PRESIDENT’S ADVISORY COUNCIL

MEETING NOTES – April 2, 2008

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

The meeting was called to order at 3:00 p.m.

Guests: Barbara McNeice-Stallard
        Mike Gregoryk
        CB Brown
        Jill Dolan

1. March 12, 2008 Meeting Notes

Meeting notes were approved as presented.

2. Budget Update

Vice President Gregoryk reported that the College will be losing $2 million during this fiscal year as a result of the statewide impact of the $84.4 million property tax shortfall. Unlike K-12, which is reimbursed when there is a property tax shortfall, community colleges are not. Mr. Gregoryk said the college carried back 500 FTES, which will help cover this year’s shortfall. He is also concerned about the instructional hourly accounts that have been deficit spending for the past few years.

The College is waiting for the May Revise to see what is expected for 2008-09. At this point, no COLA is expected. He also thinks the state won’t touch growth funds, which is a priority for the College because that can help cover step and column increases for the year. Mr. Gregoryk said a tax increase might be inevitable.

Vice President Gregoryk said the current state deficit is about $16 billion. He hopes the problem will be addressed over a two-year period rather than one year. Some community colleges are so concerned that they are talking about freezing salary schedules. Because Mt. SAC has a healthy reserve, he expects that we will be OK for the short-term. Should the picture worsen, the College may consider freezing positions. Laying off staff would be the last option.

President Nixon said Mt. SAC is in a better position than many to weather the storm because of the reserve. Dr. Nixon said he has started a discussion with the Board on the size of the
reserve. Since it is tied to a percentage, as the College budget grows, so does the reserve. He thinks it might be wise to have a set dollar amount for reserves rather than a percentage.

Professor Long said she is glad to hear that the Board is discussing the reserve. It has long been said that we have a large reserve in case of a rainy day, and... that time appears to be now.

Ms. Jamison said she is concerned about an increase in student fees. In a discussion she had with Assemblyman Huff, she came away with the impression that increasing fees was a given. She asked how that would impact the College budget. Dr. Nixon explained that the issue is revenue neutral to the College because student fees go directly to the state, not the College.

3. **Strategic Plan**

President Nixon reminded PAC members that the topic of strategic planning was discussed at last month’s meeting in the context of overall planning for the college and placing us in the best position as we move toward an accreditation visit.

Director McNeice-Stallard distributed a memo from the Institutional Effectiveness Committee (IEC) asking for clarification on the process we would like to use. The College is interested in a bottom-up approach in establishing measurable strategic objectives. It was suggested that we go back to the PIE (Planning for Institutional Effectiveness) documents and see if they can drive strategic objectives; however, we want the objectives to go beyond PIE. It was suggested that the following documents should be taken into consideration when developing strategic objectives:

- Educational Master Plan
- Facilities Master Plan
- Banner
- Basic Skills Plan
- Current Budget Deficit
- College Goals
- Committee Goals
- Student Equity Plan

While PAC has the overall responsibility for planning, Dr. Nixon suggested that IEC could take on the larger role of assessment and development of strategic objectives. Dr. Nixon said he plans to attend the April 16 IEC meeting to help work through this process. Strategic objectives will be developed from what the College is already doing. They will be managed by IEC and monitored by PAC.

Dr. Nixon noted that the College hasn’t yet articulated how our various plans all work together, which is another good activity for IEC to think about. He said it’s important that PAC members understand and agree on the direction in establishing strategic objectives.

**Action taken:** Dr. Nixon will meet with the IEC to further discussion on strategic planning.
4. **EAS Update**

Academic Senate President Michelle Grimes-Hillman reported that the district is expecting to go live with fiscal accountability for Accounting and payroll checks July 1, 2008; Banner payroll live date is January 2009; fiscal accountability for payroll checks in 2009. Human Resources is still piloting PeopleAdmin with faculty positions and one IT position. A number of other community colleges are live with PeopleAdmin. The Senate President relayed continued concerns expressed by faculty. Campus employees can expect to see the first use of the Luminus portal in the fall. Chief Technology Officer Belinski will reconvene former members of Information Technology Advisory Council to set priorities (outside of Banner implementation) for discussion and action. The group will also review membership and purpose and function statements.

5. **College Mission Statement**

At the February 6 PAC meeting, PAC members were asked to share the draft College Mission Statement with their constituency groups and provide feedback to PAC at today’s meeting. Dr. Nixon said the College’s Mission Statement is the root for planning. Once agreed-to by PAC, he will forward the statement to the Board of Trustees for its approval.

It is the intention that the new Mission Statement will be put on some kind of plaque and posted all over campus – including every classroom.

Following discussion on minor wording suggestions, a final Mission Statement was approved and will be forwarded to the Board.

**Action taken:** PAC members approved the proposed Mission Statement. Dr. Nixon will take it to the Board for approval.

6. **Student Persistence at Mt. SAC**

The Student Preparation & Success Council recently sent out an email to college committee chairs asking them to encourage their committees to think about “student persistence” at Mt. SAC. Persistence is the process of students returning to Mt. SAC semester after semester in order to achieve their desired goals. It was agreed that faculty have the most impact on students and second is student-to-student relationships.

Professor Long said she believes the College is lacking in terms of student gathering places. The Student Life Center is available for students and there is a gathering area by the new Health Careers Center; however, even though there is space available by the new Science Laboratories building, there are no tables/chairs available for students. Dr. Nixon explained that the College has been holding off on this area until the new math building is finished; however, he will look into this further.

**Action taken:** Dr. Nixon will look into providing outdoor furniture so students have a gathering place by the Science Laboratories building.
7. **PAC – Annual Review**

It is the time of year when the College conducts its annual review of College committees. Dr. Nixon distributed copies of PAC’s purpose/function/membership. He asked PAC members to review the handout. At the next PAC meeting, we will have a discussion on whether this document needs revision.

**Action taken: This item will be placed on the next PAC agenda for action.**

8. **Review of PAC Goals**

Earlier in the academic year, PAC developed its 2007-08 Goals. Copies of those goals were given to members. PAC members were asked to review the goals and come back to the next meeting prepared to discuss progress made. It was immediately clear that PAC had not received regular reports from the Health & Safety Committee, as outlined in goal two. Karen Saldana will be invited to the next PAC meeting, and will be scheduled every couple of months thereafter.

**Action taken: This item will be placed on the next PAC agenda for discussion.**

9. **Other**

- PAC members were provided with the 2007-08 goals from International Education (Study Abroad program).
- Professor Long thanked everyone who participated, attended, or donated to “Puttin’ on the Hits” this year. The Faculty Association brought in about $21,000 for student scholarships. The Faculty Association Student Scholarship Awards Ceremony will be held June 7, here in Founders Hall. All are welcome to attend.

10. **Next Meeting**

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

The meeting adjourned at 4:15 p.m.

JSN:dc