President O'Hearn called the meeting to order at 3:02 p.m.

Guests: Debbie Boroch
        John Nixon
        Pat Rasmussen
        Nancy Rice

1. **Enrollment Management Exercise Report**

Vice President John Nixon reported on an Enrollment Management Exercise that occurred November 5. There were approximately 50-60 faculty, staff, and administrators in attendance. The purpose of the meeting was to identify issues, barriers, challenges, and opportunities related to enrollment growth. Dr. Nixon said the meeting was very successful with good participation by those in attendance.

Dr. Nixon distributed an Action Report that was prepared as a result of the meeting, which includes action statements, action steps, and timelines. The next step is to evaluate the Action Report – what’s practical, what can work and what may not work. Once revised, we should have a document from which the College can begin to move forward. The goal is to put the College on a path to stable, predictable growth.

The Enrollment Management Committee will serve as the monitoring body for this initiative. Dr. Nixon is planning to recommend to the committee that the end of April be the due date for first progress reports on the Action Steps.

Professor Maynard asked Dr. Nixon where we stand at this point in the semester regarding enrollment. Dr. Nixon said we are up in unduplicated head count, but down in units. In other words, we have more students taking fewer classes. The College still has a challenge on the credit side, but enrollment is up in noncredit. Dr. Nixon said he believes the College needs to expand its efforts and outreach at the high school level. He said staff in math and English are also working on revising assessment protocols.

2. **Welcome**

Dr. O'Hearn welcomed Michelle Grimes-Hillman as the newest member of the President's Advisory Council. Professor Grimes-Hillman is the faculty representative filling the vacancy left by Robertson Wellen.

Dr. O'Hearn explained that while serving on President’s Advisory Council, members don’t represent a specific constituent group, but rather work for the benefit of the entire institution.
Because PAC works with all elements of the success of the College, we try to be as informed as possible on anything touching planning and student success. Last year, PAC approved a major revision in the College committee structure. As a result of that change, the chair of a College committee is invited to each PAC meeting so we have a sense of what that committee is doing and whether the new committee structure is working.

3. **December 15, 2004 Meeting Notes**

Meeting notes were approved as presented.

Professor Terri Smith Long asked if a change could be made in the reports by committee chairs. She felt it would be helpful if PAC members received a written committee report prior to the chair’s report at the meeting. That way, PAC members would be in a better position to ask questions. It was agreed that committee chairs will be asked to submit a written report using the same format that is requested for Board of Trustees’ informational reports.

**Action:** Committee chairs will be asked to submit a written report that will be distributed to PAC members with the meeting agenda.

4. **Budget Committee Report**

Vice President Rice told PAC members that their gain of having Michelle Grimes-Hillman as a member is the Budget Committee’s loss.

Vice President Rice said Budget Committee members also leave their affiliations at the door and work for the good of the College as a whole. They recognize their role as a recommending body to President’s Advisory Committee. She said they have an ad hoc committee that is nearly finished with its work on developing an expenditure budget allocation process. She hopes that recommendation will be ready to come to PAC at its next meeting.

Vice President Rice said she is also working on a shell of the 2005-06 budget based on information in the Governor’s proposed budget. She noted the following points in the Governor’s proposed budget and College needs:

- An increase in COLA to a total of 3.93%, which adds another $1.2 million to the budget, for a total of $3.3 million.
- The second year of equalization is not anticipated to be funded, which will impact our budget by $2.6 million.
- Additional costs (subject to collective bargaining) due to increase in STRS rate and a smaller increase in PERS – approximately $700,000.
- The College also needs to continue to send out class schedules, as we did this semester, in order to increase enrollment. This cost is approximately $150,000.

Vice President Rice said she had initially projected a budget deficit of $3.2 million; however, her projection is now $5.5 million. She reminded everyone that the budget has never ended up exactly as proposed by the Governor and estimated that it may be July before anyone knows for sure the impact to the College.
Ms. Rice pointed out that this is her last report to PAC, as she will be officially retiring on January 31. She said it has been a pleasure to provide reports to PAC and that she appreciates the courtesy that has been extended to her.

5. **Title V External Evaluation Site Report**

Mt. SAC’s Title V grant is at the end of its fifth year and Dr. O’Hearn asked Debbie Boroch, grant coordinator, to provide PAC members with a report of the External Evaluation Site Visit. In its initial application, the College listed several significant challenges, a few of which were:

- students not succeeding in math
- inadequate student services assistance for highest need students
- insufficient data and research capabilities
- inadequate resources for needed institutional investments

The College’s Title V grant had three major activities: 1) Increasing student success in gateway mathematics; 2) Providing support services to at-risk and underrepresented students; and 3) Strengthening institutional effectiveness and fiscal stability.

The College has seen major improvements on campus as a result of the Title V grant, including, but not limited to:

- Built the Math Activities Resource Center (MARC)
- Expanded supplemental instruction, especially in the area of developmental math
- Tracking benefits of supplemental instruction
- Adjusted some math curriculum
- Revamped assessment
- Developed online support for all developmental math courses
- Developed summer Bridge Program
- Developed Math Academy concept
- Created a College endowment fund for scholarships
- Developed a planned giving program
- Provided training for Foundation Board members

Associate Dean Boroch said an extensive external evaluate visit was held last July 30. In his final report, the evaluator said Mt. SAC has the best data collection that he has seen to date. He also said that the College’s successes in developmental math are stellar compared to other grantees.

The College cannot re-apply for Title V funds until the end of a two-year wait period; however, we can apply for Title III funds, although there is more competition for Title III grants.

Dr. O’Hearn thanked Ms. Boroch for her excellent work.

6. **Report on College Grants**

Vice President Rasmussen reviewed a summary of grants for which the College has applied. The College has received grants totaling $2,186,537 and has another $904,274 pending. Dr. Rasmussen also shared an active project list for 2004-05.
According to Vice President Rasmussen, because of the State’s fiscal condition, state grants have “dried up.” As a result, the College is pursuing federal grants.

Dr. Rasmussen also commented on the new Grant Incentive Program, which began this year. This new program provides an incentive and reward for those who write and are awarded grants exclusive of service contract grants. This program creates a $50,000 yearly grant stipend account to reward staff who write and receive grants. Incentive funds will be awarded to the Project Director of each awarded grant based on the size of the grant and must be used for equipment, supplies, faculty conference travel, staff development/training, or activities related to the grant. Grants range from $500 for a grant under $10,000 to $5,000 for grants of $100,000 and above.

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

At its November 17, 2004 meeting, 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. The discussion at that meeting was that 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 was asked to work with Dr. Wright and report back to the group.

Dr. O’Hearn reviewed an email he received from Dr. Wright which indicated her recommendation to keep the Board Policy language exactly as it reads, and asks PAC to help suggest more specific language for the Administrative Procedure.

Dr. O’Hearn asked if there were volunteers who would be willing to work with Dr. Wright in drafting an Administrative Procedure. Following discussion, Professor Terri Smith Long and Dean Deb Blackmore agreed to serve as a task force.

| Action: Diana will share Dr. Wright’s email with Professor Long and Dean Blackmore. |

8. **Other**

- Dr. O'Hearn announced that the College’s self-study has been selected as a model self-study by the Accrediting Commission and will be used at the Commission’s retreat in March. He congratulated everyone who worked on the study and commended PAC members in their role as the Steering Committee for the Accreditation visit.

- Dr. Long said she thought PAC needed to continue discussion on the compressed calendar concept. She asked that this item be included on the next PAC agenda so that direction can be given to various groups to begin the work of transitioning to a 16/6/16/6 calendar.

| Action: This item will be placed on the next PAC agenda. |
• Professor Maynard said he thinks PAC also needs to review and be familiar with the College’s Student Equity Plan, which is due to the Chancellor’s Office at the end of this month.

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

• At the December 15, 2004, PAC meeting, it was agreed that Karen Saldana, Director of Risk Management, would be invited back to PAC meetings fairly regularly to report on the College’s disaster preparedness progress. It was suggested that she be invited to attend the February 16, 2005 meeting. Dr. O’Hearn reminded PAC members that Ms. Saldana is going to speak at the Opening Staff Meeting next Wednesday. She had hoped to have the tri-fold information brochure ready to hand out to staff, but has found that there’s quite a bit of work to be done on it.

**Action: This item will be placed on the February 16 PAC agenda**

• Dr. Long commented on the Chaffey telethon that raised $203,000 in three days. Dr. O’Hearn said this is something that both the Board of Trustees and Foundation Board of Directors have been looking into.

9. **Next Meeting**

    The next meeting will be held February 2, 3:00-4:30 p.m., Administration Building, Room 205.

    The meeting adjourned at 3:52 p.m.

CCO:dc