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

Guest: Barbara McNeice-Stallard
       Mike Gregoryk

1. **December 2, 2009 Meeting Notes**

   The meeting notes were approved as presented.

2. **Budget Committee Update**

   Vice President Gregoryk said the Budget Committee has been working on the cost savings/revenue enhancing ideas submitted from the College community. Of the nearly 250 suggestions submitted, the Budget Committee has winnowed the list down to about 100 suggestions that have merit. Some submissions are collective bargaining issues. Items that the Budget Committee considers to have merit have been sent to the appropriate manager for his/her input on the suggestion(s).

   Examples of items with significant savings include:
   - 4-day/10-hour work week during the 8 weeks of summer could save $100,000. That would include a complete college shut-down on the remaining three days.
   - Shut-down of all computers when they aren’t in use could result in a savings of $300,000.

   Vice President Gregoryk said the Governor has published his proposed 2010-11 budget. The College will know more after Friday’s ACCCA budget workshop. He said the Governor is making a cut to this year’s budget for DSP&S. The College had anticipated receiving $1.6 million in funding; however, we will only receive $1.1 million. Since this is a current year cut, and we are already over half-way through the year, the College will have to make up the difference from reserves. This is a drastic reduction and will need to be addressed in 2010-11.

   Additional proposed cuts by the Governor include reductions to EOPS, part-time faculty compensation, and the suspension of the Cal Grant program. Mr. Gregoryk said that he
believes student fees will increase, even though that isn’t a proposal in the Governor’s budget.

Dr. Nixon said 2010-11 will be a difficult year for education. However, he said the Governor did less harm to higher education than to other state programs outside of education.

3. **Budget Review and Development Process**

Vice President Gregoryk said the Budget Committee is still tweaking the process. The process should be ready for PAC’s review at its February meeting.

4. **Institutional Effectiveness Committee Update**

Barbara McNeice-Stallard reported that IEC hasn’t met since the last PAC meeting, so there is nothing new to report. However, Ms. McNeice-Stallard reminded PAC members that PIE is on the IEC website for review by all. Ms. McNeice-Stallard said PIE is a collaborative affair for everyone on campus. PIE is not just about SLOs – it is about strategic planning, AUO’s, department planning, etc., and should include everyone on campus.

5. **Self Study Update**

President Nixon said the College continues to move forward in the development of the self study. He asked Kristina Allende and Barbara McNeice-Stallard to give an update. Professor Allende said she is currently editing the self study. It has been reviewed by both Barbara McNeice-Stallard and Odette Richardson. There are still a couple of places where we need to obtain evidence.

The current timeline is to complete editing the document and forward it to Dr. Nixon by February 1 for his review. In reviewing the timeline, it was decided that the document would also be provided to PAC by its February 3 meeting and will be placed on the March agenda for final approval. This item will also be included on the March Board of Trustees agenda for approval.

6. **ARCC Self-Assessment Statement**

At last month’s PAC meeting, Ms. McNeice-Stallard distributed the first draft of a College Self-Assessment. PAC members were asked to review the draft and provide input at this meeting. After very minor suggestions, the draft was approved.

7. **EAS Update**

Professor Grimes Hillman said she had nothing to report.

8. **ITAC Council Purpose/Function/Membership**

At the December PAC meeting, PAC members received copies of the proposed revisions to the ITAC Council Purpose/Function/Membership. Dr. Nixon reminded PAC members that, last spring, PAC discussed the status of the Information Technology Advisory Council (ITAC) and it was determined that it needed to become a functioning council and was asked to review its purpose and function statements. PAC members were asked to review the
document and to be prepared to discuss it in further detail at today’s meeting. Last month, Professor Grimes-Hillman said 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.

PAC members suggested that ITAC’s name should be changed from “council” to “committee.”

Diana will forward the suggested revisions to ITAC. ITAC will also be asked to provide a rationale for any changes with which they do not agree. Once function statements have been revised to include the information requested above, ITAC will be asked to again share it with PAC.

9. *Board Policy 6150 – Designation of Authorized Signatures*

PAC members received proposed revisions to BP 6150 – Designation of Authorized Signatures.

These revisions will be on this month’s Board of Trustees meeting agenda for first reading and discussion. Each year, at its December meeting, the Board is asked to approve the annual Certification of Signatures form for the Los Angeles County Office of Education. This past year, the College has worked to become Fiscally Accountable. By doing that, the College has become less dependent upon the County for the fiscal operation of the College. Revising Board Policy 6150 to include authorization to sign documents that, in the past, have been approved by the Board, will eliminate the requirement for this yearly action by the Board.

PAC approved the proposed revisions.

10. *Other*

- AMAC Goals were distributed.
- Dr. Nixon gave a brief update on the Accrediting Commission meeting. He said when colleges run into problems with accreditation it’s generally in either governance (Board issues), or planning and evaluation.

11. *Next Meeting*

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

The meeting adjourned at 3:40 p.m.

JSN:dc