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

Guests: Barbara McNeice-Stallard
        Clarence Brown
        Jill Dolan

1. **Welcome New Members**

   The Council welcomed the following new members:

   Dale Vickers – management representative replacing Raul Rodriguez
   Ralph Spaulding – faculty representative replacing Deb Distante (Ralph will begin
   attending meetings in the fall.)

   Student representative Yesenia Leon announced that this would be her last meeting. She
   believes the new Associated Students President, Brandie White, will be one of the student
   representatives.

2. **May 7, 2008 Meeting Notes**

   Meeting notes were approved as presented.

3. **Budget Update**

   Dr. Nixon distributed copies of the College’s 2008-09 tentative budget that was approved by
   the Board of Trustees last week.

   Dr. Nixon commented that the College is anticipating a relatively difficult budget year next
   year – in comparison to the last couple of years. At this point, it is assumed there will be no
   COLA for 2008-09. While the tentative budget projects a deficit, he believes that can be
   mitigated by several sources, including a backfill of monies taken away this year. Dr. Nixon
   said the College is in good shape financially.
4. **Displaying of Mission Statement**

Dr. Nixon said that he has asked Clarence Brown’s area to assist in displaying the College’s new Mission Statement across campus. It was suggested that large signage be displayed in heavy traffic areas, including: Founders Hall lobby, Student Services Center lobby, Student Life Center, Library, Administration Building, Student Labs, Theaters, Writing Center, Division Offices, Campus Café, Mountie Stop, and the Bookstore. Smaller signage would be placed in each classroom.

Mr. Brown said the Mission Statement can also be included in College publications, such as schedules, catalog, stationery, business cards, website, college folder, and all institutional materials.

Mr. Vickers mentioned that the Student Services Center is adding screens to the lobby area to provide information to students and suggested that maybe this could rotate on the screens.

5. **Proposed Approach for Development of Strategic Planning at Mt. SAC**

Dr. Nixon reminded PAC members that this group has discussed the relationship among the various levels of planning. The Educational Master Plan (which is being completed) and the Facilities Master Plan form the base (on top of the Mission Statement). We have PIE (Planning for Institutional Effectiveness) at the unit level. A Strategic Plan would include the College’s goals and objectives. The Institutional Effectiveness Committee (IEC) has been charged with determining how to come up with a Strategic Plan, using the College Goals as a starting point.

Representing the Institutional Effectiveness Committee, Barbara McNeice-Stallard noted that the College Goals are broad and difficult to measure. Objectives for each goal would allow us to show progress on completion of goals.

IEC suggested several approaches to establish strategic objectives, including:

- Identifying areas on campus that have primary relationship to each of the College Goals. These areas will be asked to provide proposed strategic objectives and means of assessment.
- Identify areas where existing plans are already in place that can inform development of strategic objectives (Student Equity Plan, Technology Plan, Basic Skills Plan, Educational Master Plan, etc.) and use these to set preliminary objectives.
- Input from the President’s Office.

IEC will receive all the input from the above and then select and recommend strategic objectives to PAC.

IEC recommends that PAC declare a theme for the year; its suggestion was “Year of Developmental Education.” Following discussion, PAC recommended to Dr. Nixon that he approve the theme. Dr. Nixon agreed.

Mr. Martinez said he would like to see classified staff involved in the development of strategic objectives. He shared his concern that there are not enough employees in the
maintenance area and that they are just basically “putting out fires.” Mr. Vickers said he is noticing the same issue in his area.

Ms. Richardson asked about a Human Resources Plan. Professor Grimes-Hillman said that is being worked on and will be going to the Chancellor’s Office in 2009.

**Action taken:** The theme for this year will be “Year of Developmental Education.” Dr. Nixon will work on getting the theme out to the College community.

6. **EAS Update**

Professor Grimes-Hillman said she had no report; however, she said she has been attending some of the focus group meetings over the last couple of weeks and is concerned that training is going to be a huge issue.

7. **Review of PAC Goals**

Representing the PAC sub-committee, President Nixon distributed copies of PAC’s Year-End Report. Using PAC’s goals as the starting point, the sub-committee included a bulleted list under each goal to show how PAC is working to achieve that goal.

PAC members were asked to review the report and be prepared to discuss it further at the August meeting.

**Action taken:** PAC members were asked to review the draft year-end report for further discussion at the August PAC meeting.

8. **Annual Review of College Committees**

Members reviewed the suggested changes from College committees following the annual year-end evaluation. All were approved with the exception of the Distance Learning Committee. Professor Grimes-Hillman pointed out that the committee did not include a rationale as to why they wanted to have an instructional manager on the committee rather than an instructional dean. She also pointed out that this is an Academic Senate Committee and that the recommended membership change did not go through the Senate. Ms. Casteel will communicate with the Committee.

Professor Grimes-Hillman voiced concern that the Appeals Committee is removing an instruction representative from the committee. It was explained that this is an operational committee and they are only asked to notify us when changes are made; PAC approval isn’t required.

**Action taken:** Diana will contact the Distance Learning Committee and ask for a rationale for the requested change. The Committee will also be notified that their request needs to be routed through the Academic Senate.

9. **Preparing for the Accreditation Self-Study**

President Nixon reminded PAC members that the College’s accreditation visit will be in October 2010. Before the visit, we have a lot of work to do, including writing a self study.
Dr. Nixon said Barbara McNeice-Stallard and Professor Kristina Allende will serve as the Accreditation co-chairs. Ms. McNeice-Stallard distributed the proposed Accreditation Timeline, a listing of the self study teams, and the job description for the standards co-chairs (two per standard).

A meeting will be scheduled in September with all standards team members. The first training is scheduled for September 26 at Irvine Valley College.

The College’s last accreditation visit was in October 2004 and the College received a full six-year accreditation. Dr. Nixon said it is getting more difficult to receive a full accreditation because of pressure being put on regional accreditation commissions by the federal government. Standards are now being applied more rigorously than they have been in the past.

10. Proposed Policy/Procedure Revisions

Dr. Nixon said that the College’s protocol calls for different groups to review proposed revisions to policies and administrative procedures – and we are still learning the process. Dr. Nixon shared a Board of Trustees item that went to the Board in June for first reading and discussion. The Board is being asked to approve revisions to Policy 1200 – College Mission and Policy 2015 – Student Member. Dr. Nixon noted that he pulled Policy 6200 – Budget Preparation from the Board agenda because it should be approved first by the Academic Senate.

PAC members were given a copy of Administrative Procedure 6550 – Disposal of Personal Property for approval. Academic Senate President Grimes-Hillman said the Academic Senate believes this procedure is an academic and professional matter and should be routed through the Academic Senate for approval. There were no objections.

Professor Grimes-Hillman asked that the transmission sheet for approving policies and procedures be brought to the next PAC meeting for review.

**Action taken:** There were no objections to the proposed revisions to Policy 1200 and Policy 2015. Policy 6200 and Administrative Procedure 6550 will be routed through the Academic Senate for approval.

11. Other

- Copies of the Student Preparation & Success Council’s 2007-08 Year-End Accomplishments were distributed to PAC members.

- Ms. Richardson mentioned a flyer she had received at home from Chaffey College which told how the College was “going green.” She asked what Mt. SAC is doing to go green. Several people commented on what the College is doing, including: co-generation system, recycling 68% of waste, working with local water district on activating wells on campus, working on development and use of non-potable water for irrigation, recycling of fluorescent lamps, and the College has installed an energy management system for lighting that is very sophisticated.
10. **Next Meeting**

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

The meeting adjourned at 4:24 p.m.

JSN:dc