Meeting Notes – May 7, 2008

The meeting was called to order at 3:03 p.m.

Guests: Barbara McNeice-Stallard
        Vic Belinski
        Karen Saldana

1. April 2, 2008 Meeting Notes

   Meeting notes were approved as presented.

2. Health & Safety Committee Update

Karen Saldana, Director of Safety & Risk Management, shared copies of the Health & Safety Committee’s purpose, function, and membership. Health & Safety is an operational committee that reports to the Vice President, Administrative Services, and serves as the primary advisory body to the President’s Advisory Council regarding health and safety issues. Ms. Saldana said the Health & Safety Committee is involved in all safety issues relating to staff and students.

The College’s Emergency Preparedness Committee is an adhoc sub-committee of the Health & Safety Committee. At this time, this group is working toward having a formal written plan in place in order to meet state compliance so that the College would receive state and/or federal funding in the event of a disaster.

As far as presenting regular reports to PAC, Ms. Saldana said the committee is working on compliance programs right now and as those are approved by the Vice President, she would like to share the information with PAC.

Professor Long said she is interested in seeing the assessments from the evacuation drills that have been occurring on campus. She wants to know what we are learning from the drills – what is working well and where we need to make some adjustments. Ms. Saldana will email the information to Diana Casteel who will then forward it to PAC members. It is believed that we will have completed evacuation drills campuswide by December 2008.
Student member Jamison said three staff members in the Learning Assistance Lab have shared concerns with her about the exit strategies for that portion of the building. Ms. Saldana said the fire marshal has approved the plan for that building. She will contact Meghan Chen to make sure the exit plan is clearly communicated to staff within the building.

Ms. Saldana said the Building Evacuation Plans for all buildings will be placed on the web for easy access by employees. This is seen as a good way to communicate with employees who may work in multiple buildings.

3. **Emergency Preparedness Plans and the Need for Faculty and Staff Training and Drills**

   (See item #2.)

4. **Cell Phone Notification to Faculty/Staff/Students in the Event of a Disaster**

   Dr. Nixon said the College is interested in having the ability to notify staff and students in the event of an emergency.

   Vic Belinski, Chief Technology Officer, said there isn’t one technology that will solve all our issues. A system that would allow the College to send a text message or place a pre-recorded message verbally to staff/students is normally operated off-site with multiple data centers. The cost for such a system would be in the area of $150,000 per year, or $2 per person. This system would be a good one if we had lost power to the campus and had to cancel classes. This would allow us to notify students and save them the trip to campus. It isn’t believed that this would be a good system in the event of someone on campus with a weapon. In an incident of this type, where we actually wanted to lock down the campus, the best system would be a PA (public address) system. Mr. Belinski said the University of Central Florida is currently looking into installing a wireless PA system. Again, this is something that we don’t have the infrastructure to support. The reason the phone system wouldn’t work well in this situation is that students often have their phones off during class.

   Mr. Belinski said he will continue to research this area to see what might work best for the College.

5. **EAS Update**

   Professor Grimes-Hillman reported that little programming for ICCIS will be allowed since we are moving into Banner. Focus groups have begun for the Luminous Portal. We will go “live” with the portal in October 2008. Training sessions will begin in summer and early fall. The student portal will go “live” January 2009. We will be testing student registration this summer. The district will hold a workshop on class scheduling with the objective of maximizing FTES yield from all educational offerings. The district is examining the opportunity to purchase a “Turnitin.com” license.

6. **PAC – Annual Review**

   At last month’s meeting, Dr. Nixon asked PAC members to review our purpose/function/membership for discussion at this month’s meeting to determine if revisions are needed.

   Following discussion, it was agreed that the purpose statement would be changed to read:
To ensure the long-term stability and success of the institution, the President’s Advisory Council is the primary planning body for the College and provides a forum to review and recommend the direction and focus for the College consistent with the College’s Mission, Vision, and Core Values.

Changes to the Council’s function statements included the following revision to #2, and the deletion of #5:

2. To revise and recommend Strategic goals for the College.

5. To provide input and recommendations prior to the adoption of the Annual Plan and Budget of the College.

In reviewing the Council membership, Dr. Nixon also pointed out that terms are ending for Raul Rodriguez, John Vitullo, Jay Martinez, Yesenia Leon, and Cheryl Jamison.

**Action taken: Completed the annual review.**

7. **Review of PAC Goals**

At the last meeting, PAC members were given copies of the goals outlined by PAC earlier in the year. It was decided that it would be best to establish a subcommittee to take on the task of evaluating the Council’s accomplishments and report back at the next meeting.

John Nixon, Odette Richardson, Barbara McNeice-Stallard, Terri Long, and Diana Casteel volunteered to serve on the subcommittee.

**Action taken: Diana Casteel will schedule a meeting of the subcommittee.**

Diana was also asked to send out a notice to committee chairs reminding them that their meeting notes are to be posted on the web.

9. **Other**

- Terri Long asked Dr. Nixon to follow-up on a student gathering area by the new Science Laboratories Building.

- Raul Rodriguez announced that 143 Mt. SAC students had been accepted at UCLA. This is a 45% acceptance rate compared to a statewide acceptance rate of 38%. Also, 82 Mt. SAC students were accepted at UC Berkeley, which is a 38% acceptance rate compared to a 25% statewide acceptance rate. Finally, that this is the third year that Mt. SAC has had multiple students admitted to the Haas School of Business at UC Berkeley.

- Cheryl Jamison and Raul Rodriguez were thanked for their service on PAC. Ms. Jamison will become the College’s Student Trustee in June and Mr. Rodriguez will begin a life of leisure as a retiree.
10. **Next Meeting**

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

The meeting adjourned at 4:15 p.m.

JSN:dc