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

Guests: John S. Nixon and Nancy M. Rice

1. Welcome/Introductions of New Members

Kerry Stern, Dean, Library and Learning Resources, was welcomed to PAC as the new management representative.

2. July 7, 2004 Meeting Notes

Meeting notes were approved as presented.

3. Budget Committee Update

Vice President Rice provided updates on both the 2003-04 and 2004-05 College budgets. Initially, it was projected that the College would end the 2003-04 year with a surplus of approximately $600,000. Due to the early retirement plan and not hiring replacement staff as quickly as anticipated, the actual ending surplus is about $1.6 million. Vice President Rice said she is going to ask the Board to designate this surplus to fund the 2% salary increase for the 2004-05 year, which amounts to $1.5 million.

Vice President Rice distributed a hand-out with the anticipated revenue for the College’s 2004-05 budget. She reviewed the very preliminary March projections, the June tentative projects, and the projections for the August budget. While the College will benefit from equalization funds, there are also reductions in Partnership for Excellence, lottery, interest income, and nonresident tuition. The total College budget for 2004-05 is just over $100 million. At this time, she is projecting a deficit of approximately $2.5 million.

4. Instructional Services Report

Vice President Nixon, who joined the College July 1, said he had known Mt. SAC was a great college for many years and is very pleased to be a member of the College staff. He reviewed the following topics:

Student Learning Outcomes

Dr. Nixon distributed a proposal for the establishment of a Student Learning Outcomes Team and Implementation Process. He said this is a statewide, if not nationwide, initiative and is mandated by ACCJC’s new standards. The scope of the College’s approach involves
faculty, staff, and administrators with implementation spanning a four-year period. The Student Learning Outcomes Implementation Team members are: Jemma Blake-Judd (Coordinator), Pat Bower, Darrow Soares, Dionne Carter, and Jim Ocampo. This group will report back through PAC, since it is the College’s primary planning body.

PAC members were reminded of the kick-off activity scheduled for August 19 and 20, by Drs. James and Karen Nichols of Institutional Effectiveness Associates.

Terri Smith Long voiced concern about the amount of reassigned time for the SLO Implementation Team members, and the fact that reassigned time is supposed to be included in the faculty contract. She asked who would be responsible for making sure that the time being spent is reasonable and legitimate.

Both Dr. O'Hearn and Dr. Nixon said the College is very sensitive to accountability issues. A great deal of effort is being expended on accountability and honoring people’s roles and responsibilities. The Faculty Association, Academic Senate and others have embraced that notion. President O'Hearn agreed that there probably should have been a connection between the proposed plan and the faculty contract.

**Occupancy of New Buildings**

It had been expected that the Language Center and Welding and Air Conditioning Technology Buildings would be ready for occupancy at the beginning of the Fall semester; however, because of some problems during a three-week period this summer, the buildings are not ready for occupancy. It is expected that there will be some moving into the new buildings both prior to and after the Accreditation Site Visit.

**Instruction Office**

Dr. Nixon commented that there had been significant changes in the staffing in his office over the past year because of changes in reporting, i.e., noncredit now reporting to him. Some of the changes haven’t worked as smoothly as hoped. He is working with Dr. O'Hearn and his management team to create a better support system within the Instruction Office. Dr. Nixon said he would be pleased to provide a report on the proposed changes at a future PAC meeting.

5. **2003-04 Accomplishments**

As discussed at previous PAC meetings, all councils/committees need to be accountable for what they do. A first draft of PAC accomplishments for 2003-04 was distributed. This was simply a starting point of going back through the meeting notes and pulling out obvious accomplishments.

President O'Hearn said he also thought there many accomplishments that are philosophical and hard to reflect quantitatively, i.e., building trust, opening up lines of communication, delegating authority, redefining governance.

Professor Wellen said he would like to see information included which reflects how the council came together for the good of the College/students, rather than specific constituency groups.
Professor Allen agreed that maybe either above or below the listed accomplishments there could be something about the philosophical concepts that PAC has embraced. He also suggested that this report be disseminated through the divisions to department chairs.

It was pointed out that we hope to post the accomplishments of each council/committee on the web.

PAC members were asked to send any suggested input to the 2003-04 listing of accomplishments to either Diana Casteel or President O'Hearn. Former members will also be asked for input. Once information is received, it will again be shared with PAC members.

**Action Requested: Send input on 2003-04 PAC accomplishments to Diana Casteel or President O'Hearn.**

6. **Budget Committee**

Terri Smith Long distributed a handout listing the Budget Committee's purpose, function, and membership. The only changes made were: Vice President Rice will be included as a member of the committee. The three classified appointments were changed to two classified and one confidential appointment. Dr. Long reported that she and Diana are working on the cover memo and it should be going out soon.

7. **Other**

- President O'Hearn reported that the Vice President, Administrative Services position announcement has been finalized, and is being printed. It is hoped the position will be filled by January 1, 2005. Al Fernandez, the consultant who worked with the College in recruiting applicants for the Vice President, Instruction position, will again be helping the College recruit for this position.

- **Rumor Control** – President O'Hearn commented on the following two items in order to address rumors on campus:

  - Revenue Sharing Model. The College's negotiating team is interested in looking at a revenue sharing model. In very simple terms, this means the College will look at new money and, using a formula, determine what funds could be available for distribution to staff as compensation and/or to fund other cost-related items. He stressed that it is the district that initiated this concept and it is still very much in the development stage. A consultant has been hired to help in the development of this model. Dr. O'Hearn added that should funds be available for staff compensation, they will be distributed to each employee group.

  - Science Complex. The College is building two new buildings in the science complex – one State-funded and one funded through the bond projects. The two current buildings, the Natural Sciences building and the Chemistry building, will be remodeled. The budget for the two new buildings is $40 million. Initial bids came in at $55 million. Because the College has to stay within budget, we worked with the user groups to scale back, or value-engineer, so that both buildings can be built within the allotted budget. The buildings will still accommodate everything needed
by the users in terms of lab and classroom space. The South building is on schedule. The timeframe for the North building has not been determined. Dr. O'Hearn will work with Dr. Nixon to make sure this information is communicated across campus.

- President O'Hearn said that at some point in the near future, he would like the College's Master Plan architect (A.C. Martin Partners, Inc.) to make a presentation to PAC members so everyone is aware of where the institution is moving and what it will look like in the next four to six years. Dr. O'Hearn said A.C. Martin has done an excellent job of translating the College’s vision into a Master Plan. They are looking at the entire campus – not just where the buildings are located – and what the campus will look like in terms of access, parking, thoroughfares, landscaping, etc. We hope they will be able to make a presentation at the Opening Meeting.

- The Accreditation Self-Study is completed and going to the printer tomorrow. Everything is on schedule. Dr. O'Hearn said he reviewed the document and it is a very attractive piece of work.

8. **Next Meeting**

The scheduled August 18 meeting is canceled. The next meeting will be held September 1, 3:00-4:30 p.m., Administration Building, Room 205.

The meeting adjourned at 4:25 p.m.

CCO: dc