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

1. **April 7, 2004 Meeting Notes**

   Meeting notes were approved as presented.

2. **Committee Structure and Membership**

   (Task Force Members: Robertson Wellen, Terri Smith, Bob Lee, and Grace Hanson)

   **Budget Committee**

   The Budget Committee has been working on this and will be submitting their recommendation(s) to the PAC Task Force.

   **Insurance Committee**

   Grace Hanson reported that she had been told verbally that a committee member did not agree with the Task Force’s recommendation to reduce the management membership from five to two members. Since the committee didn’t submit a response to the survey, there was no further discussion on this item.

   **Task Force on Equity and Diversity**

   The Task Force made the following recommendations:

   - Rename the committee to: Campus Equity and Diversity Committee
   - Accept the purpose and function statements as presented.
   - The following additions to the Committee membership:
     - Director, Human Resources
     - Two classified representatives appointed by the Classified Senate
     - One student representative appointed by the Associated Students
   - Note: Committee membership must include representation from DSP&S, Human Resources, and Student Services

   In discussing committee membership, President O'Hearn pointed out that members are appointed through a due process, but suggested that there may be a need for discussion about what the process would be if a committee chair is not happy with a member. There could be any number of reasons – absenteeism, not contributing, etc. Professor Wellen said he would hope that if a committee chair was not happy with a faculty appointee, that the committee chair would contact him.
Action: Terri Smith and Diana Casteel will put all the committee information into one document and bring it back to PAC as soon as it is completed.

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

Council members reviewed the April 21, 2004, revised guidelines on appointment and service of classified staff on College committees. Following discussion on the classified staff’s exclusive representative, minor revisions were made. Professor Smith will bring a final draft to the next PAC meeting for review.

Action: Terri Smith will finalize the document and bring it back to the next PAC meeting.

4. **PAC Member Terms**

It was pointed out that the membership terms for Grace Hanson, Phil Maynard, Robertson Wellen, Mark Fernandez, and Becky Meza expire June 30, 2004. New members will be appointed July 1, to three-year terms.

It was suggested by Robertson Wellen, with consensus by the membership, to appoint Diana Casteel as an official PAC member, from the confidential staff.

5. **Other**

- **Accreditation Newsletter** – President O’Hearn distributed copies of the first of two or three accreditation newsletters. The last one will include pictures/bios of the visiting team members.

- **Summer Meeting Schedule** – PAC meeting will be scheduled on the first and third Wednesday through the summer, but will be canceled if the Council decides there is no need to meet.

6. **Next Meeting**

The next meeting will be May 5, 3:00-4:30 p.m., Administration Building, Room 205.

The meeting adjourned at 3:50 p.m.

CCO:dc