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

Guest: Gary Nellesen

1. **November 3, 2004 Meeting Notes**

   Meeting notes were approved as presented.

2. **Report on the Workgroup on Community College Finance.**

   At the last PAC meeting, Vice President Rice distributed copies of the *Report on the Workgroup on Community College Finance* prepared by 12 Chief Business Officers from across the state. The Budget Committee is recommending that PAC review the document and recommend that Dr. O'Hearn support the Workgroup’s recommendations.

   President O'Hearn said the Community College League of California, the Chancellor’s Office, and many of the Chief Executive Officers in our region are supporting this report.

   Professor Wellen said he heard a presentation on this document at the State Academic Senate meeting and concern was voiced about pulling out of Proposition 98 funding. That was seen as more of a gamble than a benefit. Professor Smith said the CTA feels the same way – the current system, though not perfect, seems to be working.

   Dr. O'Hearn said there is no major urgency in reviewing this document and he suggested inviting Peter Hardash, who served as a member of this workgroup and is Vice President of Administrative Services for Pasadena City College, or Scott Lay, Vice President, of the Community College League of California, to a PAC meeting.

   Professor Wellen asked everyone to do their own research on this report so everyone is familiar with its contents. Dr. O'Hearn suggested that it might be beneficial if everyone would forward their questions to him and he will give them to one of the guests ahead of time so he is prepared to discuss issues of concern.

   Discussion about when Mr. Hardash or Mr. Lay might attend a PAC meeting led to a review of upcoming meetings. It was decided that the January 5 and 19 PAC meetings would be canceled and one January meeting would be held on January 12.

   Dr. O'Hearn will follow-up on scheduling Mr. Hardash or Mr. Lay. When that is completed, he will notify PAC members of the deadline for any questions.
Action: January 5 and 19 PAC meetings are canceled. A January meeting is scheduled for January 12. Dr. O'Hearn will schedule Mr. Hardash or Mr. Lay to attend a future PAC meeting and will then notify PAC members of deadline for questions for Mr. Hardash or Mr. Lay.

3. **Review of Proposed Administrative Procedure 3250**

President O'Hearn reminded PAC members that Dr. Jane Wright facilitated the College's Policy handbook review, and is now facilitating a review of the College’s Administrative Procedures. Since PAC is the College's planning body, Dr. O'Hearn distributed copies of Policy 3250 (Institutional Planning) and the proposed Administrative Procedure.

College Policies are generally more broad and the Administrative Procedures are more specific. Some thought, in this instance, that the Policy was too specific and the Administrative Procedure was too broad. Dr. O'Hearn will meet with Jane to discuss this.

Action: Dr. O'Hearn will talk with Dr. Wright about this proposed Administrative Procedure and report back at the next PAC meeting.

4. **Enrollment Management**

Kerry Stern reported on the Enrollment Management Meeting that took place on November 5. The meeting lasted from 8:30 a.m. until 2:00 p.m., with approximately 50 participants – including faculty, management, and classified staff.

Three major activities were undertaken:
- Validation of the variables known to have some impact on enrollment
- Brainstorming possible solutions and then selecting the two or three most important
- Developing specific action steps for each viable solution

The group chose to work on the following issues:
- Strategic Enrollment Management
- Scheduling including canceling classes and logistics
- Facilities including flexible usage of space and student space
- Satellite locations
- Marketing
- Placement and Pre-requisites
- Matriculation
- Identifying Industry Needs

By the end of the day, Dean Stern said 25 possible action plans were developed. Results from this meeting will be reviewed by the Instruction Office and the Enrollment Management Committee to determine what steps the College should take.

Professor Maynard said he had done an informal enrollment survey of his students and the highest responses were that Mt. SAC is too hard and it’s difficult to get into classes. He suggested we need to review student placement and prerequisites.
5. **Institutional Effectiveness Committee**

Since Sheryl Hullings was not able to attend today’s meeting, this item will be held over until the next PAC meeting.

6. **Construction Update**

Gary Nellesen, Director of Facilities Planning & Management provided PAC members with a construction update.

Mr. Nellesen said there are six major projects in Phase 1 – and five are either finished or nearly finished. They are:

- **Science Laboratories – Project 1.** This project is both State and locally funded. The estimated project cost is $28,500,000. The 12th construction contract for this project had to be re-bid and the latest bid came in almost $800,000 less than the original bid last April. There have been some delays with this project because an electrical contractor went bankrupt. Construction is expected to be completed in February or March 2006.

- **Energy Conservation – Project 3.** This project was completed in Spring 2004. The Plant became fully operational in August 2004. Total project cost was $12,089,000. This project allows the College to generate energy at a lower cost than we can buy it, although we don't have the capacity to generate enough energy to run the whole campus.

- **Physical Education – Project 11.** The athletic fields will be ready for use in January 2005. The total project cost was $7,020,000. Mr. Nellesen reported that last month the College experienced five inches of rain over a five day period. This was the first test for drainage on the new fields, and they all did very well.

- **Welding & Air Conditioning – Project 14.** This building will be ready for occupancy in the Spring semester. Mr. Nellesen said there is about two more weeks of contractor work. The total project cost was $5,345,000.

- **Language Center – Project 15, and Health Careers Center – Project 16.** Occupancy into these buildings is being phased in and began in October. Total project cost was $18,030,000.

Mr. Nellesen also reported on the following projects:

- The improvements and repair to the swimming pool have been completed. The College is currently conducting a study to determine the feasibility of having a second pool on campus.

- Seismic retrofit and renovations are being done on four buildings.

- Music Expansion. Plans have gone to the Department of State Architecture (DSA). It is anticipated that the College will be able to bid this project after the first of the year.

- Auxiliary Services Remodel. This is the conversion of a temporary building into a permanent building. Construction on this project is starting right away.

- Asbestos Abatement. Human Resources and Community and Noncredit Education will be moving out of the Administration Building on November 29, so asbestos can...
be removed from the ceiling. Eventually, the whole building will need to be done, but we need to get more State funding before doing further abatement. Abatement work is also being done to the Planetarium. Planetarium bathrooms will also be upgraded.

Projects that are currently in the design stage include:

- Classroom Renovation ($18 million)
- Student Services Renovation ($4 million)
- Agricultural Sciences ($18 million)
- Gym Renovation and Addition ($8.1 million)
- Child Development Center ($6.4 million)
- Math & Science Classrooms ($15 million)
- Field House Seismic and Remodel ($3 million)
- Pool Planning Study
- Heritage Hall Planning Study
- Master Plan Update

Professor Wellen asked about College signage and Mr. Nellesen explained that signage standards have been developed, but the College needs to complete the Master Plan first. That project is just wrapping up.

Professor Wellen said a couple of years ago the College had agreed-upon classroom standards of what faculty can expect when they go into a classroom – that it be clean, inviting, safe, etc. Some faculty members are noticing that the standard is not being maintained in their area. Mr. Nellesen said he would be happy to work with Professor Wellen and other faculty members on their concerns.

Professor Allen asked if the College had looked into using solar panels in any of the new construction. Mr. Nellesen explained that solar panels are very expensive to maintain.

President O'Hearn told PAC members that he has never worked with a facilities person who understands his role in supporting teaching and learning as well as Gary Nellesen. Dr. O'Hearn said Mr. Nellesen does an outstanding job, and we are lucky to have him.

**Action:** Copies of Mr. Nellesen’s report will be sent to PAC members.

7. **Other**

- Diana Casteel distributed copies of the College committees. Many committees have been updating their membership and terms. She pointed out that the Insurance Committee has submitted its function and purpose statements. This information will be forwarded to Mark Fernandez so the web can be updated.

- Dr. O'Hearn distributed copies of the newly combined credit/noncredit Spring Class Schedule. Dr. O'Hearn reminded PAC members that last year noncredit was moved to the Instruction Office so that the Vice President of Instruction is in charge of all instruction. In keeping with that line of thought, the two schedules were combined into one. The schedule has been mailed to nearly 260,000 households in the district. Dr. O'Hearn commended all those who worked on developing the new schedule.
• Professor Jagodka asked what the College is doing in terms of marketing for specific programs. Mark Fernandez said this is being discussed in the Public Information Office. It was also pointed out that, through VTEA funding, we have developed brochures for many of our vocational programs. Maybe this could be done for other departments as well.

• Professor Long reminded PAC members that two Collegewide informational meetings have been scheduled to discuss the proposed condensed calendar. Both will be held on Monday, November 22, at 1:00 and 4:30 p.m., in the Technology Lecture Hall. Representatives from Riverside and Santa Ana Colleges will be available to answer questions. Both of those colleges are on the 16/6/16/6 schedule.

8. **Next Meeting**

The next meeting will be held December 1, 3:00-4:30 p.m., Administration Building, Room 205.

The meeting adjourned at 4:29 p.m.

CCO:dc