PRESIDENT’S ADVISORY COUNCIL

MEETING NOTES – September 10, 2008

Attendance:

√ John S. Nixon, Chair  □ Diana Casteel  □ Bill Eastham  √ Michelle Grimes-Hillman
√ Brandie White  √ Sue Long  √ Terri Long  □ Jay Martinez
√ David McLaughlin  √ Bill Rawlings  √ Ralph Spaulding  √ Dale Vickers

The meeting was called to order at 3:05 p.m.

Guests: Deborah Boroch
        Clarence Brown
        Karen Saldana
        Carmina Del Mundo

1. Welcome

The Council welcomed Ralph Spaulding to his first meeting, and student representative Brandie White introduced her guest, student Carmina Del Mundo. Upon confirmation, Ms. Del Mundo will serve on the council representing Associated Students.

2. July 2, 2008 Meeting Notes

Meeting notes were approved as presented.

3. Budget Update

Dr. Nixon spoke briefly on the consequences the College faces during this time of state budget limbo, the longest budget impasse in the state's history. He said there are rumors that a compromise is in the works, and shared that the worst case scenario brings an approximate $200 million cut to California’s community colleges. Reiterating that Mt. SAC has been fiscally prudent and is in better shape than most colleges, Dr. Nixon shared that the College has cash enough to take us through October. In answering concerns from council members, he said that should the budget impasse drag on, we would borrow first from the county, and would use our own reserves for cash flow. He made it clear that retiree benefit funds are held secure in a trust account, and cannot be accessed. Though the budget forecast is dismal, Dr. Nixon reported that our enrollment is up 6% (which is usually the case during a down economy), and we will continue to serve well the increased student load.
4. **Emergency Preparedness Summary**

Karen Saldana, Director of Safety & Risk Management, reported that by October 21 all building evacuation drills will be complete. Ms. Saldana explained that a final draft of the Emergency Response Plan will be reviewed at the next meeting of the Disaster Preparedness Task Force and will then be sent to the Office of Emergency Services/Chancellor’s office for review. In order to secure federal funding, the College needs to be certified using SEMS/NIMS/ICS, and Ms. Saldana distributed a matrix that identified required levels of training completed by faculty, administration and staff. This year the goal is to focus on training; consultants will be utilized and staff will attend “train the trainer” workshops in an effort to make the greatest outreach to the college community. She noted that two-way radios are now being distributed to building managers, and that we are looking into other avenues of emergency communication (text messaging and reinstallation of a PA system in offices and classrooms). Dr. Nixon asked about lessons learned from the Chino Hills earthquake on July 29. Ms. Saldana said that she received input from managers via email in response to a request for feedback. There was discussion regarding correct procedures, such as ‘duck and cover,’ and a suggestion of emergency training by video for faculty and staff that are not able to participate in drills and field exercises. It was noted that per California Education Code, as public servants we (college personnel) are considered emergency personnel, but that there will be a clear designation of essential and non-essential emergency staff (such as the obvious first-responders, e.g., Public Safety, Nursing, Fire Technology personnel). It was further discussed that building evacuation plans be posted in buildings and on our website, and updated each semester.

5. **Review of President’s Advisory Council Goals**

PAC members reviewed a year-end report listing work completed on stated goals for 2007-08. It was agreed that the council made headway in addressing these goals, and that PAC would continue in the same direction for the new year, reaffirming the goals and building on last year’s progress in meeting them.

6. **Use and Application of Mission Statement**

Clarence Brown, Director of Marketing & Communication, shared a copy of the proposed format in which the College’s new Mission Statement will be posted throughout the campus. Dr. Long suggested we omit the “adopted date.” Council members agreed, and Mr. Brown will see the revision is made. He also shared the updated college folder and companion piece (a brochure listing the College’s general information). Mr. Brown also announced that a new photo directory of college personnel is in the works, and asked for input on how best to get staff to participate in the actual photo shoot portion of this huge task. Ms. Saldana wondered if this could coincide with the establishment of a policy wherein all faculty and staff would be required to wear a photo-ID badge, for safety/emergency purposes.

7. **Update from Institutional Effectiveness Committee on Planning for Institutional Effectiveness**

Debbie Boroch, Interim Dean Instructional Services, discussed the Annual Summary 2007-08, which summarizes annual institutional planning processes and documents progress toward achieving College goals. She shared a separate packet of documents that reflected another
level of planning as the committee went to College Vice Presidents for input. In this way, the Annual Summary compares how department goals align with College goals.

Dr. Boroch then reviewed the six recommendations by the members of the Institutional Effectiveness Committee to improve planning and institutional effectiveness. The committee, in addition, requested that beginning in 2008-09, the Student Learning Outcomes Committee prepare an annual report on the creation and measurement of SLOs at the course and program levels. Dr. Nixon noted the importance of such a report, especially as we gear up for the College’s accreditation. Dr. Boroch assured council members that IEC is working hard to improve processes of collecting input/data/information. She understood that it has been a challenge for staff (re: ePIE vs. manual input).

PAC members were asked to review the information provided by Dr. Boroch and to be prepared to take action on this item at the next PAC meeting.

8. **Participatory Governance, Summary of Findings**

Dr. Nixon noted this item on the agenda relates directly to Dr. Boroch’s report, as PAC considers the recommendations from IEC. Professor Grimes-Hillman asked if it would be possible to review details of survey findings, such as which departments/areas responded and how. Dr. Nixon will ask Barbara McNeice Stallard to speak to this at next month’s meeting.

Citing a need to attend an appointment off campus, Dr. Nixon asked the council’s indulgence to postpone discussion of remaining items until the next meeting and to adjourn. Professor Grimes Hillman wanted to make sure that members present knew that beginning Summer 2009, students will not be able to register by phone and that there will no longer be access to a “wait list.” Dr. Nixon assured all that this will be a topic of discussion and planning in the coming year.

9. **Next Meeting**

The next meeting will be held October 1, 3:00-4:30 p.m., in Founders Hall.

The meeting adjourned at 4:19 p.m.