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

Guest: Ginny Burley
Karen Saldana
Dante Jackson (Safety Consultant)

1. **August 31, 2009 Meeting Notes**

   The meeting notes were approved as presented.

2. **Emergency Preparedness Update**

   In accordance with PAC members’ requests for periodic updates on safety and emergency preparedness, Dr. Nixon introduced Karen Saldana and Dante Jackson. As most are aware, there have been several training days for National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS). So far, all training has been held on Fridays; however, additional days will be scheduled to accommodate faculty who teach on Fridays or staff who aren’t on campus on Fridays. This training is required by both federal and state law and is necessary so that, in the event of a disaster, the College will be eligible for FEMA funding.

   Ms. Saldana said the College will continue to focus on training full-time staff. She said the College is to be commended for having had evacuation drills in every building on campus within the last two years. Ms. Saldana’s office is working to update building evacuation plans – especially as we have new buildings on campus and people being moved to other parts of campus. Once updated, these plans will be on the web so they are accessible to everyone.

   PAC members discussed how to best notify staff/students in the event of an emergency. Bill Eastham said there is now a campus standard for fire alarms and it is possible to include a public address system within the fire alarm system; however, it could be used only for emergencies. Mr. Jackson said he is talking to vendors about a text and voicemail system. The College would like to find a system that provides layers of notification. PAC members agreed that the College should explore some of the free options that are available, such as Facebook.
3. **Budget Committee Update**

Vice President Burley, a member of the Budget Committee, provided the following Budget Committee update:

Dr. Burley said the Budget Committee has been working for months on reviewing its process for reviewing and developing the budget. She shared a draft proposal that the Budget Committee is submitting for PAC’s approval. The color coding was added to clarify involvement of different groups across campus in the budget development process.

Dr. Burley said the Budget Committee is aware that the Budget Review and Development Process is oriented at the allocation of new resources and is, therefore, not optimal in addressing challenges of budget retrenchment. The Budget Committee will spend some time addressing issues of priorities it will recommend to the campus that may be used in considering cost savings and budget retrenchment plans.

Dr. Nixon asked PAC members to review the proposed budget review and development process. This item will be placed on the next PAC agenda for further discussion and approval.

Dr. Nixon thanked and commended the Budget Committee for its work. Dr. Nixon said this is a huge accomplishment and complements other planning activities on campus, in terms of integrating planning with budgeting.

Vice President Burley reviewed the 2009-10 budget presentation made by Vice President Gregoryk to the Board of Trustees on September 23. Included in the adopted budget are ongoing general fund revenues of $140,992,738; ongoing expenditures are estimated at $146,105,896, leaving a projected ongoing budget deficit of $5,113,158, which does not include approximately $6,500,000 in cuts to the categorical programs. Also budgeted, are one-time expenditures totaling $3,824,338, including $1 million for the Board of Trustees’ election cost (fees the county charges us), $1.6 million in carry-over obligations from 2008-09, and $1.2 million for one-time support of categorical programs that are experiencing extreme reductions in State funding.

The use of one-time funds (carry-over funds from the categoricals and undistributed reserves above the Board mandated 10%) and expenditure reductions allow us to offset revenue reductions for the current year. However, the revenue reductions are ongoing, and our one-time funds are finite. Consequently, the College will continue to work collectively to identify additional actions to reduce expenditures, developing a plan that will take us through the next two fiscal years.

4. **Institutional Effectiveness Committee Update**

Also representing the Institutional Effectiveness Committee, Dr. Burley provided the monthly committee update. She said the IEC is in the process of reviewing carefully the feedback the committee received regarding last year’s PIE process. The committee wants to make sure that improvements made will make the process more usable and more meaningful to the institution.
Dr. Burley said the use of TracDat software helps the College establish compliance with accreditation and also gives the College the ability to track assessment efforts and changes recommended based on information coming in. The 2009-10 version of PIE will be rolled out in November.

5. **Integrated Planning Summit**

Dr. Nixon reminded PAC members that, last April, a joint meeting of PAC, IEC, and the Budget Committee was held. As a follow-up to that meeting, an Integrated Planning Summit is planned for next Monday. Discussion will be centered on integration of planning and connections among the various types of planning (master plan integration). He noted that PIE is ongoing planning at the department or unit level. Master Plans (Educational, Facilities, and Technology) are episodic and project where we might be for a few years.

6. **EAS Update**

Professor Grimes-Hillman said Banner/Luminis continues to be expanded and refined. Student Services now has an information “channel” available, and an “All Things Tutoring” channel should be available soon. The Academic Senate Executive Board is beta-testing a greatly expanded Faculty tab that will be available this winter.

Issues currently being worked on by faculty as top priorities include: add authorization labels (whether and how), wait lists, and end-of-year paperwork submission processes.

The second fiber optic line to Mt. SAC is now functional. The College has approximately 44 times the bandwidth it had last year.

Professor Grimes-Hillman said Banner is working and implementation continues to move forward. A couple of recent glitches include: 1) short-term classes add codes expire the same day that the class meets (needs to be re-programmed); and 2) GPAs calculated by Banner do not correspond to the ones the counselors check for AA degree requirement.

7. **Accreditation Update**

Professor Allende reported that all the self-study standards have been returned to the standard co-chairs following review by Dr. Nixon, Professor Allende, and Director McNeice-Stallard. Following further work, those standards will be returned to the self-study co-chairs between October 12-20. The self-study is still on schedule for release to the college for campuswide feedback at the end of October. Dr. Nixon noted that the accreditation site visit is scheduled for October 2010.

8. **2010 PAC Goals**

A PAC sub-committee met to draft goals for PAC for 2009-10. Following review, PAC accepted the proposed goals as presented.

9. **Other**
• Dr. Nixon suggested that the College may want to re-name the Administration Building (Building 4) once it is renovated. It was noted that “Campus Center” is currently on the front of the building. If you have any suggestions for a name, please forward them to Diana Casteel.

10. **Next Meeting**

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

The meeting adjourned at 4:25 p.m.

JSN:dc