The meeting was called to order at 3:04 p.m.

Guests: Barbara McNeice-Stallard
        Ginny Burley

1. **Staff Survey Results and President’s Vision Quest**

   **Staff Survey Results**

   Barbara McNeice-Stallard shared a video presentation on the results of the recent employee survey, assisted by Gary Behrens, from Vangent, via telephone. The purpose of the survey is to assist the College in identifying where we are and what further action may be helpful in our continuing work to support and strengthen Mt. SAC. All surveys are completely anonymous.

   The College used the same employee survey in 2003. This year, 798 employees completed the survey – 570 were completed and returned four years ago. It was thought that we might have had a better response had it not been distributed so close to the end of the semester, although having the ability to complete them electronically was seen as an asset.

   In summarizing the survey, 75% of employees are satisfied with their jobs, 91% think they are doing something really worthwhile, 96% take pride in their work, 81% would recommend Mt. SAC as a good place to work, 75% of employees reported that differences in people including gender, age, ethnic, culture, disability and sexual orientation are respected, embraced and celebrated at the College.

   As in all situations, there are some areas in need of improvements: 44% of employees think completing the survey will lead to changes, 46% of employees think Mt. SAC has effective communications, 48% of employees are content with Mt. SAC’s benefits, 50% are satisfied with the effectiveness of management, 52% think they are able to work efficiently, 54% are satisfied with their pay, and 57% can identify with the College.

   Barbara recommended that the report be shared with the Institutional Effectiveness Committee and that the committee be given the charge to determine if there’s something that
can be done to improve in the areas receiving a less than 60% positive response from employees.

**Action taken:** PAC members recommended to Dr. Nixon that the employee survey results be forwarded to the Institutional Effectiveness Committee for consideration of how we can make improvements where needed.

**President’s Vision Quest**

At the request of former President O’Hearn, during fall 2006 and spring 2007, Barbara McNeice-Stallard met with various employee groups (50-75 participants) and asked them to respond to the following questions:

1. What is the legacy you want to leave the College?
2. What can Mt. SAC improve upon?
3. How can Mt. SAC get stronger?
4. How can we dispel the myth of Mt. SAC being a high school?
5. How do we give evidence to support the comment that “Mt. SAC is the best”?

Responses to the questions indicated that employees strive for a student-focused college with state-of-the-art facilities, where planning is used and students feel connected to the College. They also indicate some areas that employees feel need further consideration: communications, teamwork, and a stronger student focus.

**Action taken:** After reviewing the recommendations from Vision Quest, the President’s Advisory Council recommended to Interim President Nixon that he forward the report to the Institutional Effectiveness Committee to focus on ones that are reasonable for them to work on. Some will be addressed by others on campus, i.e., health benefits.

It was pointed out that the above two documents will help with institutional planning, review of College goals, and development of the accreditation self-study.

2. **August 1, 2007 Meeting Notes**

Meeting notes were approved as presented.

3. **Institutional Effectiveness Report**

Interim Vice President Burley presented the Institutional Effectiveness Committee’s 2006-07 report. The report consisted of the following three parts:

**Part I**

The Committee is recommending that PAC forward its proposed College Goals to the President for adoption. The proposed goals are responsive to the dominant themes reported in the PIE summaries and to the California Community College system strategic plan, the Student Equity Plan goals, and the Basic Skills Initiative. The proposed goals also allow the College to measure progress and encourage broad participation across the campus.
Action taken: PAC members revised proposed goal #9 to include a health and safety notation. With that revision, it was the consensus of PAC members to recommend their approval to Dr. Nixon.

Part II

Dr. Burley noted that the Institutional Effectiveness Committee is charged with preparing a report annually to President’s Advisory Council on the progress made toward meeting College goals by reviewing PIE team summaries. This report has been made at the end of the academic year for the last two years; however, because team summaries have not been submitted by Human Resources and Student Services, the Institutional Effectiveness Committee was unable to produce the annual report at the end of the spring semester. Given that the Institutional Effectiveness Committee meets only during the primary terms to enable faculty to participate appropriately on the committee, the annual report will be completed during the fall semester when it is hoped that all teams will have submitted summaries that can be reviewed for inclusion in the annual report.

Part III

In an effort to capture the many important goals and accomplishments across campus, the Institutional Effectiveness Committee recommends that all governance and operational committees be asked to document their goal setting and planning. IEC believes that much of the important work taking place at the committee level cannot be documented in our progress reports on institutional effectiveness because we have no systematic way of collecting information about committee planning and accomplishments. IEC also would encourage programs, such as the Honors Program, to provide a report on its accomplishments. It was pointed out that some groups, such as the Academic Senate, already prepare an annual report of their accomplishments. Dr. Burley stressed that the status of the implementation – planning, implementing, completed – is important information and needs to be included in the final report.

Michelle Grimes-Hillman and Diana Casteel, with help from Ginny Burley, will prepare an email that will go to council/committee chairs, and selected programs asking them to establish three to five goals early this academic year and to provide a report at the end of the academic year. Since PAC doesn’t meet for six weeks, a draft of the email will be sent to PAC members for their input.

This item will be added to the next PAC meeting for consideration of appropriate goals.

Action: Michelle, Diana and Ginny will draft a document for PAC members’ input.

3. Institutional Effectiveness Committee Annual Review

Interim Vice President Burley reviewed the proposed changes to the Institutional Effectiveness Committee. She said the proposed changes in the function statements are recommended to address accreditation standards. She said the committee has assumed responsibilities that weren’t being met.
It was suggested that “and provides guidance to non-academic departments” be added to function #2.

With the above addition, it was the consensus of the Council to recommend to the President that he approve the revisions proposed by the Institutional Effectiveness Committee.

**Action taken: It was the consensus of PAC members to recommend that Dr. Nixon approve the revisions proposed by the Institutional Effectiveness Committee.**

4. **EAS Update**

Michelle Grimes-Hillman reported that we will be going live with the student module of Banner beginning summer 2008. Facilities will be going live soon and Human Resources is going to pilot the People Admin portion of Banner this fall.

The College needs to begin communicating this information and discussions need to be held on training and how it will change how the College does business. Professor Grimes-Hillman said communication will be the ongoing focus this year.

5. **Administrative Procedures Approval Flowchart**

Dr. Nixon reported that the Instruction Office has assumed responsibility for updating the College’s Administrative Procedures. He reminded the group that College Policies are approved by the Board; Administrative Procedures are not.

There was interest in bringing some systematic order and process to reviewing and revising Administrative Procedures and Policies. There has always been a problem with tracking as changes are proposed. Dr. Burley distributed a draft transmission cover sheet for proposed revisions to Board Policy or Administrative Procedures. If the proposed process doesn’t work, we can revise it as needed.

It was suggested that the sheet should be revised to read President where President’s Cabinet is currently listed.

**Action taken: It was the consensus of PAC members to recommend that Dr. Nixon approve the proposed process for revisions of Policies and Administrative Procedures.**

6. **2006-08 PAC Accomplishments**

A sub-committee consisting of John Nixon, Sue Long, Terri Long, and Diana Casteel prepared a report of PAC accomplishments for 2007-08. PAC members were asked to review the document and if they had any suggested revisions to send those to Diana within the next week. At that point, Diana will send the report to College Committee chairs and ask them to prepare a similar report. The report will also be posted on the web.

**Action: PAC members will submit any suggested revisions to Diana by September 5.**
7. **Other**

- Dr. Nixon reported that a State budget has been signed. He said the College’s 2007-08 budget features a surplus of revenue and an ending balance that is healthy even with commitments to items such as the Banner System and supplementing of construction projects. Dr. Nixon noted that the governor vetoed several appropriations from the community college budget, including an augmentation to revenue rates for some noncredit courses and just over $30 million in new, ongoing funds for work in basic skills. For the veto of basic skills funds, the governor stated that his office was willing to negotiate modifications to the plan for the funds developed through our System Office, which could result in reinstatement of the funds through trailer legislation.

8. **Next Meeting**

The next meeting will be held October 17, 3:00-4:30 p.m., in Founders Hall.

The meeting adjourned at 4:50 p.m.

JSN:dc