The meeting was called to order at 3:05 p.m.

Guests: Barbara McNeice-Stallard

1. **June 15, 2005 Meeting Notes**

   Meeting notes were approved as presented.

2. **Welcome/Introductions of New Members**

   There are two new student representatives: Greg Justice, President, Associated Students, and Miguel Del Mundo, Vice President. Raul Rodriguez joins PAC as the new management representative.

   Dr. O'Hearn explained to new members that PAC is a group that represents the interests of the entire College, rather than a specific group. Members monitor each other to make sure we don't get territorial or get myopic in the way we look at issues. PAC is the planning body and is more focused on long-term strategic planning for the institution. Dr. O'Hearn indicated he would like to meet with the two new student members for an orientation to PAC – he has already met with Mr. Rodriguez.

   **Action needed: The two new student members were asked to schedule an appointment with Dr. O'Hearn for an orientation to PAC.**

3. **College Committees**

   Dr. O'Hearn said that following the annual evaluation of the College committees, he has received recommendations from Vice President Nixon regarding three College committees: College Calendar Committee, Enrollment Management Committee, Educational Design Committee.

   - **Educational Design Committee.** Dr. Nixon recommends that the appointment of the Dean of Instructional Services to the Educational Design Committee become an ongoing appointment, replacing the appointment of “one manager from instruction.” The Dean of Instructional Services is responsible for catalog and schedule development and for course and program development and maintenance. The role of the position is vital to the effective work of the committee, and the appointment of the position to the committee should be permanent.
**Action: PAC members agreed with Dr. Nixon's recommendation.**

- **Enrollment Management Committee.** Dr. Nixon recommends that the Enrollment Management Committee be eliminated. He believes that (student-related) policies related to enrollment are the purview of the Student Preparation & Success Council and that operational matters related to enrollment management, e.g., growth targets, credit and noncredit mix are the purview of management, working with divisions and departments. Dr. Nixon said that historically the Enrollment Management Committee has searched for purpose without much concrete success and his own experience last year verified that lack of focus.

It was pointed out that should Dr. Nixon’s recommendation be approved, the Student Preparation & Success Council’s purpose and function statements would have to be re-written to include enrollment management. Concern was voiced that the Student Preparation & Success Council is busy as is. Raul Rodriguez said that the Student Preparation & Success Council has been struggling with its parameters, but he thinks they have the time and ability to deal with enrollment management.

**Action: Dr. Nixon will be invited to the next PAC meeting to discuss his recommendation in more detail.**

- **College Calendar Committee.** Dr. Nixon recommends that the College Calendar Committee be disbanded and that the development of the College calendar be established in a more direct manner consistent with Education Code and other legal requirements.

Concern was expressed that for collaboration among constituent groups is important prior to a recommended calendar going to the bargaining table.

**Action: Dr. Nixon will be invited to the next PAC meeting to discuss his recommendation in more detail.**

4. **Report from the 2004-05 Accomplishments Task Force**  
(Deb Blackmore, Ralph Jagodka, Phillip Maynard)

As requested by PAC, the Task Force prepared PAC’s accomplishments for 2004-05. The Task Force recommended that the accomplishments be shared with all Senate and Governance Committees and that those committees be encouraged to prepare their own list of accomplishments for the year. The list will also be posted on the web.

Dr. O’Hearn commended the Task Force on its work noting that this information will be especially beneficial in three years when the College prepares its mid-term accreditation report and will assist the College in tracking its progress in achieving its goals.

**Action: Diana Casteel will send the accomplishments out to the College Senate and Governance Committees. She will also forward this information to Mark Fernandez for posting on the web.**
5. **Relationship of Student Learning Outcomes Team and PAC**

Professor Long pointed out that the Student Learning Outcomes (SLO) Team reports to PAC and she would like to see regular updates from that group. Dr. O'Hearn agreed that we are trying to tie all the planning processes and institutional efforts together so this body is driving and monitoring College planning. He would like PAC members to be more familiar with the SLO team and what they are doing on campus.

**Action:** Jemma Blake Judd will be invited to present to PAC a couple of times each semester.

6. **PAC Membership**

Dr. O'Hearn reminded PAC members about the discussion at the last meeting regarding his desire to have faculty and staff nominate people to serve on PAC. He would then select the person to serve from the group. Dr. O'Hearn said he believed this would give him the opportunity to “balance” committee membership. President O'Hearn said he had been approached by several PAC members since the last meeting and now believes it is probably better to continue with the appointment process currently in place. While Dr. O'Hearn hopes we will eventually move to his suggested process, he doesn’t believe we are ready for that to happen at this time and said he is withdrawing his recommendation. He said he felt the discomfort in some arenas, and he respected that. Dr. O'Hearn said that should there be a member of PAC who wasn’t a contributing member, a good thinker, or working for the good of the College as a whole, he would sit down with that person, or with the people who make those appointments to see if a solution could be reached.

Dr. O'Hearn reiterated that PAC is an advisory group to the President and it doesn’t help him if the advice he gets isn’t valuable.

Professor Allen said he sees PAC more as an executive kind of advisory committee and not a legislative committee.

Further discussion centered on PAC term limits. While anyone can get appointed, Dr. O'Hearn doesn’t think it’s healthy for the institution if we don’t reach out to give other people an opportunity to participate. He suggested that we should have a limit of no more than two consecutive three-year terms.

**Action:**
- The term limits for PAC appointees will be two consecutive three-year appointments.
- The Academic Senate will continue to appoint faculty members to PAC.
- The Classified Senate and two CSEA groups will continue to send their agreed-upon appointee to Dr. O'Hearn.

7. **College Goals**

As mentioned at the last PAC meeting, Dr. O'Hearn had asked for some additional time to review the goals before they are forwarded to the Planning for Institutional Effectiveness group. Dr. O'Hearn said he is continuing to study the proposed goals and has asked others...
to review them also. He is concerned that they aren’t all measurable. He will bring any revisions to the next PAC meeting.

**Action:** This item will be added to the August 3 PAC agenda.

8. **Other**

- Mike Gregoryk, Vice President of Administrative Services, joins the College on Monday.

- Dr. O’Hearn said that Human Resources is working on the announcement for the Vice President, Human Resources position. Once filled, the College will have only four vice presidents – down from seven three years ago. President O’Hearn will continue to have seven direct reports with the four vice presidents, Director of Marketing & Communication, Director of the Foundation, and a position he hopes to create that may be titled Director of Community & Governmental Relations. He explained that this person would be the College contact at City Council meetings, Chamber of Commerce meetings, with local and statewide legislators and, if necessary, Washington, D.C. representatives. Once all these positions are filled, Dr. O’Hearn believes he will be able to spend less time on campus and more time raising money.

- Dr. O’Hearn said that those who monitor enrollment know that this summer has been phenomenal. He attributes much of that success to having two summer sessions and the marketing campaign launched six months ago, which we need to continue. Dr. O’Hearn said we did so well because of some recalculation of FTES that we will not have to use the first summer session figures in the last fiscal year’s report. According to Dr. O’Hearn, Dr. Nixon discovered that we were miscalculating FTES to the state to our detriment. We have re-done the report, which could result in as much as $2 million.

- Greg Justice said the students will be presenting a student activities publication to the Board of Trustees next Wednesday night entitled “Advancing the Mounties: Pioneering a New Era for Mt. San Antonio College.” This is a plan of what his administration hopes to accomplish during the next academic year. He also said that Student Trustee Chris McKay will be presenting regular reports at the Walnut City Council meetings.

9. **Next Meeting**

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

The meeting adjourned at 3:55 p.m.

CCO:dc