit and non-credit class schedules. It was explained that combined schedule will begin with the Spring 05 semester, and will be delivered to homes in the Mt. SAC district.

- Robertson Wellen reported that the College now has a subscription to turnitin.com, an on-line anti-plagiarism service, through the end of summer. After that, the College will need to assess the service to determine if we want to continue using it. President O'Hearn said that is an Academic Senate and instructional/operational matter and won't need to come to PAC.

- Dr. O'Hearn said that Chapter 3 of the proposed policies will be distributed at the next PAC meeting. Dr. Smith asked for an advance copy of the proposed policy related to intellectual property rights.

- Dr. O'Hearn said that PAC members will also receive a draft copy of the self-study at the next PAC meeting. Kerry Stern and Jemma Blake-Judd will be invited to attend to review the document and answer any questions PAC members may have.

7. **Next Meeting**

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

The meeting adjourned at 4:26 p.m.