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

Guest:  Barbara McNeice-Stallard
        Mike Gregoryk
        Richard Morley

1. **February 4, 2009 Meeting Notes**

   Barbara McNeice-Stallard suggested that page 2, paragraph 5, of the meeting notes be revised. The way they currently read would indicate that the Institutional Effectiveness Committee isn't submitting evaluations of its PIE process to PAC, which it is doing. Dr. Nixon agreed and said the meeting notes would be revised.

2. **Budget Update**

   Vice President Gregoryk reported that the State legislature passed an 18-month budget in February, and community colleges fared well, given the depth of the budget deficit. He highlighted the following points:

   - There is no COLA for this year or next year.
   - The 2009-10 budget funds 3 percent enrollment growth, which should help the College. We are currently 2,200 FTES over cap.
   - Scheduled maintenance and instructional equipment funds were reinstated in the budget, which is good for the College. Mr. Gregoryk noted that several buildings need new roofs.
   - An issue of concern to the College is the deferral of $340 million in state payments from the 2008-09 year to the 2009-10 fiscal year. If the College doesn't have enough cash on hand, it will have to borrow from the County. It also impacts the budget because, rather than receiving interest from cash on hand, the College could pay interest to borrow money.
   - Mr. Gregoryk said it is important that the initiatives on the May ballot pass in order to fund the budget mechanisms contained in the 18-month budget.
Vice President Gregoryk said the College is working on a preliminary 2009-10 budget and hopes to have a balanced budget. A goal is to not lay off faculty and staff, particularly full-time faculty and staff.

Mr. Gregoryk talked about Measure R and Measure RR construction projects and how they are being impacted by the State’s inability to fund its portion. Mr. Gregoryk was asked to present a construction update at the next PAC meeting.

3. Launch of Foundation Campaign

Richard Morley, Executive Director of the Mt. SAC Foundation, reported that the Foundation Board of Directors has made a commitment to embark on a $5 million fund-raising campaign over the next three years. In 2005, a consultant’s report indicated that the Foundation was not ready for a major campaign; however, Mr. Morley said the Foundation has addressed and resolved all major issues during 2008.

Mr. Morley shared the Foundation’s 2008 accomplishments, which included the donation of a Gulfstream II jet aircraft, valued at $1.3 million dollars, to the College’s aircraft maintenance program.

According to Mr. Morley, one of the largest challenges facing the Foundation is the Osher Scholars Match. In May 2008, the Bernard Osher Foundation donated $25 million to launch the California Community Colleges Scholarship Endowment. California community colleges and the Foundation for California Community Colleges need to raise an additional $50 million, for which the Osher Foundation will provide a 50 percent match, up to $25 million. This $100 million endowment would ensure lasting support for students, and the involvement of each college is crucial.

Another challenge facing the Foundation is its need to increase its operating funds. Mr. Morley believes that the Foundation should have six months’ of reserve funds so it would be in a position to offer more campus support for things such as endowed faculty, faculty projects, faculty development. He thanked the Classified Senate for joining with the Foundation in support of Mountie Carlo night. This is the kind of win/win partnership the Foundation needs.

Mr. Morley hopes that, by working closely with faculty and staff, the Foundation will be able to connect with retired faculty/staff and alumni.

4. EAS Update

Professor Grimes-Hillman provided the following EAS Update:

• The “Go Live” simulation was held February 9-12. It served as the “test run” for, among other things, the faculty portion of Banner/Luminis. There will be a second “Go Live” simulation scheduled later this semester, most likely the week of April 6. Financial Aid and CCC Apply are live already.

• The 12 Unit Forgiveness Limit (AP 4225) is being described as “hard to program” into Banner. The faculty have been asking for range of options, but there is still no information on how to address this issue.
• At this time, the District does not have a clear list of obligation items that will be carried over from ICCIS to Banner (e.g., unpaid bills).

• Over 200 faculty were trained on the new Luminis system on February 20. A list of questions was generated and volunteers were solicited to continue training into the Spring semester.

• Phase II of faculty training was discussed and is expected to primarily cover the “Course Studio” modules; focus groups will decide what items are of most interest to faculty. Eric Kaljumagi will serve as the point person to disseminate faculty issues and the Academic Senate President will continue to serve on the Steering Committee. One item that was mentioned was to investigate how BlackBoard would interact with Banner/Luminis.

• Technical support issues for Banner are likely to overwhelm help desk staff. The College is examining companies to provide 24/7 support for students and other users.

• In non-Luminis matters, it is expected that payroll will be generated by Banner for the March payroll. The district also purchased DegreeWorks, and is considering implementation issues.

Dr. Nixon commented that the transition to Banner is occurring in stages and the largest component is the student component. Training is required for everything related to enrollment and attendance, and is quite an endeavor; however, we are making significant progress.

5. **Proposed Revisions to AP 3500 – Campus Safety**

Having gone through the appropriate process for revision, PAC members were presented with proposed revisions to AP 3500 – Campus Safety. Proposed revisions are minor and consist of more clearly outlining where a Public Safety Officer will not strike a person with a baton. The suggested revisions came from the Public Safety Department.

PAC members indicated they wanted to run the proposed revisions by the unions, so this item will be placed on the next PAC agenda for discussion/approval.

6. **Information Technology Advisory Council**

Dr. Nixon noted that there has been discussion at the last couple of PAC meetings on the Information Technology Advisory Council (ITAC) and whether the council should be eliminated. As discussed at the last PAC meeting, there is a need for an institutional committee to deal with technology interests, concerns, and questions. Dr. Nixon said that, after talking to Mr. Belinski, ITAC appears to be up and running, or will be shortly.

When asked if this would continue to be an operational committee, Dr. Nixon said that once the council’s purpose and function statements are re-defined, then PAC can determine if it should remain an operational committee.

7. **Proposed Memo from IEC to Campus**

Ginny Burley, Debbie Boroch, Clarence Brown, and Barbara McNeice-Stallard met recently to discuss how to market Mt. SAC’s planning endeavors. It was decided to focus on
"increasing awareness of institutional planning," and it was suggested that we create a periodic newsletter that could be used simply as a communications tool. It could include numerous pieces about planning at Mt. SAC such as IEC, Measure RR, Educational Master Plan, Budget Committee, Student Equity Plan (via the Student Equity Committee), etc. The agreed-upon specific foci of the newsletter is still to be finalized with the group (e.g., what is happening, how is it integrated with resource allocation, how does it work). PAC members were presented with a draft of Issue No. 1 of the Planning for Excellence newsletter. Unless there are objections, it is the intent that Dr. Nixon will send the newsletter out campuswide within the next week. PAC members were also given a copy of the email that would accompany the newsletter.

8. **Statement to Budget Committee and IEC on what is expected of them**

As a follow-up to the February 4, 2009 PAC meeting, John Nixon and Barbara McNeice-Stallard discussed the need to provide a statement to IEC and the Budget Committee related to evaluating institutional planning – specifically, evaluating and monitoring their processes (i.e., PIE and the budget model).

It was noted that IEC is already doing this evaluation, monitoring, and reporting yearly to PAC; however, PAC has not provided clear direction to either IEC or the Budget Committee on what is required. It was also pointed out that PAC has not yet reviewed all evaluations related to planning and resource allocation. A PAC function statement related to this issue is suggested.

Proposed revisions to purpose/function statements for PAC, IEC, and the Budget Committee were reviewed. It was agreed that these revisions would be communicated to the committees noting that PAC would like the committee to incorporate these changes when it conducts its annual review this spring.

9. **Review Suggestion Revision to PAC Function**

   Included in item number 8, above.

10. **Other**

   Dr. Nixon announced that the College’s new Educational Master Plan is completed and should be given to the College very soon. He suggested that PAC hold a joint meeting with the Budget Committee and the Institutional Effectiveness Committee to have a joint discussion on the status of various College master plans -- Educational, Facilities, and Technology -- and how those plans drive each committee's work. This will help us come to a common understanding of the plans as we prepare for overall institutional planning.

   The joint meeting will be held on April 15, 3:00-4:30 p.m., in the Founders Hall Dining Hall.

   Dr. Nixon said he would see how we can best distribute access to these documents prior to the April 15 meeting. Some are quite large and it may be difficult to print hard copies.
11. **Next Meeting**

   The next meeting will be held April 1, 2009, 3:00-4:30 p.m., in Founders Hall.

   The meeting adjourned at 4:05 p.m.

   JSN:dc