1. Welcome/Introductions

Dr. O'Hearn welcomed members of the Accreditation visiting team to the meeting and asked members to give self introductions. He explained that, during PAC meetings, Council members set aside titles and are not representing a specific constituent group, department, or bargaining unit, but rather the entire institution.

2. September 15, 2004 Meeting Notes

Meeting notes were approved as presented.

3. Budget Committee Report

Vice President Rice reported that the Budget Committee has struggled for a number of months with a transportation issue that directly impacts student field trips and vans/buses for those field trips. Effective January 1, 2005, there is a new Education Code requirement that says that any vans larger than a ten-passenger van will require that the driver have a Class B driver’s license.

The Budget Committee is recommending that the College purchase ten seven-passenger vans and trade in the College’s 15-passenger vans, at a net cost of approximately $110,000. Additionally, the College would lease an additional five vans, at a cost of approximately $20,000. It is also expected that the College would have to rent additional vans probably a little over 100 times during the year. At the end of the first five months, the Budget Committee recommends that the use of the five leased vans be evaluated for possible purchase if it is deemed that would be more cost effective than leasing.

Professor Terri Smith Long explained the need in her department for the vans to have clearance for off-road field trips. She pointed out that some classes in her division have required field trips.

Apparently the driver for Disabled Student Programs & Services is getting a Class B license, so it’s possible the College could occasionally use that person. Vice President Rice said the
College is also checking with companies, such as Laidlaw, and the availability of their drivers to work on an hourly basis.

It was the consensus of the Council to accept the Budget Committee’s recommendation and forward that recommendation to the President.

**Action Taken:** The College will purchase ten seven-passenger vans and trade in the College’s 15-passenger vans. At least two of the purchased vans will be high clearance vehicles. The College will also lease an additional five vans. At the end of the first five months, use of the five leased vans will be evaluated to determine if purchase of the vehicles would be more cost effective than leasing.

4. **Condensed Calendar**

Professors Terri Smith Long and Robertson Wellen reported that the alternative calendar task force, which they now want to call the condensed calendar task force, has been meeting for the last couple of years reviewing different calendars to determine what would work best for Mt. SAC. They believe they are now ready to distribute a proposed plan to the College community. Dr. Long distributed the proposed calendar for 2006-07, a cover memo, and a scheduling plan for 1, 2, 3, 4, and 5-unit classes delineating the scheduling times for various numbers of meetings per week. The information will go to all faculty, staff, managers, and Associated Students. They will be asked to review the proposal with their constituent groups and, hopefully, provide feedback by the end of the fall 2004 semester. Dr. Long pointed out that the compressed calendar allows for a 16 week fall session, 6 week winter intersession, 16 week spring session, and a 6 week summer session. The current 18 week schedule would be compressed into a 16 week schedule, so there is no loss of student contact hours.

Dr. Long said informational meetings will be scheduled for November where individuals from colleges that have already implemented compressed calendars will be available to answer questions.

Mr. Wellen pointed out that one of the big advantages to the 16/6/16/6 schedule is that it allows at least one week between sessions. This gives faculty an opportunity to finish evaluating finals and grading students for one semester before we begin a new semester. It was also pointed out that the proposed calendar doesn’t include a spring break.

Vice President Nixon said his experience with a compressed calendar has been positive for both faculty and students – the persistence rates are greater and the compressed calendar allows students to take sequenced courses. Dr. Nixon added that because of the way FTES are calculated, the compressed calendar should reflect a 2-3% growth increase.

Dr. Long and Mr. Wellen clarified that they are only asking PAC’s permission to distribute the information for review by the various constituency groups. They realize that implementation of the plan will begin only when it has been approved by the various constituency groups on campus and the Board of Trustees.

There were no objections to the distribution of information campuswide; however, it was pointed out that PAC isn’t making the recommendation that the condensed calendar be implemented, only that discussion across campus should occur.
5. **2020 Vision Strategic Plan**

Professors Maynard and Allen said they had been asked to complete a status report of the 2020 Vision Plan. They distributed a handout indicating the status of each objective and whether it had been completed, not completed, was no longer relevant, or is currently in progress. President O'Hearn pointed out that the document should be considered an executive summary.

Using this document, the College can now move forward and develop an action plan on where we need to go. Dr. O'Hearn suggested that we not move forward until we receive the Accreditation Exit Report, in case there is a recommendation that the College work on tying the Student Learning Outcomes and planning processes together. Dr. O'Hearn commended Professors Allen and Maynard for their fine work. This completed document provides an excellent status on where we are.

Professor Allen thanked Diana Casteel for working closely with them in completing the document.

6. **2003-04 PAC Accomplishments**

President O'Hearn shared the latest draft of the 2003-04 PAC Accomplishments. Council members have reviewed two previous drafts and offered input. There were no further suggestions for revisions. The accomplishments will be shared with College committee chairs with a cover note reminding them that all committees are asked to complete a year-end report. The accomplishments will also be listed on the PAC web page.

**Action Taken:** 2003-04 PAC accomplishments were accepted. They will be distributed to College committee chairs and posted on the PAC web page.

7. **Student E-Card**

President O'Hearn reminded Council members that in early 2003, he worked with Jane Faulkner-Wright and Monica Anderson to develop a Mt. SAC e-card. The card was used for student recruitment, and given to anyone who works out in the business community on behalf of the College. As a matter of fact, Dr. O'Hearn uses the e-card as his business card. Monica Anderson has now revised the card for current students and student recruitment. A second card will be developed for business/community partnership development. After demonstrating the card, Dr. O'Hearn thanked Monica Anderson and John Lewallen for their excellent work. Because the cards are developed on campus, they are a relatively low cost factor. They will now be mass produced and distributed across campus.

8. **Other**

- Dr. Long and the Faculty Association were thanked for allowing PAC to use their conference room and for providing refreshments. It was very much appreciated.
Several PAC members had been interviewed by Accreditation visiting team members and shared their sense of how the visit was going. The general consensus was that the meetings had been very positive.

9 Next Meeting

The next meeting will be held October 20, 3:00-4:30 p.m., Administration Building, Room 205.

The meeting adjourned at 4:10 p.m.

CCO:dc