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

Guests: Nancy M. Rice and George David

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

Professor Terri Smith Long suggested that the following revision be made to the meeting notes: Page 3, item number 7-third bullet, under Revenue Sharing Model. The second sentence was changed to read: 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. Meeting notes were approved as revised.

2. **Budget Committee Update**

Vice President Rice provided updates on both the 2003-04 and 2004-05 College budgets. While it was initially projected that the College would end the 2003-04 year with a surplus of approximately $600,000, the surplus amount is actually $1.6 million, largely due to the early retirement plan and not hiring replacement staff as quickly as anticipated. This surplus will be used to fund the 2% on-schedule salary increase for the 2004-05 year, which amounts to $1.5 million.

Vice President Rice distributed copies of the 2004-05 adopted budget. The total College budget for 2004-05 is just over $100 million. At this time, she is projecting a deficit of approximately $2.9 million. Vice President Rice said it is common to go into a year with a projected deficit and end the year with a surplus because when a budget is being developed, only the revenue that the College can reasonably expect to receive is included, and all the expenditures that we have been given permission to expend are included. She said this is an optimistic budget, rather than her usual conservative budget.

Regarding the 2004-05 budget, Vice President Rice said it is very likely that we won’t expend 100% of approved expenditures, and it is also very likely that we won't have a $3 million surplus in salaries this year because positions are being flown and filled. We will still have the savings from the early retirement program, and those should continue until the College begins hiring back faculty. She also cautioned that the budget does not include the full-time faculty obligation penalties, and she has heard that the State may impose those penalties this year, which could amount to $1-2 million.

Vice President Rice reported that the Budget Committee is looking at a budget-building process that will tie outcomes with the process. She said the Budget Committee is
continuing to explore a variety of things – one idea was to allocate funds to each team and the team would divide the funds based on an allocation method chosen by the team.

3. **Proposals for Committee Changes**

President O'Hearn referred PAC members to the memos from Vice President Nixon regarding his recommendation on the elimination of two College committees.

**Program Review Committee**

It is Dr. Nixon’s recommendation that the Program Review Committee (designated as a task force reporting to the appropriate Vice President) be eliminated and that its charge be assigned to the Institutional Effectiveness Committee, which should have the responsibility of coordinating, monitoring, and reporting for all collegewide evaluation programs and processes.

Professor Wellen said he agreed with Dr. Nixon’s recommendation adding that this was in the spirit of what the PAC task force was trying to accomplish.

**Community Education Committee**

The Community Education Committee is an operational committee that reports to the Vice President, Instruction. Dr. Nixon is recommending that the Community Education Committee be eliminated and its charge assigned to the Educational Design Committee and to the Instruction Team. The Educational Design Committee and Instruction Team would perform quality control functions attendant to the issues of competition and duplication (with credit and noncredit courses) and to the qualifications of presenters.

Professor Wellen said this will impose extra work on the Educational Design Committee and they may need to have another representative on the Committee to assist.

It was the consensus of PAC to recommend that Dr. O'Hearn approve the recommendations made by Dr. Nixon to delete the two committees. Dr. O'Hearn said he was pleased to see that Vice President Nixon took the document prepared by PAC seriously and made effective recommendations for changes.

4. **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 at the last PAC meeting. Dr. O'Hearn distributed a second draft of PAC accomplishments and asked PAC members 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.
5. **2020 Vision Strategic Plan**

Professors Phillip Maynard and Jerry Allen distributed copies of the original 2020 Vision Task Force Goals and the 2001-03 Performance Improvement Plan. The College needs to update the goals, but first needs to review the goals and determine what progress has been made. It was suggested that the fourth bullet of the goals related to Baldrige-based Performance-Driven planning model and process may no longer be pertinent.

Some PAC members remembered providing progress report information on some of the Performance Improvement Plan objectives. It was suggested that Monica Anderson may have more current information. Professor Maynard will contact her.

It is hoped that we will be able to determine where we are on each objective and establish a deadline for a complete update prior to the accreditation visit.

President O’Hearn commented that the College has been so busy the past couple of years that the 2020 Vision Strategic Plan hasn’t received the attention it should have. He said we would be remiss if we don’t update it prior to the accreditation visit.

**Action:** Professor Maynard will contact Monica Anderson. This item will be placed on the next PAC agenda.

6. **Other**

- President O’Hearn announced that Dr. Jan Kehoe, President of Long Beach Community College and chair of our Accreditation Visiting Team, will be on campus September 8, from 10:00 a.m. – 12:00 noon to meet with Dr. O’Hearn, familiarize herself with the College, meet the Accreditation Liaison Officer and two Senate Presidents, and make logistical arrangements for visiting team members.

- Professor Allen said he attended the recent Student Learning Outcomes workshop and found it to be quite enlightening. He believes it will work effectively on campus. Dean Stern said the Nichols will be back on campus to give another workshop on December 2-3.

- Professor Long reported that the revised faculty contracts have been published. She encouraged everyone to make sure they have the most current copy (green cover). She will be sending copies of the new contract out to all Department Chairs and Division offices.

7. **Next Meeting**

The next meeting will be held September 15, 3:00-4:30 p.m., Administration Building, Room 205.

The meeting adjourned at 3:45 p.m.

CCO:dc