PRESIDENT’S ADVISORY COUNCIL

MEETING NOTES – June 15, 2005

Attendance:
- Christopher O’Hearn, Chair
- Jerry Allen
- Deb Blackmore
- Diana Casteel
- Mark Fernandez (3:09)
- Michelle Grimes-Hillman
- Sheryl Hullings
- Ralph Jagodka
- Bob Lee
- Terri Smith Long
- Phil Maynard
- Jonathan Medina
- Mohammed Naim
- Kerry Stern

The meeting was called to order at 3:04 p.m.

Guests: John Nixon Linda Baldwin Barbara McNeice-Stallard
        Gary Nellesen Richard McGowan

1. **May 4, 2005 Meeting Notes**

Meeting notes were approved as presented.

2. **Budget Committee’s Recommended Budget Allocation and Budget Review and Development Process**

Richard McGowan, Linda Baldwin, and John Nixon, briefly reviewed the Budget Committee’s proposed Budget Allocation and Budget Review and Development Process which was presented to PAC members on March 16.

The new process would address the following:
- Integration and alignment with the College’s planning process
- Method of allocating new resources
- Review of current “status quo” budgets
- Provide budget flexibility within departments, divisions, teams
- Conclude with an annual review of the process

The Budget Committee would like to implement the new process during the next budget cycle (2006-07), recognizing that it’s a work in progress.

PAC members recommended that President O’Hearn accept the Budget Committee’s Recommended Budget Allocation and Budget Review and Development Process. Dr. O’Hearn commended the work of the Budget Committee in developing this document. He said this document further clarifies the relationship of the Budget Committee to the President’s Advisory Council.

*Action: PAC members recommended that Dr. O’Hearn approve the Budget Committee’s Recommended Budget Allocation and Budget Review and Development Process. Dr. O’Hearn accepted the report and asked the Budget Committee to proceed with implementation.*
3. **Budget Committee Report**

Interim Vice President of Administrative Services Gary Nellesen presented information on the 2005-06 tentative budget. According to Mr. Nellesen, the College anticipates a COLA of 4.23%, growth revenue of approximately 2%, restoration of Partnership for Excellence funds, and equalization funding. After reviewing the expenditures, Mr. Nellesen said the College is projecting a deficit in the amount of $213,218.

In reviewing the 2004-05 budget, Mr. Nellesen said the College is projecting a deficit of $3,349,932.

Dr. O’Hearn commented that he is working with several groups to lobby Sacramento to fully fund equalization.

4. **Report from the Year-End College Committee Evaluation Task Force**

(Terri Smith Long, Phillip Maynard, Bob Lee, Diana Casteel)

As requested by PAC, the Task Force reviewed the information submitted by each governance and Academic Senate committee and provided its report to PAC.

PAC reviewed each committee individually and accepted the Task Force recommendations. Diana was asked to prepare a report back to each committee.

Dr. O’Hearn asked that the discussion regarding the Enrollment Management Committee (whether it should continue to be an operational committee) and the need for clarification of the differentiation of roles between Enrollment Management and Student Preparation & Success Council be tabled for further review.

There was brief discussion about the membership of the Health & Safety Committee, but since it is an operational committee, it wasn’t reviewed by the Task Force. Mark Fernandez raised some contract issues related to the membership of this committee and Dr. O’Hearn asked him to provide pertinent contract language.

**Action:** Diana Casteel will prepare a report back to each governance/Academic Senate committee. Mark Fernandez will forward contract language related to committee membership to Dr. O’Hearn.

5. **College Goals**

Kerry Stern reminded PAC members of the process used to develop the proposed College goals. Members of the President’s Advisory Council recommended that Dr. O’Hearn approve the goals as presented. Dr. O’Hearn indicated that he wanted some additional time to review the goals before they are forwarded to the Planning for Institutional Effectiveness group.

6. **Administrative Procedures – Chapter 2**

Dr. O’Hearn reminded PAC members that last year the College policies were updated and we are now working on the Administrative Procedures. The goal is to streamline, clarify and condense the current procedures. Chapter 2 is now complete and was distributed to PAC
members for their information. Administrative Procedures do not require Board approval. Dr. O'Hearn pointed out that Chapter 2 is consistent with League recommendations. It is hoped that all procedures will be completed by the end of the Fall Semester.

7. **PAC Membership**

Dr. O'Hearn said PAC membership ends this month for Sheryl Hullings, Bob Lee, and Terri Smith Long. He is currently recruiting a management replacement for Ms. Hullings. Dr. O'Hearn discussed his feelings about PAC membership, which included honoring what we are trying to do to get other people involved in committee work. He said he would like to see the faculty and classified staff nominate people to serve on PAC, a practice currently in place for managers. A list of candidates could be submitted to the President, and he would then select the person to serve from each group. This gives the President the opportunity to “balance” the committee membership. Dr. O'Hearn said that PAC serves as an advisory committee to him and he believes he should have some say as to its membership. Professor Phil Maynard suggested that the President consult with each group’s leadership prior to making an appointment. Faculty members Jerry Allen and Ralph Jagodka both supported President O'Hearn saying that it would give the President the opportunity to have a certain mixture of skills on the committee.

Dr. O'Hearn asked committee members to give this some thought so it can be discussed further at a future meeting. It was agreed that until the faculty and classified staff have submitted recommended appointments, Bob Lee and Terri Smith Long will continue to attend meetings.

**Action:** This item will be added to the July PAC agenda for further discussion.

8. **College Organizational Structure**

Dr. O'Hearn told PAC members that he is taking a recommendation to the Board of Trustees tonight to hire Michael D. Gregoryk as Vice President of Administrative Services. Mr. Gregoryk is currently the Deputy Chancellor in the Ventura District. As Deputy Chancellor, he is responsible for IT, facility planning, operations and construction, fiscal and administrative services, police and safety, legal and risk management. He has also served as interim president for two of the colleges in the Ventura District.

Dr. O'Hearn also reviewed some of the other changes he is making, including:

- There will only be four Vice Presidents – Instruction, Student Services, Administrative Services, and Human Resources. The former Vice President of Information & Educational Technology will be replaced by a Chief Technology Officer, who will report to the Vice President, Administrative Services. He will also not replace the Vice President, Institutional Advancement. The responsibilities related to this position will be divided among other managers.

Dr. O'Hearn commended Dr. Yamagata-Noji for the excellent work she is doing in Human Resources and said that he has asked her to begin the process of advertising for a new Vice President of Human Resources.
Dr. O'Hearn also said he plans to continue to contract with Strata Information Group (SIG) for the next few months. He has asked SIG to give him an objective sense of where the College needs to go in Information Technology. He said that Lynn Kubeck is doing a fine job as Acting Chief Technology Officer.

9. **Other**

Sheryl Hullings was thanked for her years of service on PAC.

10. **Next Meeting**

The July 6 meeting was canceled. The next meeting will be held July 20, 3:00-4:30 p.m., Administration Building, Room 205.

The meeting adjourned at 4:25 p.m.

CCO:dc