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

Guest: Mike Gregoryk
Debbie Boroch

1. **Welcome New Members**

   The Council welcomed the following new members:

   Melinda Bowen – faculty representative replacing Terri Long
   Deb Distante – faculty representative replacing David McLaughlin
   Rene Kouassi – student representative replacing Brandi White
   Heidi Lockhart – management representative replacing Sue Long

2. **May 13, 2009 Meeting Notes**

   The meeting notes were approved as presented.

3. **Budget Committee Update**

   Copies of the College’s 2009-10 tentative budget, approved by the Board of Trustees last week, were sent to PAC members with the PAC agenda.

   Vice President Gregoryk said the Budget Committee met last Wednesday and continues to work on the resource allocation process. He said they are making good progress and hope to bring it to PAC in another month. Mr. Gregoryk thanked Professor Eric Kaljumagi and the excellent work he has done in representing the Academic Senate on the committee.

   Vice President Gregoryk explained the impact the proposed state budget cuts will have on the College, which he described as devastating. His comments included the following points:

   • The College will see a projected loss in students of 6,041 (9%). (Statewide the projected loss is over 200,000 students.)
• Even though the 2008-09 year has ended, the College could see “mid-year” cuts totaling $4,105,500.
• Student fees are expected to raise to $26/unit beginning this fall.
• The College expects to see 2009-10 general apportionment cuts in excess of $5 million.
• The major impact is in categorical programs, with reductions expected to total almost $5 million. There is some expected federal backfill for these programs, and the College could use some reserve funds; however, Vice President Gregoryk cautioned that these are one-time funds.

Mr. Gregoryk noted that these reductions will put the College back to the same funding level as in 2006-07. He said that by 2010-11, the College could be back to the 1999-00 funding level. He said that President Nixon is trying to keep lay-offs to a minimum in 2009-10; however, lay-offs cannot be avoided in 2010-11.

President Nixon said he believes the legislature is targeting Physical Education classes because there are many recreational classes offered that they don’t believe are core to the mission of community colleges. Dr. Nixon suggested that some of these classes (golf, Pilates, fitness, etc.) could continue to be offered as fee classes.

Dr. Nixon commented that the goal is to maintain the quality of our programs, even if we aren’t able to maintain the quantity.

4. Institutional Effectiveness Committee Update

Debbie Boroch, Chair of the Institutional Effectiveness Committee, said the committee’s predominant activity this summer is compiling PIE year-end reports. The committee has received unit reports, manager reports, and team-level summaries. She said it appears that the reports were thoughtfully done as there is a volume of information to review. IEC wants to compile a summary report that reflects progress on College goals without losing the depth and richness of information provided.

IEC expects to have a report ready for PAC’s next meeting. IEC will also bring forward a recommendation on any adjustments that might need to be made to College Goals and Strategic Objectives.

Dr. Nixon reminded PAC members of the joint meeting of PAC, IEC, and the Budget Committee in mid April. He hopes to follow up with a larger meeting this fall and address how we can integrate PIE with other College planning processes.

5. EAS Update

Professor Grimes-Hillman provided the following EAS Update:

• Student registration in Banner appears to be working. There are some issues outstanding, including priority registration dates (most new students had identical ones), and prerequisites (they were not enforced for summer – will be fixed for the fall). Bandwidth for the college has been increased by a factor of 22 times, from 45 Mb/sec. to 1 Gb/sec. to handle the increased demand.
• The practice for dealing with “no-shows” has changed since Banner cannot restrict a code to just faculty. Faculty (and students) attempting to drop a student from a course prior to the 10% mark will now receive a “DF” code regardless of whether they attended the first class. Should both the student and his professor fail to update Banner prior to the 10% mark of a course, the “DF” code will cease to be available.

• DegreeWorks implementation has not yet begun. Implementation of this automation software will require the work of approximately a dozen people working 20-30 hours/week over a period of several months.

• Banner (California version) was upgraded to version 7.6 on June 28. We will need to upgrade again (to version 8) no later than April 2010 in order to meet our summer session requirements. Due to limited funding, backfill of positions and overtime for Banner related issues is scheduled to end on September 30.

• The Luminis interface for Banner now has 37,000 credit students and 837 faculty (around 60%) enrolled as of June 30. Training sessions for Banner/Luminis are expected to resume in July, and Phase II training is expected to begin shortly. IT is also working on a series of online tutorials. Work continues on BlackBoard integration and the Employee, Finance, Student, and Faculty tabs.

6. **Annual Review of College Committees**

PAC members reviewed information provided from College committees following their annual reviews.

Because PAC members had the opportunity to review the information prior to this meeting, it was suggested that the discussion center only on committees where there were concerns. Diana shared concerns from one member who wasn’t able to attend today’s meeting. His concerns related to additional Professional Development committees when there’s no money to support their findings. Following discussion, it was determined that PAC would agree with the formation of the additional groups, but rather than being called councils, they would be called sub-committees.

Concern was also expressed about the Campus Equity and Diversity Committee – this committee has not met in quite some time. Dr. Nixon will work with Vice President Miyamoto to bring this group back together. This committee will be asked to immediately review its purpose and function statements and provide PAC with suggested revisions.

There were no other concerns voiced regarding committee recommendations. Diana will notify committees that their recommendations have been approved by PAC.

7. **College Operational Committees**

PAC members reviewed the listing of College Committees. The following changes were made:

• The Campus Equity & Diversity Committee and the Information Technology Advisory Council were both changed from operational committees to governance committees and will report to PAC.
• The Professional Development Council, already a governance committee, will begin reporting to PAC.

For the benefit of the new student representative, Rene Kouassi, Dr. Nixon noted that the Associated Students basically run their own business; however, in so far as they would have an issue or topic that would become a recommendation to change Board Policy (e.g., smoking on campus), that procedure to move forward with a recommendation would go through PAC.

8. **2009-10 PAC Goals**

With the beginning of a new academic year, PAC needs to set or renew existing goals for the 2009-10 year.

It was decided that a sub-committee would meet and bring back recommended goals to PAC for further discussion. Volunteers included John Nixon, Diana Casteel, and Kristina Allende.

9. **Report on Accreditation**

Professor and Accreditation Self Study Co-Chair Kristina Allende gave an update on development of the College’s self study. The standard teams continue to work hard and work is also being done on producing an evidence web site via Omni Update. This is progressing well and, eventually, everyone will be able to see the posted/linked evidence.

Professor Allende distributed copies of the 2008-09 Accreditation Annual Report that was submitted earlier this month. Ms. Allende pointed out that the percent of college courses with SLOs is 84.8% (as of May 2009), well above the threshold of 75%. There was discussion regarding the percent of college programs with SLOs. The College currently lists 27%; however, there is an argument to be made that if the College has SLOs for a class, then it would have it for a degree. Dr. Nixon agreed with this concept for AA degrees, but thinks that some CTE programs would need to have more specifically defined program SLOs.

Other items distributed by Professor Allende included the June 2009 issue of *Planning for Excellence* and page 3 of the latest issue of *The Spotlight*, which provides a summary of SLOs by division as of May 2009.

The Accreditation self study co-chairs (Kristina Allende and Barbara McNeice-Stallard) hope to have the self study draft ready to go out campuswide in mid September so everyone will have an opportunity to check the document for accuracy or provide recommendations for change.

President Nixon commended Ms. Allende and Ms. McNeice-Stallard for the excellent work they have done.

10. **Other**

• Copies of the Budget Committee’s Committee Goal and Progress Report were distributed to PAC members.
• We need to work on getting the Educational Master Plan electronically so we can share it with PAC members.

11. **Next Meeting**

The next meeting will be held August 5, 2009, 3:00-4:30 p.m., in Founders Hall.

The meeting adjourned at 4:11 p.m.

JSN:dc