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

Guests: John Nixon  
Barbara McNeice-Stallard

1. Welcome/Introduction of New Member

President O’Hearn welcomed John Vitullo as the newest member to the President’s Advisory Council. Professor Vitullo replaces Dr. Terri Smith Long as a faculty representative.

President O’Hearn explained to Professor Vitullo 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.

2. August 31, 2005 Meeting Notes

Meeting notes were approved as presented.

3. Equivalency Committee Report

This report was tabled until the October 19 PAC meeting.

4. Research Agenda

Barbara McNeice-Stallard, Director, Research & Institutional Effectiveness, distributed a summary sheet listing examples of major projects/accomplishments in her area. According to Ms. McNeice-Stallard, the Research Office can have between 30-100 projects on its “to do” list at any one time. Most of those projects relate to accreditation. Ms. McNeice-Stallard explained how projects are prioritized, which, typically, is based on the needs of the College.

5. College Committees

John Nixon, Vice President of Instruction, said that, as a result of the annual evaluation of the College committees, he is recommending elimination of the following two committees:

- College Calendar Committee

  Dr. Nixon said he feels that the College Calendar Committee is, at best, redundant with work already assigned. He pointed out that the calendar for the 2006-07 academic year has already been implemented, and that the work wasn’t done by the College Calendar
Committee. Dr. Nixon said that reviewing the calendar and making sure it is in line with language and expectations of collective bargaining agreements and with agreements on academic matters doesn’t fall under the purview of the College Calendar Committee. In reviewing the committee’s purpose and function statements, Dr. Nixon doesn’t believe they match with what this committee should do.

Dr. Nixon explained that the annual review of the calendar is done with AMAC (Academic Mutual Agreement Council). The College then has the obligation to review certain components every year with employee groups.

It is Vice President Nixon’s recommendation that Instruction and Student Services collaborate on the development of a calendar each year, presenting a recommendation to Cabinet and, once accepted by Cabinet, the District bargaining team will consult with the unions on the calendar, as the contracts require.

• **Enrollment Management Committee**

Vice President Nixon said the Enrollment Management Committee seems to be, and has been, in search of a mission. Dr. Nixon said he worked with this committee last year and they dealt with a few significant policy issues; however, it occurred to him that those policy issues were not related to enrollment management, but were student-related, having to do with access and enrollment – under the purview of the Student Preparation and Success Council. Operational matters related to enrollment management, e.g., growth targets and credit and noncredit mix are the purview of management, working with divisions and departments.

Following discussion, it was the recommendation of PAC that President O’Hearn accept Dr. Nixon’s recommendation regarding elimination of the Enrollment Management Committee. PAC members wanted to have further discussions and deliberation on the elimination of the College Calendar Committee. This item will be placed on the next PAC agenda for discussion.

**Action:** The Enrollment Management Committee will be eliminated. Dr. O’Hearn’s office will notify Dr. Nixon of this action.

6. **College Foundation/Feasibility Study**

President O'Hearn explained the purpose of the College’s Foundation – which is to raise money to support the College. Dr. O'Hearn said the Foundation has done a good job and it has raised money for student scholarships and to restore the Planetarium. Historically, the Foundation has worked on a relatively small scale.

Dr. O'Hearn has been seeking higher powered directors to serve on the Foundation Board, of which Dr. O'Hearn is a voting member. Dr. O'Hearn said he would share a list of Foundation Board members with PAC once all new members are added. In the past, serving on the Foundation Board has been perceived by some as more of a social occasion rather than being focused on generating income for the Foundation.
Dr. O'Hearn explained the organization of the Foundation staff, which now includes a Director of Alumni Relations. The Foundation is going to work on building an alumni database and communicating with the College’s alumni to reconnect them to the College.

As the College enters its 60th year, Dr. O'Hearn said he asked that a feasibility study be conducted in cooperation with the Foundation to determine whether this is an appropriate time to initiate a capital campaign. The study was conducted by Netzel Associates. They interviewed 40 people considered to be either affluent or influential in the community. Their findings were that, while the College is viewed very, very well in many circles, there is still some groundwork we need to do in order to run a successful campaign. Given their recommendation, Dr. O'Hearn said he thought that, at this time, it would be best to hold off on a capital campaign.

According to President O'Hearn, there are several areas in which the College needs to do additional work, including:

- Leslie Kerr is new to the Foundation and needs to become more established in the community;
- The College needs to continue its marketing blitz;
- The alumni database needs to be developed;
- Local business and industry need to be more involved in the College; and
- The Foundation Board needs to be solidified.

Dr. O'Hearn also mentioned the Foundation's goals. It is his intention to take the newly developed College goals and add a Foundation column and let them respond to how they can support the goals.

President O'Hearn said he will ask Leslie Kerr, Director of Development, to come to PAC to provide periodic updates.

7. **College Goals/Strategic Planning**

Dr. O'Hearn asked if PAC needs to discuss the college-approved goals and how they are measured. Since the goals are imbedded into the Planning for Institutional Effectiveness (PIE), it was determined that no further work on the part of PAC is necessary. The PIE mechanism crosses the entire College.

8. **Other**

- Dr. O'Hearn reported that the College is doing well in terms of enrollment, whereas almost all other colleges are down. Professor Maynard commented on Chancellor Drummond's comment that the "back door" of some colleges doesn't reflect the diversity of the "front door" of the college. President O'Hearn agreed that there is more work to do. Interim Vice President Raul Rodriguez also agreed that more work needs to be done, but said the College has greatly improved its transfer rate of underrepresented students over the past five years.

- Professor Maynard reported to PAC that, according to the Academic Senate Constitution, the Academic Senate Vice President is supposed to be a member of the Student Preparation & Success Council. It was pointed out that PAC hasn't allowed other committees to make changes mid-year and maybe we should wait until the annual review
to address this issue. It was suggested that the Academic Senate Vice President could replace one of the three faculty members on the Council. It was also mentioned that all College committee meetings are open to the public and, while not a regular member of the Council, the Academic Senate Vice President is welcome to attend the meetings.

- Interim Vice President Raul Rodriguez mentioned a procedural problem regarding the reading competency and writing policy. Student Services isn’t able to enforce the policy because it is delayed in the Academic Senate. Professor Maynard said this is on the Senate’s next agenda for discussion. Dr. O’Hearn said this is really not a PAC issue and that Mr. Rodriguez needs to work directly with the Academic Senate.

9. **Next Meeting**

   The next meeting will be held October 19, 3:00-4:30 p.m., Administration Building, Room 205.

The meeting adjourned at 4:31 p.m.

CCO:dc