PRESIDENT’S ADVISORY COUNCIL

MEETING NOTES – August 17, 2005

Attendance:
√ Christopher O’Hearn, Chair  √ Jerry Allen  √ Deb Blackmore  √ Diana Casteel
√ Miguel Del Mundo  √ Mark Fernandez  √ Michelle Grimes-Hillman  √ Ralph Jagodka
☐ Greg Justice  ☐ Bob Lee  √ Terri Smith Long  √ Phil Maynard (3:14)
√ Raul Rodriguez  √ Kerry Stern

The meeting was called to order at 3:11 p.m.

Guests:  Michael D. Gregoryk
            Ginny Burley

1. Introduction

Dr. O’Hearn introduced Michael D. Gregoryk, the new Vice President, Administrative Services. Mr. Gregoryk previously served as the Deputy Chancellor in the Ventura District, a three-college district--Ventura, Moorpark, and Oxnard. In his role as Deputy Chancellor, he was responsible for IT, facility planning, operations and construction, fiscal and administrative services, police and safety, legal and risk management.

Dr. O’Hearn explained to Mr. Gregoryk that the President’s Advisory Council has evolved into a terrific committee of people committed to the College and not afraid to speak up on issues related to the success of the College. Committee members pride themselves in not representing any constituency group but looking out for the benefit of the entire College.

Mr. Gregoryk said he has just attended his first Budget Committee meeting and found the same dedication there, particularly with faculty members who have been here for awhile.

2. Budget Committee Report

Prior to reviewing the green sheets, Mr. Gregoryk said he has a meeting on Thursday with a budget sub-committee to discuss how we should review the budget. He pointed out that the College budget is 85% people. He suggested that what we need to do is design a process that allows people to review individual cost centers.

In reviewing the green sheets, Mr. Gregoryk commended the Fiscal Services staff pointing out that there is only a two-week period between closing the previous year and preparing the budget sheets. The piece that is missing from the green sheets is the calculation of FTES error. The College has requested the Chancellor’s Office to augment the College’s base funding for 2003-04 and recalculate the funding for 2004-05. Also, since the College is still bargaining with employee groups, that information is not included in the budget. The College ended the 2004-05 year with a deficit of $2.3 million. At this time, the College is projecting a deficit of $420,000 for the 2005-06 budget. Mr. Gregoryk said the College is working toward the goal of having a balanced budget. He told PAC members that he has an open door policy and if anyone has questions regarding the budget, they are welcome to call him.
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Professor Allen said this is his 36th year at the College, and he really appreciates Mr. Gregoryk’s philosophy and perspective on the budget.

3. **July 20, 2005 Meeting Notes**

Professor Allen voiced concern about the wording of Dr. Nixon’s recommendation on page 2 of the minutes related to the College Calendar Committee. He suggested that the paragraph be removed and replaced with a very simple statement indicating that Dr. Nixon is recommending that the committee be disbanded and a procedure established in accordance with legal requirements.

**Action: The paragraph will be revised.**

4. **Planning for Institutional Effectiveness**

Ginny Burley, Dean, Instructional Services, distributed the Institutional Effectiveness Committee’s (IEC) recommendations for the Planning for Institutional Effectiveness (PIE) Process that they developed in April.

The Institutional Effectiveness Committee conducted a pilot training program and it became clear that there are two major issues related to this process:

- People want to know how this relates to the budget process. People need some clarity on how this is contextualized with other planning processes.
- People want to know how this relates to the SLO/ALO process. The connection isn’t clear.

The Institutional Effectiveness Committee would like to see a standard form deans/managers will use to summarize the PIE information they receive from their departments/units. There should also be a standard form vice presidents use to summarize the PIE information they receive from their deans/managers. These summaries will constitute a major component of the annual report to PAC from IEC regarding finds of the PIE process.

The Institutional Effectiveness Committee would like to see alignment between the PIE process and the Annual Review of Committees process so that committee/council planning that leads to improvement of institutional effectiveness may be documented. Decisions made by committees/councils in the service of improving institutional effectiveness should be identified annually and forwarded to the Institutional Effectiveness Committee for inclusion in the summary report prepared for PAC.

The IEC also needs a list of College goals. Dr. Burley stressed that the PIE process needs to relate in a meaningful way to the College goals so it doesn’t seem like “busy work.” She urged PAC members to look at the proposed College goals to make sure they are measurable.

5. **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 has reviewed the proposed goals and has asked others to review them also. He distributed copies of a handout where he has taken the goals
presented by PAC and tied them to either the College’s Mission Statement or Core Values. He has also included who might be responsible for implementation of the goal. He has tried to incorporate both the original goal and a means of measuring the goal.

He suggested that PAC members review the revised goals and we will add this item to the next PAC meeting for further discussion.

**Action:** This item will be added to the August 31 PAC agenda.

6. **College Master Plan**

Dr. O’Hearn distributed copies of the College’s new Master Plan which was approved by the Board of Trustees last month. Dr. O’Hearn apologized for not bringing this to PAC prior to the Board’s approval, but reminded members that he had attempted to do so. A meeting had been scheduled, but apparently didn’t get on Gary Nellesen’s calendar, so it was canceled.

Dr. O’Hearn explained the importance of having a Master Plan. Not only is it necessary for College planning, but we have to be able to demonstrate to the State that we have a plan if we are to receive any State funding.

Dr. O’Hearn said Mt. SAC is committed to being the finest community college in the State, with a four-year college feel. He pointed out that significant changes have been made from the College’s former Master Plan, and the new plan captures where we are going for the next several years. At this point, two buildings won’t be built from Measure R funds – the Business Complex and the Campus Center; however, there is a commitment to construct the buildings should other dollars be identified.

7. **Vice President, Human Resources**

Dr. O’Hearn distributed the announcements for the Vice President, Human Resources position. It is hoped that we will have a new Vice President on board by January 1, 2006.

8. **Enrollment Report**

Raul Rodriguez, Interim Vice President, Student Services, distributed an enrollment analysis report as of the second day of the semester. According to Mr. Rodriguez, the enrollment outlook is positive. The unduplicated total of all students is 31,093, up 400 students. The unduplicated credit enrollment is up 103 students, to 24,659. The total full-time students is 8,923, up 780 students. Mr. Rodriguez said evening enrollment in some areas is weak. He suggests that we look at what we are offering and how we can attract part-time students.

Mr. Rodriguez added that the number of students registering on-line has increased significantly this semester; therefore, lines aren’t as long, and it appears that students are taking more classes.

There was discussion on how the College receives payment from students who don’t pay at the time they register. We currently don’t bill students, and we also don’t drop students for non-payment of funds. Now that we have a new Vice President, Administrative Services, Mr. Rodriguez said we may need to revisit this issue.
It was reported that Citrus, Rio Hondo, Chaffey, and Riverside community colleges are all facing decreased enrollment.

9. **Fall Opening Meeting**

Dr. O'Hearn distributed copies of the agenda for Monday's Fall Opening Staff Meeting. While it looks like an aggressive agenda, Dr. O'Hearn said many are very brief announcements. Professor Long expressed concern about the two faculty speakers being placed at the end of the agenda. Dr. O'Hearn assured faculty that there is no hidden message by having faculty at the end of the agenda. He said it is clear that this is a meeting for and about faculty. All staff are invited so as not to be exclusionary.

Professor Allen asked if it would be possible for the meeting to begin at 2:30 p.m., because he, like many other professors, have 4:00 p.m. classes. Dr. O'Hearn said he would like to see the whole meeting reviewed in an effort to be more inclusive. He suggested holding it on a flex day so that a larger percentage of faculty could be in attendance.

10. **Other**

- Diana Casteel reminded PAC members that she had sent out the 2004-05 PAC accomplishments to College committees and had asked them to share a copy of their accomplishments. Ms. Casteel distributed copies of the Distance Learning Committee’s accomplishments. As others are received, they will be shared with PAC.

11. **Next Meeting**

The next meeting will be held August 31, 3:00-4:30 p.m., Administration Building, Room 205.

The meeting adjourned at 4:17 p.m.

CCO:dc