The meeting was called to order at 3:06 p.m.

Guests: Deborah Boroch
Mike Gregoryk
David Chang (student)

1. **September 10, 2008 Meeting Notes**

Professor Long suggested that an addition be made to the September 10 minutes. Under item #7, “Update from Institutional Effectiveness Committee on Planning for Institutional Effectiveness,” Dr. Long suggested that the minutes should indicate that PAC members were asked to review the information and be prepared to take action on the item at the next meeting. Meeting notes were approved as amended.

2. **Budget Update**

Vice President Gregoryk provided an update on the state budget. He noted the budget provides the following:

- 0.68 percent COLA on general purpose apportionments;
- Enrollment growth is funded at 2 percent, which translates to about 1.83 percent for Mt. SAC;
- $75 million to partially backfill a property tax shortfall of $92 million; and
- Student fees remain at $20 per unit.

Of most concern to Vice President Gregoryk was expanded authority of the governor to temporarily suspend COLAs in the event of fiscal emergency and to make mid-year budget cuts. Mr. Gregoryk said that, by January, he expects mid-year cuts. He also expects another property tax shortfall next year.

The COLA received will go to the employees. Mr. Gregoryk said he hopes it will be included in the October paycheck. Retro checks will follow as soon as they can be prepared.

Dr. Nixon said that Mt. SAC is more stable financially than many districts in the state.
3. **College Goals and Proposed Strategic Objectives**

PAC members discussed the proposed 2008-09 College Goals, which are basically the 2007-08 goals with a slight modification to goal #2 and the addition of goal #11. Following discussion, it was PAC’s recommendation to Dr. Nixon that he approve the goals and submit them to the Board of Trustees for approval.

Interim Dean Boroch reviewed the proposed Strategic Objectives with PAC members. She explained that a number of objectives were proposed by various units on campus. The Institutional Effectiveness Committee worked through the proposals and came up with three objectives for each goal that were salient and measurable.

There was discussion on a couple of the objectives and whether the goal might be too lofty. Dr. Nixon said that he believes that, at this time, we should accept the goals as presented. Right now, we are interested in the establishment of ongoing processes that indicate the College is actively engaged in student performance.

Professor Spaulding commented that the instructional goals seem to focus on career, vocational, and basic skills, rather than the transfer function. It was decided that goal #2 indirectly relates to that function.

PAC recommended that President Nixon approve the Strategic Objectives.

Dr. Nixon commended everyone on the development of the Strategic Objectives. He noted that it represents “grass roots” work across the campus.

PAC members were given copies of the PIE Summary for 2007-08 for the individual teams.

4. **EAS UPDATE**

Academic Senate President Michelle Grimes-Hillman presented the following information:

- The district has agreed to mirror the existing processes as much as possible.
- Pre-training will begin this semester (November for faculty utilizing web self service). IT will build the faculty web self-service based on recommendations from faculty and share it with the Senate Executive Board before winter session.
- The District suggests conducting Banner training during flex day and throughout the spring session.
- The District will maintain the current registration cut-off date (the Wednesday night before semester begins) to allow the system rolls to be cleaned and reviewed for pre-requisites.
- The District will print rosters for summer and fall 2009; however, faculty may print or download rosters directly in real-time from Banner beginning the Friday before the semester begins.
- No show deadline will remain consistently current but drops due to “no show” will be done online.
- Census drop dates will be status quo. Drops will be completed online. The dates will be published on rosters and notification will be sent electronically to all faculty as a reminder.
• Add labels will be printed and placed in faculty boxes – process is status quo.

• Late adds, reinstatements, grade changes and incompletes must be completed on paper and entered manually by Admissions & Records for auditing purposes; therefore, there will be no change to the current process. All deadlines for these processes remain the same.

• Posting grades will be done online (no bubble sheets), but faculty will participate on a task force that will review the current grade checkout process and determine the need for submitting back-up material for posted grades.

• Reference numbers will be five digits and students and faculty will have new ID numbers.

• Students will be able to forward their Mt. SAC e-mail to personal accounts but a copy of the e-mail will remain in their Mr. SAC e-mail box (which is the students' official e-mail repository).

Dr. Nixon noted that there is a lot of educating/informing to be done on campus for faculty, staff, and students. Professor Grimes-Hillman said training will include video training, staff development workshops, etc. Dean Long asked who is involved in process mapping and asked if division people can be involved. Professor Grimes-Hillman believes there are user groups that include a cross section of faculty/staff.

5. **Form – Change in Administrative Procedure or Board Policy**

The form used when adding or revising a Policy or Administrative Procedure was reviewed so everyone would be familiar with the process. Dr. Nixon pointed out that there are regulatory requirements that the Academic Senate be involved in any additions/changes that relate to academic or professional matters. The current process clearly indicates the approval process for new/revised policies/procedures.

6. **Other**

• PAC members were given copies of “Participatory Governance: Spring 2008 Survey Results.” Barbara McNeice-Stallard distributed a summary at the September PAC meeting and members had asked for a copy of the report.

• The Professional Development Council, an operational committee, has made changes to its purpose and function statements. Since it is an operational committee, this is provided to PAC for information only.

• Dr. Nixon is not going to be on campus on November 5, the date of our next meeting. PAC members were asked to send Diana Casteel an email letting her know their availability on November 12.

7. **Items for the Next Agenda**

• Participatory Governance: Spring 2008 Survey Results (for discussion)

• Operational Committees. (Discussion on function of operational committees. Concern was expressed by a couple of PAC members that possibly the Professional Development Council shouldn’t be an operational committee. There was also concern expressed about the revisions proposed to its function statements.)
8. **Next Meeting**

The next meeting will be scheduled after receiving input from PAC members.

The meeting adjourned at 3:58 p.m.

JSN:dc