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

Guests: Barbara McNeice-Stallard
       Becky Mitchell

1. **November 17, 2004 Meeting Notes**

   Meeting notes were approved as presented.

2. **Welcome to Guests**

   President O'Hearn welcomed Barbara McNeice-Stallard, Director, Research & Institutional Effectiveness, and Becky Mitchell, Assistant Director, Facilities Planning & Management, to the meeting. Dr. O'Hearn said he had lunch with the Management Team Steering Committee yesterday and had suggested to Ms. McNeice-Stallard that she may want to attend PAC meetings when her schedule permits. He thought it would be beneficial for Ms. McNeice-Stallard to see how PAC operates as we begin work on developing a College research agenda tied to planning.

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

   As promised at the last meeting, Dr. O'Hearn spoke with Dr. Jane Wright about Policy and Administrative Procedure 3250 – Institutional Planning. There had been some concern that the policy was too specific and the Administrative Procedure too broad. Dr. Wright is working on some clarification and further recommendations.

   **Action:** This item will be placed on the next PAC agenda.

4. **Institutional Effectiveness Committee**

   As a member of the newly formed Institutional Effectiveness Committee, Sheryl Hullings was asked to provide PAC members with an update on the committee’s progress.

   Ms. Hullings reported that Odette Richardson was added as a member of the committee representing classified staff. The committee is still working on its purpose and function statements. The committee is also reviewing the Program Review Process. Sheryl pointed out that the November 9, 2004, memo from Dr. Nixon suspending the Program Review process this year does not mean work on Student Learning Outcomes is also suspended.

   The Committee is working to replace the current multi-year Program Review cycle with an annual, ongoing cycle. The new process will be user friendly, data-driven, and more
streamlined. The committee hopes to present a proposal to PAC by February with a goal of implementing the new process in 2005-06.

Dr. O'Hearn said that Dr. Nixon, Linda Baldwin, and Richard McGowan have been working on a plan for budget development. Once completed, their plan will also come to PAC for review. Dr. O'Hearn said we are trying to tie all planning and budget pieces together, and we are getting closer to an integrated model.

5. Multi-Jurisdictional Hazard Mitigation Plan

Becky Mitchell reported that the Disaster Mitigation Act of 2000 implemented new planning requirements from the Federal Emergency Management Agency (FEMA) for mitigation planning for local governments, including school districts. In order to remain eligible to receive federal funding for both pre-disaster and post-disaster mitigation projects, the College had to have a FEMA-approved Local Hazard Mitigation Plan written in accordance with the Act by November 1, 2004. The College coordinated resources in developing a Disaster Mitigation Plan with the City of Walnut and the Walnut Valley Unified School District.

Ms. Mitchell pointed out that the plan has to be updated yearly and a new plan has to be submitted every five years.

By having this plan on file, the College may qualify for additional funding for projects such as the seismic retrofitting and gas and water line replacement currently being done on campus.

PAC members were given copies of the Plan’s executive summary. If anyone is interested in reviewing the entire plan, a copy is available in the President’s Office.

Discussion of the Hazard Mitigation Plan led to discussion about the College’s disaster plan. Dr. O'Hearn said he thought education and dissemination of information should be a priority for the College. Dr. Terri Smith Long said she would like to see some kind of training implemented right away. Mr. Fernandez suggested that having safety officers in each building might be a good idea. Professor Wellen said he is also concerned about the amount of training College security personnel receive. It was suggested that it might be a good idea to invite Karen Saldana, Director of Risk Management, to a future PAC meeting to discuss the College’s disaster plan.

**Action:** Karen Saldana will be invited to a future PAC meeting to discuss the College’s disaster plan.

6. Other

- Dr. O'Hearn reminded PAC members that the updated College committees listing was distributed at the last meeting. He suggested that PAC invite a Committee Chair to each PAC meeting to provide an update on their committee. PAC members agreed with Dr. O'Hearn’s suggestion.

- Dr. O'Hearn reviewed the “Future Agenda Items.” He suggested asking Dr. Nixon to attend a future meeting and provide a report on the Enrollment Management meeting held last month. Dr. O’Hearn said that a report from that meeting is being finalized.
• Dr. O'Hearn provided PAC members with an update on the Vice President of Administrative Services search. The College had 34 applicants for the position, 11 of whom were invited for an interview with the Search Committee. The committee forwarded three finalists to the President. Dr. O'Hearn said he has decided not to hire any of the three finalists. It is the President’s intent to fly the position again in the spring with a targeted July 1 start date. Nancy Rice has agreed to continue in her role as a consultant through January 31, 2005. Dr. O'Hearn said it is his intention to appoint an Interim Vice President effective February 1. There was discussion on what the College might do differently for the next search.

• Dr. O'Hearn announced that Robert Turnage, Vice Chancellor for Fiscal Policy from the Chancellor’s Office, was on campus today. He had heard that the College’s Financial Aid Office is exceptional and doing some great things, so he wanted to visit the campus personally. Dr. O'Hearn said this provided an opportunity for both Vice President Rice and himself to talk to Mr. Turnage about the full-time faculty obligation and the possibility of penalties being imposed. Mr. Turnage said the Board of Governors is planning to appoint a task force to see if there is a way to change the current statute so that colleges will not be penalized. Dr. O'Hearn said he told Mr. Turnage that current policy is an insult to any institution that values teaching and learning. The issue ought not to be about the number of people employed, but rather about the quality of teaching and learning.

• Professor Wellen provided an update on the prioritization of faculty positions. It is anticipated that the College will be hiring around 20 faculty to begin teaching in fall, 2005. Since the College has not had this many replacement positions in the past, a new process was developed that worked very well. The Academic Senate prioritized the requested positions and the Instruction Team prioritized the positions. Then, during the Academic Mutual Agreement Council meeting, the two groups brought in their prioritized lists and found that they had many positions in common. Professor Wellen said he is very happy with the prioritization list that will be recommended to President O'Hearn.

• Professor Long reported on the two informational meetings held November 22 relating to the proposed condensed calendar. The meetings were very well attended. She said they were able to address most questions and concerns that were raised, but it is apparent that a lot still needs to be done. Dr. Long said the Faculty Association Executive Board voted to support the proposed compressed calendar. The Academic Senate is scheduled to take a position at Thursday’s meeting. She hopes that all College employee groups will have taken a position by January. It was suggested that this item be put on a future PAC agenda for discussion.

• Spring registration started today. Sheryl Hullings reported that there were some problems with prerequisites, but, overall, things are running smoothly. As of 1:00 p.m., there were 3,839 adds and drops – 7% of those were done on the web, 17% in person, and 76% by telephone.

8. **Next Meeting**

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

The meeting adjourned at 4:06 p.m.

CCO:dc