PRESIDENT’S ADVISORY COUNCIL

MEETING NOTES – March 3, 2010

Attendance:
√ John S. Nixon, Chair √ Kristina Allende √ Melinda Bowen √ Diana Casteel
√ Deb Distante □ Bill Eastham √ Michelle Grimes-Hillman √ Rene Kouassi (3:03)
√ Heidi Lockhart √ Patrick Martinez √ Bill Rawlings (3:07) √ Ralph Spaulding (3:06)
√ Dale Vickers

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

Guests: Vic Belinski
Linda Baldwin
Mike Gregoryk
Eric Kaljumagi

1. **January 13, 2010 Meeting Notes**

The meeting notes were accepted as presented.

2. **Budget Committee Update and Budget Review and Development Process**

Vice President Gregoryk said he has been making budget presentations to all employee groups. The last two are scheduled for tomorrow when he will present information to managers and Associated Students.

PAC members were given copies of the Budget Review and Development Process Guide. Professor Kaljumagi and Associate Vice President Baldwin reviewed the process flow chart that the Budget Committee has been working so hard to develop. For those who don’t care for flow charts, there is a write-up of the process immediately following the flow chart. The goal was to give budget managers guidelines as to how the budget process works. After using this for a year, it will be reviewed to determine if changes need to be made. There is still interest in a process for reducing budgets.

The Budget Committee is also discussing the task force’s recommendations on how to reduce budgets. Mr. Gregoryk said the task force will be continuing its work this year and people are encouraged to submit ideas that are both revenue enhancing and budget reducing. Professor Bowen said the College needs something to raise morale during these difficult fiscal times. She suggested something like an on-campus challenge to reduce energy consumption. Vice President Gregoryk and Professor Bowen will work together on this.
PAC members recommended that Dr. Nixon approve the Budget Review and Development Process Guide. Dr. Nixon thanked the Budget Committee for its excellent work.

3. **Informational Technology Advisory Committee Update**

President Nixon reminded PAC members that since ITAC reports directly to PAC, we will be receiving regular updates.

Mr. Belinski said ITAC has been meeting regularly this semester. One item ITAC will be bringing forward is a recommendation related to an on-line collegewide directory. Students are having difficulty finding faculty members on line and, as a result, have been unable to contact them. Before we roll out the directory, all staff and faculty will be asked to update their contact information in Banner so correct information is provided. ITAC is also reviewing the College’s computer-use policy. After an initial review, it appears it needs quite a bit of revision because of new college technology.

4. **Institutional Effectiveness Committee Update**

No report.

5. **EAS Update**

Mr. Belinski said the focus at the moment is on the update to Banner 8. Banner 8 testing will begin next week. Currently, work is being done on the wait list function. Testing will occur over the next two months. Mr. Belinski said student use of the portal is heavy. Noting that the College has over 26,000 credit students, only 20 have not successfully used the portal. Mr. Belinski said history has shown that when students register on-line, they take more units.

A survey will be going out next week via the portal to students who are 18 or older regarding smoking on campus. Because so many students are using the portal, a good response is expected.

Professor Grimes-Hillman thanked Mr. Belinski and his staff for all the work on the faculty issues list, which has been reduced by half.

6. **Self Study Update**

Dr. Nixon thanked everyone who worked on the self study report, with special thanks to Barbara McNeice-Stallard and Kristina Allende for their leadership. Professor Allende reviewed the two areas needing improvement by the College: Student Learning Outcomes (SLOs) and governance. Regarding SLOs, the Commission has a rubric that defines stages of compliance, and the College has until 2012 to reach sustainability. The second area needing improvement is classified staff participation in governance (4.A.1). Not all classified staff feel they have appropriate or adequate voice in participative governance. In the self study, the College cites this as an area for improvement. Dr. Nixon said the College needs to engage the leadership of the classified staff in discussions on how to improve where the points of weakness are perceived. Mr. Rawlings said that, in some cases, there is reluctance on the part of classified staff to participate because when they are away from their work, it doesn’t just go away.
PAC recommended acceptance of the self study, with the understanding that there is still minor editing being done. The report will go to the Board of Trustees later this month. Dr. Nixon said that, as we bring closure to the self study, the College will prepare an addendum to cover any changes between the time the self study was prepared and the actual team visit.

Dr. Nixon announced that the visiting team will be on campus October 25-28, and he expects that they will meet with most, if not all, PAC members.

7. **Release of OSS Employee Survey**

For the third time since 2003, Mt. SAC conducted an all-employee survey in October 2009 using Vangent's Organizational Survey System (OSS). This year, 824 employees (out of 1,829) completed the survey, which is the highest total number of respondents achieved. PAC members were given copies of the OSS 2009 Employee Survey Results.

8. **Other**

- Dr. Nixon distributed copies of the final ARCC College Self-Assessment/Response.
- Professor Grimes-Hillman said one of the College’s strategic objectives relates to closed captioning so that material is available in a variety of formats. Director Grace Hanson is going to be creating a task force to determine how the College can best meet this objective.
- Mr. Kouassi informed PAC members that a march is scheduled to be held tomorrow on campus – and many other campuses throughout the state – in protest of budget cuts to education.

9. **Next Meeting**

The next meeting will be held April 7, 2010, 3:00-4:30 p.m., in Founders Hall.

The meeting adjourned at 4:10 p.m.

JSN:dc