The meeting was called to order at 3:02 p.m.

Guests: Mike Gregoryk  
        John Nixon

1. **October 19, 2005 Meeting Notes**

Meeting notes were approved as presented.

2. **Budget Committee Report**

   Vice President Gregoryk said the full Budget Committee will commence regular meetings again after the first of the year. Currently, a subcommittee of the Budget Committee is meeting to determine how to tie budget development into the planning process.

   Vice President Gregoryk also mentioned that the retirement health benefit refunds should be available before the winter break and, since the dollars have already been taxed, it won’t show up on staff W2s. Each employee will need to sign for the check. There is a concern about funding long-term health benefits for employees.

3. **Replacement of ICCIS Software**

   The College’s goal is to ultimately be fiscally independent from the County. It is possible that independence could occur once we have adopted a new MIS system followed by an audit to determine that we have the capability to process payroll, etc. This move would result in substantial savings as the County now benefits from handling College funds.

   Administrative Services is working to pre-qualify a number of MIS companies, i.e., Sungard SCT (Banner), Peoplesoft, and Datatel, with the goal of taking a recommendation to the Board in July 2006.

4. **Faculty Hiring Report**

   Both John Nixon and Phillip Maynard outlined the process for ranking the faculty positions to be hired, which included a department level review, division level review, and instructional team and Academic Senate review. Ultimately, the recommendation goes to AMAC and to the President/CEO. Although initially we talked about the possibility of hiring 30 or more faculty for fall 2006, it was determined that we could only afford 22 at this time. In addition, our full-time faculty obligation (FTFO) does not apply until fall 2007.
John and Phillip distributed the prioritization of requests for new faculty.

5. **Distance Learning Committee Report**

Kerry Stern gave the Distance Learning Committee report. Some of the activities of the committee included the selection of Blackboard as the course management system for Distance Learning classes. The committee has also worked with the Faculty Association to develop appropriate contract language for the evaluation of faculty who teach Distance Learning courses.

The Certification for Online Teaching process is now being offered to all faculty in both self-paced as well as fast-track modes. After Spring 2006, Certification for Online Teaching will be required for all faculty who teach online or hybrid courses.

Twenty-eight courses have been submitted for the Distance Learning course amendment and 58 faculty members have completed the Certification for Online Teaching process.

Kerry indicated the committee is operating well and is pleased with its accomplishments to date.

6. **Committees and Block Scheduling**

It was suggested that College committees revisit their meeting times in order to accommodate the compressed calendar beginning in fall 2006. PAC is recommending to committee chairs that they discuss this at an upcoming committee meeting.

7. **Next Meeting**

The next meeting will be held January 18, 3:00-4:30 p.m., Administration Building, Room 205.

The meeting adjourned at 3:50 p.m.

CCO:dc