The meeting was called to order at 2:00 p.m.

Guests:  Barbara McNeice-Stallard
         Gary Nellesen

1. **December 5, 2007 Meeting Notes**

   Meeting notes were approved as presented.

2. **Budget Update**

   Dr. Nixon said there is nothing to report. The Governor will be providing his initial budget proposal for 2008-09 later this month. Dr. Nixon said he anticipates cuts.

3. **College Facilities Master Plan**

   Interim President Nixon said it is time for the College to review and revise its Facilities Master Plan. The Board has scheduled a Retreat for later in the month to provide input. Dr. Nixon asked Gary Nellesen, Director of Facilities Planning & Management, to share with PAC the presentation he presented to the Board in December. Dr. Nixon said we are working toward Board approval of placing a bond measure on the November ballot.

   Director Nellesen shared the successes of Measure R, which included 12 new structures built, nine major buildings renovated, improvements to 79 of 107 structures, etc. Using Measure R funds to match State funds, the College was able to secure $60 million in State funds. Final Measure R projects are scheduled to be completed in 2009-10.

   Director Nellesen reviewed proposed updates to the College's 2004-05 Master Plan, which include site changes for the Athletics Complex Phase 2 and the Business and Computer Technology & Design Technology buildings; combining the new Learning Resource Center and the Student Center; the need for a Fire Academy; major renovation to classrooms and the Technology Building; identification of a parking structure site; and public transportation and traffic mitigation.
Director Nellesen explained that no one anticipated construction costs would increase by 40% over the last two years. As a result, there were projects that the College was unable to complete. Director Nellesen reviewed those projects as well as projects needed to complete the College Master Plan.

Dr. Nixon said Board members will continue discussing and studying proposals as outlined. The College’s Bond Manager/Underwriter has told the Board that, even with a $350 million bond, the College can honor its commitment to the district voters and stay under the $25 per $100,000 assessed valuation. This is done by extending the years of bond repayment.

4. **EAS Update**

Professor Grimes-Hillman is on jury duty. Dr. Nixon said that the timeline for the Student Services component has been postponed for a year (to summer 2009). Given the number of issues that need to be resolved and work in programming, as well as training, the thought was we should wait a year and have everything ready at once.

5. **College Mission, Vision and Core Values**

Dr. Nixon reminded PAC members that, at last month’s meeting, Barbara McNeice-Stallard reported that it had been several years since the College reviewed its Mission, Vision, and Core Values. At that time, Dr. Nixon suggested that PAC members familiarize themselves with these three statements and, at this meeting, have a general discussion about them and establish a sub-committee for a more in-depth review. Dr. Nixon said that, as we begin our accreditation cycle and gear up for a potential bond campaign, it is important that these documents be current.

Barbara McNeice-Stallard, Terri Long, Cheryl Jamison, and John Nixon volunteered to serve on the sub-committee. Diana was asked to schedule a meeting of this group. PAC members were asked to send any comments/suggestions for the sub-committee's review to Diana as soon as possible.

**Action taken:** Diana was asked to schedule a meeting of the newly-formed sub-committee.

6. **Administrative Procedures Updates**

Dr. Nixon reminded PAC members that we work closely with CCLC to maintain current policies and procedures. Board Policies are a more general statement and Administrative Procedures are generally more specific. Diana Casteel has been given the responsibility of keeping College policies and procedures current.

Diana reported that CCLC provides districts with an update on policies and procedures twice a year. Diana will take the proposed revisions to Cabinet for distribution to the appropriate Vice President. The vice president will then work with other constituent groups on campus, as appropriate, e.g., the Academic Senate.

PAC members were given the latest proposed updates to Administrative Procedures as well as the final revisions to BP 4250 (formerly 5100) – Probation, Dismissal, and Reinstatement.
It was suggested that future changes presented to PAC include the routing cover page so PAC can see the various committees that have signed off on the revisions.

7. **Rescheduling of March PAC Meeting**

Because Dr. Nixon is chairing an accreditation visit to Ohlone College the first week in March, PAC members agreed to move the PAC meeting from March 5 to March 12.

8. **Next Meeting**

The next meeting will be held February 6, 3:00-4:30 p.m., in Founders Hall.

The meeting adjourned at 3:20 p.m.

JSN:dc