PRESIDENT’S ADVISORY COUNCIL

MEETING NOTES – July 11, 2007

Attendance:
√ John S. Nixon, Chair  √ Diana Casteel  √ Bill Eastham  √ Michelle Grimes-Hillman
√ Yesenia Leon  √ Sue Long  √ Terri Long  √ Jay Martinez
□ Phil Maynard  □ David McLaughlin  √ Odette Richardson  √ Raul Rodriguez
√ John Vitullo

The meeting was called to order at 3:03 p.m.

Guests:  Barbara McNeice-Stallard
          CB Brown
          Mike Gregoryk

1.  Welcome New Members

   President Nixon welcomed our two newest members: Bill Eastham, Director of Technical Services, replaces Kerry Stern, and Yesenia Leon, President, Associated Students, replaces Miguel Del Mundo. We still have one student member vacancy.

2.  May 9, 2007 Meeting Notes

   Meeting notes were approved as presented.

3.  Budget Update

   Vice President Gregoryk reviewed the 2007-08 budget assumptions. With an estimated 4.53% COLA, lottery income, interest, etc., the College is projecting total revenue in the amount of $138,433,119. Total expenditures are estimated to be $136,486,751, leaving a projected budget surplus of $1,946,368.

   The 2007-08 budget includes 11 new faculty positions and one new management position. The College is also addressing the need for more classified employees.

   Mr. Gregoryk reported that the College expects to be about $12 million short in completing Measure R projects. Because the College has been fortunate enough to receive a significant amount of one-time money from the State this year, he is recommending that $4.6 million be used to supplement these projects in 2007-08.

   Dr. Nixon reported that the College has exceeded its growth target for 2006-07, and a great contributor to that is non-credit. He would like to see more growth in credit. The College’s current FTES is 29,345.
4. **Emergency Preparedness Update**

Vice President Gregoryk thanked Professor Terri Long for helping move the College forward in a couple of areas, including building evacuation. The College is planning to hold drills in the fall that will include the evacuation of four buildings at a time. The College has conducted training for many management and lead positions and will now move forward to complete training for all faculty and staff. Mr. Gregoryk said the incident at Virginia Tech was a wake-up call for all of us. He said the College is making great strides in working on emergency preparedness with our neighbors – Cal Poly and the City of Walnut.

Dr. Long suggested that an informational sheet be prepared from the outcomes of the two focus groups and shared campus-wide. It could include many of the questions that were asked and answered. Karen Saldana and Dr. Long will work on this.

**Action:** Terri Long and Karen Saldana will prepare informational sheet and distribute campuswide.

5. **College Logo Presentation**

CB Brown reported that the entire campus was invited to participate in nine first-round focus groups to review possible College logos. Approximately 130 persons participated, including faculty, staff, students, and members of the College Foundation. They shared their perceptions of the College and identified key attributes associated with the institutional name. The vast majority expressed the need for a new logo that better reflects these attributes with more artistic flair and personality.

The Marketing group has processed the feedback and is now prepared to go forward with a report to the Board of Trustees on July 25 and a second round of focus group sessions. Participants at these final sessions will review and comment on five “final designs” on July 26 and 31. They will see these designs displayed in color via various applications (letterhead, advertisement, business card). Input from these sessions will likely identify the three most favored designs, which will be forwarded to the President’s Advisory Council and President’s Cabinet for final selection.

The intent is to have the new institutional logo rolled out by early September, along with a Logo Use Policy and Graphic Standards. The new logo will be imprinted on all stationery and forms going forward, as well as the Mt. SAC website, publications, and marketing collateral.

6. **Accreditation Progress Report**

Barbara McNeice-Stallard reminded PAC members that she was originally going to share the report with PAC members in June; however, when that meeting was cancelled, she emailed the report to PAC members and asked for feedback. She thanked everyone who responded and said their input had been incorporated into the report. She is still waiting for a couple of flow charts that need to be reviewed by the Institutional Effective Committee and Budget Committee. The planning processes have been redefined a little to focus more on the PIE process and how that links to budget development.
Ms. McNeice-Stallard reviewed the report timeline which includes having the first version to the Board for review by August 1. By September 1, the final report will be completed and will go to the Board for approval at its September meeting. The report is due October 15.

7. **EAS Update**

Michelle Grimes-Hillman reported that employees involved in the Banner implementation have been stretched thin. Most of the Banner implementation work is still on schedule. There was ongoing discussion regarding recommended policy changes. Some of the recommended policy changes that were presented to the Steering Committee include the lifting of existing (pre-ICCIS) undocumented obligations placed on students, the need to set a specific date early in the semester for students to get an automatic refund when dropping classes, the elimination of collecting cash fees in classrooms and labs, and the elimination of hold (obligation) notices via postal mail to students. Additionally, there was a recommendation to increase students’ transcript and enrollment verification fees to $5.00, after the initial two, which are provided to students at no cost.

Hourly/overtime funding is available for backfill of employees who need to attend Banner training. Employees will be invited to attend Banner training and/or visit colleges that use Banner. President’s Cabinet has decided to rename the buildings (due to the Banner conversion) effective Fall 2008. The campus community will be notified extensively of these changes. We will work with student groups to inform and advise them of the advantages of web registration. Phone registration will be monitored and when usage drops to below 5 percent (usually within 18 months of Banner implementation) the remaining users will be advised of available workshops on using web registration and a date will be set to eliminate phone registration.

Regarding the renaming of buildings, Professor Grimes-Hillman suggested that the College needs to create a process for naming classrooms/labs inside of buildings with criteria that doesn’t just relate to the donation of money but rather to service to the College.

8. **Review of PAC Purpose/Function Statements**

Dr. Nixon conducted the annual review of the President’s Advisory Council. There were no recommended changes to the purpose statement or membership; however, it was suggested that the words “Plan and” be removed from function statement number five. There were no other proposed revisions.

9. **Annual Evaluation of College Committees**

President’s Advisory Council reviewed the following year-end report from College Committees:

**ACADEMIC MUTUAL AGREEMENT COUNCIL**

Purpose and function statements are correctly stated. It is recommended that the membership be changed to include the Vice President, Student Services. Rationale: The need for issues affecting Student Services to be mutually-agreed upon.

**Action:** Approved by PAC.
**ASSESSMENT & MATRICULATION COMMITTEE**

Purpose and function statements are correctly stated.

The committee recommends that an additional representative from Community and Noncredit Education be added to the membership with one member representing ESL and the other Basic Skills. This request had been made previously, but was denied. The representation is crucial as discussions begin on articulation of students between noncredit and credit, and is in line with recent discussions regarding the Basic Skills Initiative. The committee also recommends that at least one of the two appointees is a faculty member.

The committee also recommends that a faculty member should co-chair the committee. While this has been practiced by the committee, this will formalize the practice.

**Action:** Approved by PAC pending Academic Senate approval.

**BUDGET COMMITTEE**

Purpose and functions are correctly stated. No recommended revisions to membership.

**CURRICULUM & INSTRUCTION COUNCIL**

Purpose and functions are correctly stated. No recommended revisions to membership.

**DISTANCE LEARNING COMMITTEE**

Purpose and functions are correctly stated. The membership was changed to include an on-line faculty member, as required by the recent contract negotiations.

**EDUCATIONAL DELIVERY COMMITTEE**

It is recommended that this committee be eliminated for the following reasons:

- **History:** The committee was formed in the 1999-00 academic year. The old program review process was being implemented at that time and special programs, i.e., Distance Learning, Honors, Study Abroad, etc. were having difficulty reporting their program accomplishments using the program review forms. The Vice President of Instruction, Rita Cavin, felt that there should be a reporting process outside of program review for all special programs.

- **Current Status:** The Educational Delivery Committee did not meet during the 2006-07 academic year. All of the areas represented produced an annual report, but the information provided by various programs was inconsistent and not outcomes based.

- **Recommendation:** Disband the Educational Delivery Committee and direct the special programs to begin participating in the Planning for Institutional Effectiveness process.
Action: Approved by PAC pending Academic Senate approval.

EDUCATIONAL DESIGN COMMITTEE

Purpose correctly stated. Suggested revisions to function statements and membership

Action: Approved by PAC.

EQUIVALENCY COMMITTEE

Purpose and functions are correctly stated. No recommended revisions to membership.

INSTITUTIONAL EFFECTIVENESS COMMITTEE

No report submitted.

STUDENT PREPARATION & SUCCESS COUNCIL

Purpose and functions are correctly stated. The Council believes the make-up of the membership is unsatisfactory. The Council recommends adding the Vice President, Academic Senate, to the Council. Rationale: Mimics the composition of Curriculum & Instruction and is necessary to ensure continuity of the relationship between Student Services and Academic Senate. The Academic took action to support this recommended change.

Action: Approved by PAC.

STUDENT EQUITY COMMITTEE

Purpose and function are correctly stated. The Committee is recommending a revision to the membership of the committee. They would like to have the Director of Public Information (or designee) removed as a member. The concerns related to image of the College have been addressed.

Action: Approved by PAC pending Academic Senate approval.

10. Academic Senate Year-End Report

Professor Grimes-Hillman distributed copies of the Academic Senate’s 2006-07 Year-End Report.

11. Annual Listing of Accomplishments

Dr. Nixon asked for volunteers to work on a sub-committee with him and Diana on the annual listing of PAC accomplishments.
**Action:** John Nixon, Sue Long, Terri Long, and Diana Casteel will prepare a draft of the 2007-08 PAC accomplishments and bring them back for PAC member input.

Dr. Nixon also distributed copies of the Student Preparation and Success Council’s 2006-07 Year-End Accomplishments.

12. **Other**

- Dr. Terri Long reported faculty re-opener agreements were ratified by faculty last week. She said it was the best return rate on voting that they have had in 12 years. Of the 48% who returned the ballots, 98% voted yes.

- Professor Grimes-Hillman mentioned the memo recently sent out from the Transportation Office regarding Student Transportation Policies. She said that she believes this is an academic and professional matter and should have had input from faculty prior to being sent out. Dr. Nixon said it was his understanding that the College had “drifted away” from its policies and this memo simply re-states current policy. Professor Grimes-Hillman asked that this be discussed further in AMAC.

- Dean Rodriguez distributed copies of the 2007-08 Student Handbook and Calendar. He referred PAC members to page 30 of the handbook to the Section on Sexual Harassment and Sexual Violence. According to Dean Rodriguez, with the passage of AB 1088, the College is legally obligated to provide information to the entire campus. Mr. Rodriguez said he wants to work with the College Senates to include information in new staff/faculty orientation packets.

- Dean Rodriguez said that this week the College is beginning three weeks of its Connect 4 program. This is the third year of this program, which works directly with our local feeder high schools to register students. Last year we had about 900 students who registered after going through the program. This year we expect that number to rise to 1,700.

- Odette Richardson asked that the first item on future PAC agenda items be changed to read: Emergency Preparedness Plans and the need for faculty and staff training and drills.

10. **Future PAC Meetings**

Because of calendar conflicts, the September and October meetings had to be rescheduled. Upcoming PAC meetings are scheduled for: August 1, August 29, October 17, and November 7.

11. **Next Meeting**

The next meeting will be held August 1, 3:00-4:30 p.m., in Founders Hall.

The meeting adjourned at 4:43 p.m.

JSN:dc