The meeting was called to order at 3:02 p.m.

Guest:     Barbara McNeice-Stallard
           Laura Martinez
           Mike Gregoryk

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

   The meeting notes were approved as presented.

2. **Budget Committee Update**

   Vice President Gregoryk said the Budget committee is diligently working with the Budget Committee Task Force on cost-cutting and revenue-generating ideas. A meeting is scheduled for next week and, after that, they should be able to prepare cost analyses. Mr. Gregoryk said about 280 ideas were submitted; 50 of which are collective bargaining issues. Of the remaining, Mr. Gregoryk said 10-15 percent offer the potential for significant savings. The goal of the task force is to reach $1 million in savings. Once its work is completed, the task force will present a report to the Budget Committee. Following review by the Budget Committee, a recommendation of which suggestions should be implemented will be made to the President’s Advisory Council.

   Next month, the College will get its first glimpse at the Governor’s proposed 2010-11 State budget. On January 15, President Nixon and Vice President Gregoryk will attend the annual ACCCA (Association of California Community College Administrators) workshop to review the Governor’s proposed budget and discuss how it will impact community colleges. The College doesn’t actually begin development of its 2010-11 budget until the May revise is published. Mr. Gregoryk said he expects the legislature to look at increasing student fees.

   Dr. Nixon said another issue facing community colleges is the shortfall in property taxes. K-12 is guaranteed a backfill of funds if there is a deficit, but community colleges are not. The College is anticipating a mid-year budget reduction. Dr. Nixon said he believes next year will be difficult, but is confident we will get through it.
3. **Budget Review and Development Process**

Vice President Gregoryk asked that this item be pulled from the agenda. He said the Budget Committee is still tweaking the process. The process should be ready for PAC’s review at its January meeting.

4. **Institutional Effectiveness Committee Update**

Barbara McNeice-Stallard reported that IEC is continuing to work on PIE. She walked PAC members through the IEC website pointing out that it contains current as well as archive PIE documents. PIE documents from departments/divisions are available for review along with documents showing committee accomplishments.

Dr. Nixon said the College should be very proud of all the work that has been done related to both PIE and SLOs. Professor Grimes-Hillman commented on the impressive amount of work done by IEC members during the summer months.

5. **CLASS Discussion**

Dr. Nixon said that 12 colleges in California are participating in the CLASS (California Leadership Alliance for Student Success) project. CLASS is a group of Chancellors/Presidents and Trustees (and, for some meetings, a faculty leader) who, over the next two years, will focus on key leadership strategies and policies to promote student success. The intention of CLASS is, through leadership development, to change the practice, culture, and policy of the college; to engage the college (and leadership) in data-driven decision-making; and to mitigate the achievement gaps among groups in any given college.

One feature of the project is to introduce a tool created through and for the project that can provide faculty and staff with very detailed and reasonably timely information on student performance. Dr. Nixon said the “Smart Tool” is user friendly and he hopes to roll it out to the College this year so it is available to staff in gathering and assessing data on students. Dr. Nixon hopes the Smart Tool will not only tell us how students are doing, but also identify gaps among students so we can determine what we need to do. A pilot of the Smart Tool will be conducted next year in English and math. The College will need to determine who can have access to information through Smart Tool and how we want to use it. Staff training will be necessary.

6. **Integrated Planning Summit - Debriefing**

President Nixon reminded PAC members that representatives from PAC other committees on campus that deal with planning came together on October 12 and conducted an exercise and discussion of the various master plans on campus (Educational Master Plan, Technology Master Plan, and Facilities Master Plan) and how those master plans work with each other. Copies of the Summit’s meeting notes were distributed. Attendance was corrected to include Vic Belinski.

At the summit, there was discussion on the importance of integrated planning and how it is linked to effectiveness of resources and programs and services for students.
Director McNeice-Stallard said the attendees appreciated having the opportunity to discuss College planning and suggested that these meetings should be held annually.

7. **ARCC Self-Assessment Statement**

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 2010. 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. Ms. McNeice-Stallard distributed the first draft of a College Self-Assessment. PAC members were asked to review the draft and provide input by the next PAC meeting.

Ms. McNeice-Stallard shared several of the College Level Indicators with PAC members.

8. **EAS Update**

Professor Grimes-Hillman said the need for SIG consultants has been reduced. Luminis training continues with many campus members receiving initial or advanced training. Faculty will receive “sticky” add authorization labels for winter, but plain paper codes for spring. IT is testing the upgrade for Banner 8.X and is awaiting the waitlist recommendations from the Academic Senate. It is anticipated that the switch to Banner 8.X will occur over Memorial Day weekend.

Dr. Nixon said that, of course, there have been bumps along the way, but the overall roll-out has gone well.

9. **Academic Senate Goals**

Academic Senate President Grimes-Hillman said that, at the Academic Senate Retreat, there was discussion regarding the College committee structure and the need to determine if we have enough committees; too many committees; are some committees overlapping; and are College needs being met. Ms. Grimes-Hillman said the Senate recommends that a complete evaluation of the College committee structure be done this spring when we do our annual committee evaluation. There were no objections.

10. **Other**

- Dr. Nixon reminded PAC members that, last spring, PAC discussed the status of the Information Technology Advisory Council (ITAC). It was determined that it needed to become a functioning council and was asked to review its purpose and function statements. This week, ITAC provided PAC with its proposed revisions. PAC members were asked to review the document and to be prepared to discuss it in further detail at the January meeting. Professor Grimes-Hillman said her immediate suggestions are that this committee should be changed to a governance committee reporting to PAC and that development of, oversight, and review of the Technology
Master Plan should be built into its function statements. There were no objections. That information will be shared with ITAC.

• Rene Kouassi asked Dr. Nixon if there was anything students could do to help the College qualify for more money from the State. Dr. Nixon explained that the funding mechanism for community colleges is based solely on the number of students attending classes. There is no element of the funding formula that offers incentives for success or completion.

• Patrick Martinez announced that he was the recipient of an award from the Bernard T. Osher Foundation. (Note: The Bernard T. Osher Foundation has made available $25 million for scholarships to be split among the 110 California community colleges. The Mt. SAC apportionment is $651,480 and we will receive 32, $1,000 Osher Foundation scholarships from this fund for 2009-10.)

11. **Next Meeting**

The next meeting will be held January 13, 2010, 3:00-4:30 p.m., in Founders Hall.

The meeting adjourned at 4:29 p.m.

JSN:dc