PRESIDENT’S ADVISORY COUNCIL

MEETING NOTES – November 12, 2008

Attendance:

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

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

Guests:  Barbara McNeice-Stallard

1. Welcome New Member

Professor Kristina Allende was welcomed as the newest member to PAC. Kristina replaces John Vitullo.

2. October 1, 2008 Meeting Notes

Meeting notes were approved as presented.

3. Budget Update

President Nixon reported that the state legislators have been called back to Sacramento because the Governor is hopeful that something can be accomplished related to the state fiscal crisis by the end of November. Dr. Nixon said the state budget deficit is huge and still growing.

For community colleges, the Governor’s proposal is to:

• Eliminate the 0.68% COLA adopted in the budget act.
• 5% cut to base revenue (which is a reduction of about $6.5 million to Mt. SAC). Dr. Nixon believes this proposal would be a mid-year cut.

The Legislative Analyst’s Office (LAO) is recommending that student fees be increased to $26 per unit on January 1, 2009 and to $30 per unit on July 1, 2009. The LAO also recommends reducing funding to the regular noncredit rate for certain credit-bearing physical education classes (such as pilates, racquetball, and golf) effective January 1, 2009, and additional enrichment courses (such as ballroom dancing, drawing, and photography) effective July 1, 2009.

Dr. Nixon said he believes the College could meet the 5% reduction with some one-time reductions; however, ongoing reductions would require different thinking and work. One-time reductions that could be made to the budget include:
• Charging the cost of the November 2008 election to Measure RR, which is allowable by law.
• Reducing the budget by $1.5 million by having Measure RR pay for the COPS.
• According to an actuary, the college is ahead by about $600,000-700,000 in payments to the retiree benefit fund, so that amount could be reduced this year.

Since 85% of the College budget goes to salaries, a hiring “chill” has been put in place. All vacant positions will be carefully reviewed to determine how quickly the position has to be filled. Dr. Nixon said he has currently frozen six management positions. He also said there would be no new faculty (new positions) hired in 2009-10.

Dr. Nixon said he plans to send a letter out to the campus within a week with an update on the current budget situation and how the College plans to address this issue.

4. **Update on ARCC**

Barbara McNeice-Stallard reminded PAC members that California State Assembly Bill 1417 established the Accountability Reporting for the Community Colleges (ARCC) program that requires the Board of Governors of the California Community Colleges to provide a report to the Legislature and Governor for annual evaluation of community college performance in meeting statewide educational outcome priorities.

According to Ms. McNeice-Stallard, the report will be finalized in January/February 2009. The Chancellor’s Office puts the report together using data supplied by the College in various reports; however, the College can submit a 500-word College Self-Assessment. Prior to the December PAC meeting, members will receive a draft of the 500-word College Self-Assessment. PAC members will be asked for input into the self-assessment document at the December meeting.

PAC members discussed several of the College Level Indicators provided by Ms. McNeice-Stallard.

5. **Update on Accreditation Self Study Process**

Dr. Nixon told PAC members that the College is moving quickly, in a well organized way to develop the self study for the October 2010 site visit. As previously discussed, PAC will serve as the Accreditation Steering committee. Dr. Nixon introduced Kristina Allende and Barbara McNeice-Stallard, the self study co-chairs.

The co-chairs distributed the following information:

• Accreditation Team Members (listing of standard co-chairs and members)
• The Accreditation Standards
• A Guide to Evaluating Institutions (prepared by ACCJC)

The first meeting of the Standards members was held on September 16, where each Standards team selected its co-chairs. On September 26, the Standards co-chairs received team training from ACCJC.
The Accreditation Co-Chairs are working on a newsletter to be distributed campuswide before the Thanksgiving break. They are also working on the creation of a web site which will contain documents/evidence to support the self study.

6. **Participatory Governance: Spring 2008 Survey Results**

As a footnote to the accreditation discussion, Dr. Nixon said this type of discussion (participatory governance) demonstrates the college’s ongoing dialog on key issues reflected in the standards. These discussions can be used as evidence of institutional dialog as well as participatory governance.

PAC members felt it was important to look at the survey results both as a whole and also as individual groupings of employees. As an example, the Academic Senate has been working hard to institute lots of avenues where faculty will feel that they are participating in the decision-making process. Looking at the employees as a whole, they don't feel they participate in the decision-making process; however, if you look at just faculty, there is a huge jump in their perceptions of involvement.

Barbara McNeice-Stallard will bring this item back to the December meeting broken down by employee groups. Since this also directly relates to the College’s goals and strategic objectives, she will also bring that information.

7. **EAS Update**

The district has hired a consultant to help facilitate the communication and progress with Banner implementation. The consultant has met with Admissions & Records, Counseling, Financial Aid, and Payroll. The need for modification to Banner was discussed. If modifications are necessary to meet an existing Administrative Procedure (AP) and the district determines that the modifications will not be considered to match the AP, then the district will provide the compelling reason in writing for not honoring any AP. Banner implementation will not be used as a reason for changing APs. Training the “Banner trainers” will begin mid November. The district is moving forward with Blackboard integration with Banner. Noncredit students do not have access to Blackboard. Faculty who have noncredit students may want to look at the use of Course Studio which will be available once we implement Banner. Training for Course Studio will begin after the initial Banner training is complete.

8. **Operational Committees**

Discussion of College Committees and which should be classified as governance committees and which as operational committees will be held at the December PAC meeting. Diana was asked to send out a copy of all the operational committees with the December agenda.

9. **College Committee Updates**

When conducting the annual college committee review last spring, there were three committees that needed to be held over to fall. The Equivalency Committee, Distance Learning Committee, and Information Technology Advisory Council are now being brought forward to PAC for review.
The Equivalency Committee includes the appointment of a representative from noncredit, appointed by AMAC.

The Distance Learning Committee includes the appointment of a teaching and learning technology specialist and minor corrections to titles of members.

The Information Technology Advisory Council (ITAC) has been inactive for the last couple of years and PAC was very pleased to have it up and running. PAC members questioned a couple of proposed deletions from the Council’s functions:

#3 – To review requests for technology and prioritize them based on the College mission. PAC members questioned who would be reviewing these requests if it’s not this council.

#8 – To make recommendations for budget requests for technology based on the College goals. PAC members questioned how the college will assess that it has what is needed and who makes decisions, if not this council.

Vic Belinski, ITAC Chair, will be asked to attend the December 3 PAC meeting to review the proposed changes and discuss concerns expressed by PAC members.

10. Revised Administrative Procedures

PAC members were asked to review and approve proposed revisions to Administrative Procedures 3550 (Campus Safety) and 6550 (Disposal of Personal Property). Following minor corrections, PAC members recommended that the President approve the revised Administrative Procedures.

11. Proposal for Two New College Committees

The Academic Senate is proposing the addition of two college committees – The Basic Skills Coordinating Committee is an Academic Senate committee and would report to the Curriculum & Instruction Council. This committee replaces the Basic Skills Steering Committee. The Senate Planning Committee is an operational committee reporting to the Academic Senate.

There were no objections to adding these two committees to the college committees listing.

12. Other

- PAC members received goals submitted by the following: Academic Senate, Educational Design Committee, Assessment and Matriculation Committee, and the Curriculum & Instruction Council.

- Dr. Nixon said he recently discovered that the College doesn’t have a collegewide or institutional ethics statement/policy. The Board of Trustees has an ethics statement and some of the individual employee groups either have such a statement, or are working on one. PAC members were asked to do some research and bring in samples to the next PAC meeting. (Editor’s Note: The College does have an institutional code of ethics policy – see Policy 3050.)
13. **Next Meeting**

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

The meeting adjourned at 4:10 p.m.

JSN:dc