The meeting was called to order at 3:07 p.m.

Guests: Vic Belinski
        Jemma Blake-Judd
        Ginny Burley
        Mike Gregoryk

1. **Welcome New Members**

   Dr. O’Hearn announced that David McLaughlin, Professor in Radiologic Technology, has been appointed to PAC and Terri Long, Professor in Earth Sciences, Photographics, is beginning a second term as a member of PAC. These two faculty members replace Professors Jerry Allen and Ralph Jagodka. Dr. O’Hearn said he met with Professor McLaughlin earlier today for a brief orientation meeting. He reiterated the notion that PAC members don’t represent constituent groups but rather represent the College community at large.

2. **August 2, 2006 Meeting Notes**

   Meeting notes were approved as presented.

3. **Budget Update**

   Vice President Gregoryk distributed copies of the 2006-07 adopted budget. Overall, he said he believes this is the best community college budget in the past 25 years. The College is receiving nearly $8 million in one-time money, the bulk of which is in “categorical” and will go into the instruction program, career and technology education, instructional equipment, and basic skills.

   Mr. Gregoryk said the Budget Committee will be discussing its role to establish and review processes related to the budget, not to act as a micro-manager of how people/departments spend funds. At its meeting later today, the committee will be discussing the process for allocating one-time funds and the proper use of one-time funds.
Vice President Gregoryk said the College needs to take a serious look at the process in place for identifying new classified employees that are needed. With all the new buildings, it is important that they are properly staffed with custodians, lab assistants, etc. Dr. O'Hearn underscored the need for additional classified staff in certain areas, including grounds and custodians.

According to Mr. Gregoryk, the Budget Committee is also looking at a zero-based or a modified zero-based budget for specific departments. Once a process is in place, it will be tested on three departments, one from Instruction, one from Student Services, and one from Administrative Services. Mr. Gregoryk reminded everyone that the College’s budget is mostly people, and there’s not a lot of discretionary money.

Regarding the College’s construction program, there were some projects in the 2001 bond measure that the College will not be able to build because of the sky rocketing increases in construction costs. Mr. Gregoryk said the College is planning a second bond measure. He also urged everyone to vote in the November elections because there is a State bond measure on the ballot. If that measure passes, Mt. SAC will receive dollars to help in the construction of a Design Technology Center and the renovation of the Administration Building. Dr. O'Hearn said that everything the College has been doing for the last couple of years is gearing up for the potential of a bond measure in 2008. He said many of the activities have been designed to “prepare the soil” for a bond in 2008, including many of the 60th anniversary activities. These activities are seen as a way to make connections and friendships we need to be successful with a bond campaign.

It was announced that the Governor signed SB 361. Mr. Gregoryk said he doesn’t have the exact figures on how this will affect the College, but he believes it will mean an additional $1.5-2 million to the College.

Mr. Gregoryk said the College made a conscious decision to not budget for growth. Although Mt. SAC anticipates receiving 2.58% in growth funds, the College’s Budget Committee recommended that growth funds not be included in the budget until funds are received.

4. **EAS Update**

Dr. O'Hearn introduced Vic Belinski, Chief Technology Officer, and asked him to provide an update on the Banner/Enterprise Application System. Mr. Belinski stressed that it is not the IT folks who will make this transition successful, but rather the people on the front line who will make it successful.

Mr. Belinski distributed the proposed Banner Implementation Project Team Structure. He hopes to finalize this structure in the next couple of weeks, and are trying to ensure that we have the people we need on the committees, but also not strip the College of its expertise to conduct business on a day-to-day basis. Mr. Belinski said we need to get these groups together relatively soon and then lay out the calendars for the next two years.
Mr. Belinski distributed a timeline of future planning sessions and meetings through the end of January 2007. He is working to develop a master calendar that will be on the web so anyone can see who is meeting and where they are meeting. Mr. Belinski said they are working quickly to keep the momentum going. He said there is a lot of enthusiasm for this project and they don’t want to lose that.

Mr. Belinski shared some examples of how the new system will help both students and staff when it is fully implemented, i.e., a student may be on a wait list for a class and when another class is opened, the system would automatically notify the student. For faculty, class rosters would be on line and a faculty member would have the ability to communicate with students on line. From a management perspective, budgets would be on line in real time.

Professor Grimes-Hillman asked for a definition of the teams and their roles that can be distributed to faculty. She will then develop a list of those who want to participate. Odette Richardson asked for the same information.

5. **SLOs/AUOs Implementation Project**

As we finish our second year of implementation of Student Learning Outcomes (SLOs) and Administrative Unit Objectives (AUOs), Jemma Blake-Judd and Ginny Burley provided PAC with a status report indicating that 98% of the college has received an initial presentation on SLOs/AUOS. Eighty-five percent of the college (divisions/departments) is working on SLOs/AUOs creation, and 74% is working on its means of assessment.

Dr. O'Hearn asked if the Implementation Team has encountered significant resistance. Professor Blake-Judd said that the Implementation Team obviously wants SLOs and AUOs to be embraced by the campus. She believes the College has been successful with this implementation because it was faculty-driven and they are impressed with the level of involvement campuswide; however, there are pockets across campus that are resisting involvement. There was lengthy discussion on this topic. It was noted that PAC is the steering committee for this project and there are expectations that all departments will participate.

It was decided that a letter will go out to the college community explaining the incremental approach to SLOs/AUOs. While involvement the first year was not mandatory, it is no longer voluntary and it is expected that everyone will participate. Dr. O'Hearn gave his assurance that the College vice presidents will get involved in this process to ensure that everyone in their area is involved. There was discussion on what full implementation means. If every department is involved, is that sufficient even if every discipline in that department is not? This needs to be an institutional decision. Because there is not consensus within the Institutional Effectiveness Committee on the definition of full implementation, Dr. O'Hearn suggested that the Committee continue discussion until it is able to come back to PAC with a decision that they are all happy with.

Professor Long noted that we need to point out to departments/divisions that SLOs are tied to the Planning for Institutional effectiveness (PIE), and PIE is tied to budgets.
Dr. Burley asked PAC members to review a proposed mailing of PIE forms and cover memo for 2006-07 to all departments and administrative units. The Institutional Effectiveness Committee would like to distribute this mailing during October. It is similar to a mailing that went out last year; however, this year departments are being told they do not need to establish alignment with a College goal if no direct connection exists. Another change is that a section has been included this year that allows individual departments to identify progress. She said this will provide better data for the committee to prepare a summary. There was discussion about the Institutional Effectiveness Committee’s expectation that all areas will complete the full assessment cycle by the end of the academic year. Since many did not begin the process until the second year, this may be an unrealistic expectation. Some felt it would be more successful if the cycle were to be completed by the end of the 2007-08 academic year with a requirement that data be collected and summarized for this year’s PIE report.

**Action:** John Nixon, Michelle Grimes-Hillman, Jemma Blake-Judd and Ginny Burley will draft a letter to the campus for Dr. O’Hearn’s review.

### 6. Other

- Professor Grimes-Hillman asked about the status of the Information Technology Advisory Council. Dr. O’Hearn said that Vic Belinski has already requested that this committee be reinstated. Professor Grimes-Hillman agreed to discuss this further with Mr. Belinski.
- It was suggested that Karen Saldana be invited to an upcoming PAC meeting for an update on the College’s disaster preparedness program.
- Dr. O’Hearn said invitations are being sent out for the College’s 60th Anniversary Gala being held at the Nixon Library on October 28. This event is free thanks to the fund-raising efforts of both the College and the Foundation.

### 7. Next Meeting

The next meeting will be held November 1, 3:00-4:30 p.m., Administration Building, Room 205.

The meeting adjourned at 4:20 p.m.

CCO:dc