Sitting in for President O'Hearn, Interim Dean Blackmore called the meeting to order at 3:05 p.m.

1. **May 5, 2004 Meeting Notes**

   Meeting notes were approved with the following corrections:

   Under Historical Enrollment Analysis –
   - Second paragraph, second line – “as” should be changed to “has.”
   - Fourth paragraph, second line “…FTES is less than…” should be changed to read “…FTES is greater than…”

2. **Committee Structure and Membership**
   (Task Force members: Robertson Wellen, Terri Smith, Bob Lee, and Grace Hanson)

   Task Force members distributed copies of their final recommendations related to the College’s committee structure. PAC members reviewed each committee/council individually. Generally, recommended changes included updating each committee/council’s membership. There are a couple of committees that will be asked to review their purpose/function statements, and there are also new committees that will be asked to assign membership terms when their committees meet.

   There was discussion regarding the Educational Delivery Committee. Apparently this committee only meets once or twice a year. It was suggested that possibly it should be changed from a committee to a task force. Professor Smith will discuss this with Kerry Stern.

   There was also discussion on the relationship between the Enrollment Management Committee and the 320 committee. Some members thought the two committees were being combined and others thought the 320 committee had become a Budget Committee sub-committee. Diana Casteel was asked to clarify this with Dr. O'Hearn.

   It was the consensus of the PAC membership to recommend to President O'Hearn that he accept the changes to the College’s committee structure as presented by the Task Force. Committee chairs will be notified this summer. At the end of next spring, committees/councils will be asked to evaluate the new structure and provide input on any recommended changes.

   Terri Smith will update the hand-out to reflect PAC members’ input and any input received from Ralph Jagodka. Once that is completed, Terri Smith and Diana Casteel will work together to send the information out campuswide.
Action:
• **Professor Smith** will send the committee information to Professor Jagodka for any input he may have.
• **Professor Smith** will discuss the Educational Delivery Committee with Kerry Stern.
• **Diana Casteel** will discuss the Enrollment Management Committee/320 Committee with Dr. O'Hearn.
• **Professor Smith and Diana Casteel** will prepare the information for campuswide dissemination.

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

Final copies of the “Revised Guidelines on Appointment and Service of Classified Staff on College Committees” were distributed to PAC members. Dr. Smith said the Task Force had met and included Education Code language into the document. Minor revisions were made to paragraphs A and B.

Mark Fernandez informed the Council that he believes the last sentence under 1.B. is illegal. This led to a lengthy discussion regarding the actual process for appointing classified staff to committees.

Professor Allen volunteered to review the PERB ruling referred to by Mr. Fernandez and report back at the next PAC meeting.

**Action:** Mark Fernandez will provide PERB ruling information to Professor Allen. Professor Allen will report back at the next PAC meeting.

4. **Accreditation Self Study**

On behalf of Dr. O'Hearn, Interim Dean Blackmore said the Accreditation Self-Study has received input from PAC members and has been reviewed by the College’s vice presidents. She asked if Council members are prepared to recommend to Dr. O'Hearn that the document move forward for Board review/approval.

Following discussion, Council members agreed to recommend to President O'Hearn that the chapters in the self-study are factually accurate and ready to go forward to the Board. Members did ask that the introduction be e-mailed to them for review, realizing that a very short turnaround time would be required.

5. **Other**

PAC membership was reviewed. The terms for Grace Hanson, Mark Fernandez, Becky Meza, Phillip Maynard, and Robertson Wellen end June 30. Professor Wellen said that a written recommendation reappointing both Phillip Maynard and himself to three-year terms would be forwarded to the President. Terri Smith added that William Chiu told her that his term on PAC was over, even though, officially, he was to serve until June 2005.
Action: Recommendations for membership should be forwarded to the President by the end of June.

6. Next Meeting

The scheduled June 16 meeting is canceled. The next meeting will be held July 7, 3:00-4:30 p.m., Administration Building, Room 205.

The meeting adjourned at 4:48 p.m.

CCO: dc