The meeting was called to order at 3:32 p.m.

Guests: Vic Belinski
Karen Saldana

1. **Change to Agenda**

   Dr. Nixon asked to pull agenda item #4 – Report from Institutional Effectiveness Committee. They aren’t quite ready to make a presentation.

2. **October 17, 2007 Meeting Notes**

   Professor Long asked that the following modifications be made to the October 17 meeting notes:

   • Page 3, second bullet under #9. Change the last sentence to read: She also suggested that the College consider having occasional open forums to **improve overall communication**.
   • Page 4, first paragraph. Change to read: 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.

   Meeting notes were approved as modified.

3. **Emergency Preparedness Update**

   Karen Saldana, Director, Safety & Risk Management, distributed a summary of the College’s emergency preparedness project. It shows the history of what the College has done to date, as well as projects planned for the future. She also had a copy of the College’s Emergency Response Plan in case anyone was interested in reviewing it. Director Saldana noted that the College’s Plan may require approval from the State Office of Emergency Services. While it is not intended that all employees will need the plan, it is available for review by anyone.
The College held its first building evacuation drill on September 12, and another is planned for November 8. The goal is to hold drills on a monthly basis so people feel comfortable with the process. Once drills have been held across campus, the College will hold a campuswide drill.

Training and the importance of training were discussed. Ms. Saldana said there are state and federal training requirements. She pointed out that several training sessions are scheduled to begin in March 2008.

The Health & Safety Committee, which has taken the lead in emergency preparedness planning, has formed a Task Force which will specifically work with emergency preparedness.

There was discussion on how to improve communication to and from staff both before and after a drill. Ms. Saldana stressed that people are welcome to send feedback directly to her or work through their building marshal. It was also suggested that brief surveys could be given to drill participants.

In an effort to reach students to notify them of drills, currently information is posted on the College’s web site and signage is posted on any building scheduled to participate in a drill. It was suggested that information should also be posted on the MyMt.SAC student portal.

Dr. Nixon stressed the need for appropriate and adequate communication with College staff and students.

4. **EAS Update**

Professor Grimes-Hillman reported that the Banner teams are looking at tools that can be used with Banner to report positive attendance on a daily or weekly basis rather than once at the end of the class. When a tool is selected and implemented, part-time faculty who are required to use this software will be compensated for training. Some student populations in the non-credit area may not be able to use online registration effectively; therefore, in-house registration for some non-credit classes will remain. Non-apportionment (fee-based) community education classes have already moved to on-line registration.

Vic Belinski, Chief Technology Officer, will be setting up Banner information sessions through POD. All employees are encouraged to attend.

Purchasing/Finance timeline is on track and is expected to “go live” January 1, 2008. The Human Resources timeline remains the same and PeopleAdmin software is being piloted this Friday.

One of the products included with Banner is “CAPP,” which will be used to ensure that prerequisites are met prior to students registering for a course that requires a prerequisite.

The web task force met and is recommending that work begin toward a goal of utilizing dedicated web site professionals to work with each division and area to ensure content needs and professional standards are met.
Vic Belinski provided an update on Banner related to the intense training occurring on campus and his desire to provide as much communication across campus as possible. Mr. Belinski said he would be pleased to speak to any group on campus and answer any questions they may have.

5. **PAC 2007-08 Goals**

Dr. Nixon reported that a subcommittee, consisting of Terri Long, Sue Long, Diana Casteel, and him, met earlier in the week and developed preliminary goals for PAC’s review. The subcommittee suggested fewer goals were better than many and leaned toward topics that have come up in PAC meetings and are important in relationship to the already stated functions and purpose for PAC.

Following suggested minor revisions, there was consensus to accept the goals, recognizing that they can always be amended should the need arise.

| Action: Diana Casteel was asked to put the goals in a final format and distribute them to PAC members. |

6. **Other**

- Dr. Nixon handed out goals received from the following committees:
  - Distance Learning Committee
  - Institutional Effectiveness Committee
  - General Education Outcomes Committee
- Professor Long said that she, Dr. Nixon, and Yesenia Leon attended a dinner in downtown Los Angeles in support of the Community College Initiative. She said it was nice spending time with the four College students at the table.
- Dr. Nixon reported that the three incumbent trustees were all re-elected. Also, Dean Redinger was re-elected to the Walnut Valley Unified School District Board of Education.
- Cheryl Jamison thanked the College for inviting 40 students to the Annual Gala as student ambassadors. She said it was a thoroughly enjoyable and rewarding experience.

7. **Next Meeting**

The next meeting will be held December 5, 3:00-4:30 p.m., in Founders Hall.

The meeting adjourned at 4:34 p.m.

JSN:dc