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

Guests: Jim Ocampo
Karen Saldana
Barbara McNeice-Stallard

1. December 1, 2004 Meeting Notes

Meeting notes were approved as presented.

2. Review of Proposed Administrative Procedure 3250

Dr. O'Hearn said he has received suggested revisions from Dr. Jane Wright, but has not had an opportunity to review it. He will report back on this item at the next PAC meeting.

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

3. Assessment & Matriculation Committee

Dr. O'Hearn explained to PAC guests that PAC is considered the planning body for the institution. As such, PAC members have been spending a lot of time familiarizing themselves with all aspects of the college so they are better informed when making decisions. Last year, PAC spent a significant amount of time reviewing and revising the College’s committee structure. It was decided this year to invite the chair of a committee to attend each PAC meeting to report on the progress of their committee and the kinds of things they are working on. We are also inviting people to attend PAC meetings to discuss their specific area or program.

PAC's goal is to be the body that looks out for the long-term stability of the institution. Dr. O'Hearn also told our visitors that while members of PAC come from specific groups on campus, as a PAC member, they represent the College as a whole, not a constituent group.

Jim Ocampo, chair of the Assessment & Matriculation Committee, shared copies of his recent report to the Board of Trustees. The report includes a listing of services provided, research and evaluation work, students served, and accomplishments of Assessment and Matriculation. Mr. Ocampo said Assessment and Matriculation is one of the few areas on campus that has a committee that drives what they do. The committee also determines the research priorities that affect matriculation. An example of that is the Disproportionate Impact Study which was needed for test approval. Upon Mr. Maynard’s request, Mr. Ocampo expanded on the Disproportionate Impact Study. According to Mr. Ocampo, the
Disproportionate Impact Study is a tool for Assessment of Written English. The study shows that students from some groups are placed disproportionately lower than others. While Asian, White, and Filipino students place into higher levels of English in comparison to their demographics, Latino and African American students place into lower levels of English. Although there is definitely evidence of disproportionate placement of students, it must now be determined whether students are being placed appropriately in relation to their actual skill levels. Copies of the Disproportionate Impact Study will be forwarded to PAC members.

Items that the Assessment & Matriculation Committee will be working on in the future include:

- Student follow-up processes. There is a need for an early alert type of program before a student gets on probation.
- Need to update/revise the College’s matriculation plan.
- Need to review the oral interview process for students being placed in ESL and AmLA.
- Need to develop a recommendation on the results of the Disproportionate Impact Study.

Terri Long asked how the new committee structure is working. Mr. Ocampo said he pushed hard for a faculty representative from Basic Skills, English, LERN, Math and Counseling. Those are the main issues they discuss.

**Action:** Copies of the Disproportionate Impact Study will be forwarded to PAC members. The Disproportionate Impact Study will be added to future agenda items.

4. **Risk Management/Disaster Preparedness**

Dr. O’Hearn introduced Karen Saldana, the College’s risk manager for the past five months, who is doing an excellent job in her new role. Ms. Saldana was invited to today’s PAC meeting as a follow-up to discussion at the last meeting on disaster preparedness.

Ms. Saldana distributed summary information on her job responsibilities, which include workers’ compensation, health benefits, safety, and various other programs. Ms. Saldana said she is working to identify risks associated with doing business at Mt. SAC and will then develop benchmark assessments to determine where we are today and where we will be in 3-5 years. As a result, the College should see savings in insurance and safety costs. She also reviews bargaining unit language to make sure that programs have been implemented appropriately.

Regarding disaster preparedness, Ms. Saldana said the College does have a State Emergency Management System (SEMS)-approved disaster plan that was developed in the late 1990s. The problem appears to be that there wasn’t a lot done to implement the program. Ms. Saldana is beginning the process of reviewing the College plan to make sure it still meets all legal requirements. She will then move forward with employee training, which will begin this spring at a management retreat. It is expected that training for the entire campus will begin at the end of the spring semester.
Ms. Saldana said the College’s disaster plan is a multi-jurisdictional plan. Once our plan is updated, she thought it would be appropriate for the College to initiate a meeting with other jurisdictions to share our plan and obtain their input.

In further discussions regarding the College’s plan, it was noted that the bin containing all the emergency equipment is currently located by the Technology Building, but is going to be moved to the area north of the Central Plant. At this time, it is expected that should the College need a triage area, the tennis courts would be used, so it seems appropriate to have the bin moved closer to that area. Dr. Long said her biggest concern is that a disaster could occur in the evening hours when few administrators are on campus. She doesn’t think faculty are comfortable with what they should do. It was decided that Ms. Saldana would update the original tri-fold that was distributed with quick tips on what to do in case of an emergency. This is something that can be revised and distributed fairly quickly. Dr. O’Hearn suggested that it might be a good idea to also ask Ms. Saldana to give a presentation at the Spring Opening Meeting, since that meeting is already scheduled. He said Ms. Saldana needs to be making presentations to many groups on campus so more people are aware of the College plan and their role in that plan.

Dr. O’Hearn said he thought it would be appropriate to have Ms. Saldana report back to PAC fairly regularly as plans are developing.

There was further discussion about the risk management portion of Ms. Saldana’s job. She explained that she actually sets up inspections. It was suggested that the tri-fold mentioned earlier could include contact information for people to notify her if they notice possible hazards on campus. Mr. Wellen again voiced his concern about the training College security staff receive. Ms. Saldana will look into that. He also pointed out that the elevator in the Administration Building doesn’t indicate when it was last inspected. Ms. Saldana said campus elevators are checked on a monthly basis; however, only a state inspector can certify them, and at this time, there are very few state inspectors.

**Action:** Ms. Saldana will be asked to discuss the College’s disaster preparedness plan at the Spring Opening Meeting. Ms. Saldana will update the tri-fold and distribute it as soon as possible.

5. **Other**

- Dr. Long reported that the Faculty Association and the Academic Senate have overwhelmingly approved the compressed calendar. She said if we are looking at implementation in fall 2006, PAC needs to direct the appropriate people to begin working out needed details. It was also suggested that this might be a good informational report for the Board of Trustees in the future.

- Dr. O’Hearn noted that this is Robertson Wellen’s last meeting – he is taking a year’s leave of absence beginning in January. Dr. O’Hearn thanked Professor Wellen for his service on PAC and his service to the institution, noting that Professor Wellen has made significant contributions during his tenure as President of the Academic Senate.
6. **Next Meeting**

   The next meeting will be held January 12, 3:00-4:30 p.m., Administration Building, Room 205.

The meeting adjourned at 4:18 p.m.

CCO:dc