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

Guests: Barbara McNeice-Stallard
        Kristina Allende
        Mike Gregoryk
        Bill Rawlings

1. Welcome New Members

   Cheryl Jamison, student representative, and Deb Distante, faculty representative, were welcomed as the newest members of PAC.

2. August 29, 2007 Meeting Notes

   Meeting notes were approved as presented.

3. Budget Update

   - Vice President Gregoryk spoke briefly about GASB 45. In April 2004, the Government Accounting Standards Board (GASB) issued Statement No. 45 (GASB 45), requiring the accrual and reporting of liabilities of post-retirement healthcare benefits generally over the working career of plan members rather than on a pay-as-you-go basis.

   As in past years, the College continues to pay the entire cost of medical coverage for current retirees and one dependent who were hired prior to January 1, 1996. Employees hired on or after December 31, 1995, receive College-paid coverage for themselves if they retire with ten or more years of College service, but they must pay the entire cost of dependent coverage. Federal government accounting practices require the College to have a plan to fund this liability. GASB 45 mandates that a substantive plan for compliance with its requirements be drafted by December 2007. It also requires that the College establish a trust for retiree OPEBs (other post-employment benefits).
Vice President Gregoryk said the College plans to be in compliance with GASB 45 by the end of the year. He pointed out that the College has an unfunded liability of about $96 million; however, about $55 million is in an irrevocable trust. The College budgets $2.7 million annually for retiree health benefits.

• Mr. Gregoryk said that, later today, the Budget Committee will be looking at a revenue allocation model that ties program funding to planning for institutional effectiveness. He thinks we have a good process.

• Vice President Gregoryk briefly discussed the College’s capital funds. We are getting close to the end of funding through Measure R. By 2010, he believes the bond funds will be fully spent. Because of that, we may need to begin looking at a second bond measure, possibly in November 2008. He believes the bond would need to be in the range of $200 to $300 million. He reminded Committee members that the College has promised voters that we would keep their costs to $25 per $100,000 of assessed valuation. He believes we will still be able to do that with an additional bond measure. Because the College received substantial one-time funds last year, we were able to commit $4.2 million of General Fund revenues to Measure R projects. The College hopes to be able to supplement Measure R funds for the next couple of years by an additional $4 to $5 million.

4. **EAS Update**

Michelle Grimes-Hillman reported that Human Resources will begin to pilot PeopleAdmin software this spring. Once Human Resources implements this software, applications will be reviewed online, and paper copies will no longer be available. Human Resources will be sending information regarding training after the pilot process is complete. Fiscal Services will implement Banner on January 1, 2008. The district is preparing for an audit by the Los Angeles County Office of Education in anticipation of fiscal responsibility. Informational Technology has begun a newsletter on Banner implementation. It can be reviewed at [http://banner.mtsac.edu/documents/ProjectVisionNewsletter200709.pdf](http://banner.mtsac.edu/documents/ProjectVisionNewsletter200709.pdf)

Employees are encouraged to review the Banner website: [http://banner.mtsac.edu](http://banner.mtsac.edu)

If faculty have any questions regarding Banner, Professor Grimes-Hillman asked that they be directed to her.

5. **ARCC Report**

Barbara McNeice-Stallard reminded PAC members that California State Assembly Bill 1417 established the Accountability Reporting for the Community Colleges (ARCC) program that requires the Board of Governors of the California Community Colleges to provide a report to the Legislature and Governor for annual evaluation of community college performance in meeting statewide educational outcome priorities.

Ms. McNeice-Stallard provided copies of Mt. SAC’s 2007 final report. According to Ms. McNeice-Stallard, by the end of this month, the Chancellor’s Office will be releasing the first version of data for the 2008 report. The Chancellor’s Office puts the report together using data supplied by the College in various reports; however, the College can submit a 500-word College Self-Assessment. PAC members will be asked for input into the self-assessment
document. Members will also be provided with an opportunity to review the self-assessment before it is submitted.

6. **Accreditation**

Dr. Nixon reported that PAC serves as the steering committee for the accreditation process. Committee members were given a copy of the Mid-Term report that was just submitted to the Commission. It is time to begin thinking about the next self study report and visit, which will occur in 2010. Barbara McNeice-Stallard and Kristina Allende have agreed to take the lead responsibilities for the accreditation process. PAC members were provided with copies of the timeline for the Accreditation self study process. Barbara and Kristina will be asked to give regular reports to PAC as we work through the accreditation process.

Dr. Nixon said he believes the College has done a good job in emphasizing planning – through the Institutional Effectiveness Committee and planning for institutional effectiveness – but it is a work in progress. He said we are still not where we should be in terms of consistency and continuity in planning and evaluation. Dr. Nixon said PAC will be receiving a report from the Institutional Effectiveness Committee at next month’s meeting.

7. **2006-07 Annual Report**

Dr. Nixon distributed copies of the 2006-07 Annual Report to the Community. He said that, in many ways, it is really an external tool more than an internal tool. As we begin a possible campaign for a bond, this information is always useful. The report provides a good summary of where we are. Dr. Nixon commended the Marketing and Communication staff on another outstanding publication.

8. **2007-08 PAC Goals**

Dr. Nixon distributed goals from:
- Academic Senate
- Equivalency Committee

PAC members continued the discussion they began at the last meeting regarding developing goals. It was decided that a subcommittee would get together and develop initial goals to be reviewed by PAC. The subcommittee will consist of: John Nixon, Terri Long, Sue Long, and Diana Casteel. Odette Richardson will be invited to participate on the subcommittee.

**Action:** The subcommittee will meet and report back to PAC.

9. **Other**

- We have a new Academic Senate committee on campus – the General Education Outcomes Committee. Dr. Nixon distributed copies of the committee’s purpose/function/membership.
- Dr. Long reported that the College has come a long way in the last couple of years in respect to emergency preparedness. She suggested that we ask Karen Saldana to give regular updates to PAC. She also suggested that the College consider having occasional open forums to improve overall communication.
It was also mentioned that Jemma Blake-Judd has developed a certificate workshop through Professional Development. It sounds like it is a much-needed workshop that will provide basic information on what to do in the event of an emergency.

**Action:** Karen Saldana will be invited to attend the next PAC meeting.

10. **Next Meeting**

The next meeting will be held November 7, 3:00-4:30 p.m., in Founders Hall.

The meeting adjourned at 3:50 p.m.

JSN:dc