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

Guests: Gary Nellesen Audrey Yamagata-Noji Barbara McNeice-Stallard Karen Saldana Mohammed Naim (Student Senator)

1. Welcome

Dr. O’Hearn introduced and welcomed guests to the President’s Advisory Council meeting. Jonathan Medina announced that he will be the new student representative, replacing Denny Ying.

2. February 2, 2005 Meeting Notes

Meeting notes were approved as presented.

3. Accreditation Status

Dr. O’Hearn distributed copies of a letter from the Accrediting Commission informing the College that its accreditation status has been reaffirmed for a six-year term with no qualifications, which is the highest status a College can receive. Dr. O’Hearn said it is becoming increasingly more difficult to attain the six-year accreditation. The College will still be required, as are all colleges, to submit a Mid-Term Report in October 2007.

Dr. O’Hearn drew the Committee members’ attention to the second paragraph of the letter which commends the College for progress it has made in planning based on Student Learning Outcomes. Also, the visiting team made special note of the environment in which the faculty and staff work collegially in support of student learning and success. Dr. O’Hearn said that generally these letters aren’t personalized as much as this one is. He said the College, and this body as the Accreditation Steering Committee, are to be commended for the work done on Student Learning Outcomes and the special note by the Commission of the environment in which we all work collegially. He said that really does set the tone in which we all work. We have multiple issues and concerns to deal with, and it doesn’t mean everybody is going to be happy, but we still treat each other respectfully. That clearly made an impression on the visiting team. Dr. Kehoe, the visiting team chair, and Vice Chair of the Commission, told Dr. O’Hearn that of all the reports the Commission heard at their January meeting, Mt. SAC received the highest praise.

Dr. O’Hearn also said that the Accrediting Commission plans to use the Mt. SAC Self-Study as a model for training throughout the state.
Copies of the complete team report will be given to PAC members at its next meeting. At that time, Committee members can decide if they want the full report available on the web.

**Action:** Copies of the Accreditation Report will be given to PAC members at the March 16 meeting.

4. **Budget Committee Report**

Interim Vice President Nellesen said there are significant discussions occurring in Sacramento regarding the Governor's proposed budget, but there is nothing new to bring forward to PAC at this time related to the College's 2005-06 budget.

Mr. Nellesen said the Budget Committee has completed its work on developing an expenditure budget allocation process and plans to present that to PAC at its March 16 meeting. They are still trying to address issue such as how carry-over funds would be managed and the process for when an entity overspends its budget.

5. **Student Preparation & Success Council Report**

Vice President Audrey Yamagata-Noji presented a report on the Student Preparation & Success Council. PAC member Phil Maynard co-chairs that Council with Dr. Yamagata-Noji. Dr. Yamagata-Noji said the council enjoys outstanding student and faculty participation.

Dr. Yamagata-Noji said the Student Preparation & Success Council works on issues that impact students – especially policies. She reviewed the prior accomplishments of the Council and the current year's agenda that had been sent to PAC members. The Matriculation Committee reports to the Student Preparation & Success Council, so the Council reviews a lot of issues related to that, i.e., the new reading policy.

The Student Preparation & Success Council has changed its meetings to once a month because there is so much work required in between meetings.

Vice President Yamagata-Noji said that the Student Preparation & Success Council often deals with issues over a long period of time. As a result, they developed a tracking system, which she shared with PAC members.

Professor Allen said that cheating and plagiarism are becoming greater problems on campus and asked if anything could be done. Dr. Yamagata-Noji said the Council has been working on these problems for some time.

Bob Lee also pointed out that council membership terms should be staggered so members of one category don't all rotate off at one time.

6. **Disaster Preparedness Update**

Karen Saldana said the College has run into a small glitch relating to its emergency response plan. We need to review the proposed organizational chart. She is recommending that PAC accept that responsibility. She will provide PAC members with a chart showing the delegation of responsibilities as they currently stand, along with a brief summary of the
duties, and PAC can decide whether or not they are appropriate. Ms. Saldana said the College is right on track for implementation by the end of March. She said we could begin training staff as early as April.

Karen Saldana distributed a draft of the tri-fold emergency response guide to be given to all staff. A map of the College will appear on the reverse side – but that is still being worked on. Committee members made the following suggestions regarding the tri-fold:

- The document is too wordy – maybe it could be changed to a bulleted format.
- Delete the entire “Emergency Response Guide” section.
- The “Evacuation/First Aid Areas” could be shortened by having those indicated on the map with a large red dot.

Ms. Saldana said she is applying for a grant through ASCIP for funding for training. Additional funding will be needed for disaster response supplies. Supplies in our current storage bin are outdated. She is interested in obtaining several smaller storage bins to be placed at strategic spots throughout the campus.

There was discussion about coordinating our plan with other local entities, such as the City of Walnut and the Walnut Valley Unified School District. Once our plan is a little more developed, Ms. Saldana has plans to schedule meetings with these groups. It was also suggested that a training video be considered that could be available to adjunct and new staff.

Dr. O'Hearn said he is very appreciative that the issue of disaster preparedness is being addressed in such a timely way. Ms. Saldana will be invited back to the next PAC meeting. It is hoped the tri-fold will be completed by that time.

**Action:** Disaster Preparedness will be added to the March 16 PAC agenda.

7. **Compressed Calendar**

PAC members were given a copy of a memo from Vice Presidents Nixon and Yamagata-Noji recommending approval of the proposed condensed calendar.

It was the consensus of PAC members to recommend to Dr. O'Hearn that he move forward, although some concerns were voiced about whether there was sufficient time for IT to make all the changes needed to accommodate a proposed fall 2006 schedule change. Dr. O'Hearn said he also has some concerns, but feels we are ready to move forward. He will take the proposal to the Board of Trustees and will then seek permission from the State Chancellor's Office.

**Action:** Dr. O'Hearn accepted PAC's recommendation to move forward with a compressed calendar. This item will now move forward to the Board of Trustees and State Chancellor's Office.

8. **Information Technology Advisory Council**
President O'Hearn said there had been a conversation earlier in the week in President’s Cabinet in which the Vice President, Information & Educational Technology recommended that the Information Technology Advisory Council be eliminated.

Dr. O'Hearn shared his proposed structural change to Information Technology, since Vice President Nogy will be leaving at the end of March. There are currently two IT Directors. It is Dr. O'Hearn’s intent to fly a position for a third director – Director of Academic Computing – or whatever title it may end up with. That position will oversee the academic side of information technology. Those three directors will then report to the Chief Technology Officer, who would report to the Vice President, Administrative Services. Dr. O'Hearn thinks that having an academic director will ensure that academic needs are covered.

It was decided that the Information Technology Advisory Council would remain in-tact for the time being. After the new structure is implemented, the need for the Council will be re-evaluated.

9. **College Goals**

Kerry Stern reminded everyone that after its presentation last month, the Institutional Effectiveness Committee had suggested that PAC needed to work on College goals. Ms. Stern distributed a recommendation on how those goals could be developed. She recommended devoting two meetings to the development of five to ten institutional goals. It was decided that the two April PAC meetings would be used solely for working on College goals. Cheryl Marshall will be asked to facilitate.

**Action:** Please let Kerry Stern know of any documents you would like to review during the meetings, i.e., accreditation recommendations, 2020 Strategic Plan, etc.

10. **Committee Year-End Evaluation**

It is time to begin thinking about our annual evaluation of College committees. Diana Casteel suggested that since we had made major changes to the committee structure, we may want to review the evaluation document and determine if we’d like to make any changes. A task force was formed and will bring a recommended evaluation form back to the March 16 PAC meeting. Task force members are: Diana Casteel, Phil Maynard, Terri Smith, and Bob Lee. Diana was asked to schedule the meeting.

Diana also distributed updated information on the Institutional Effectiveness Committee and the Distance Learning Committee. She will forward that information to Mark Fernandez so the web site can be updated.

**Action:** A task force was formed and will bring a proposed evaluation document back to the March 16 PAC meeting.

11. **Planning Process Task Force**
Dr. O'Hearn said he would hold this item over until the next meeting, but wanted PAC members to begin thinking about it. He is interested in discussing how the various College planning processes are integrated (or should be integrated) through the President’s Advisory Council. The College needs to be able to demonstrate how planning is integrated on the campus, and he doesn’t think we could do that now.

12. **Other**

- Dr. O'Hearn said that because of Wade Frary’s resignation, he is planning to meet with Human Resources staff Tuesday morning. There’s a general sense on campus that Human Resources needs some assistance. At Tuesday’s meeting, Dr. O'Hearn plans to reinforce the positive things Human Resources is doing and set a timeline for change where improvement is needed. He reminded all that Human Resources can be a tough area in which to work, but his goal is to strengthen the operation so it is a respected and efficient department.

Professor Allen said he is concerned about the depth of the faculty pools. Dr. O'Hearn agreed that we need to get the best applicants possible, and we aren’t going to settle for less.

13. **Next Meeting**

The next meeting will be held March 16, 3:00-4:30 p.m., Administration Building, Room 205.

The meeting adjourned at 4:30 p.m.

CCO:dc