The meeting was called to order at 3:05 p.m.

Guests: Vic Belinski
Barbara McNeice-Stallard
Cason Smith

1. March 3, 2010 Meeting Notes

Dr. Nixon pointed out a correction in the date of the header of the March 3 meeting notes. No other revisions were suggested. The meeting notes were accepted, as corrected.

2. Budget Committee Update

Vice President Gregoryk had no report.

President Nixon commented on the memo that the Budget Committee sent out to the campus community addressing the 2009-10 budget reductions and the impact of those reductions. As a result of these reductions, the College is now working on its 2010-11 budget. Dr. Nixon said that, at this point, the College is working with the figures proposed by the Governor in January. With the reductions that have been identified, the College is moving into the next fiscal year without having to take more drastic action, e.g. layoffs. Dr. Nixon said the College has made significant budget reductions through freezing and eliminating vacant positions. He said the College will continue to freeze positions as they become vacant; however, it will be necessary to fill some classified and management positions. While the College goal is to use attrition to help get through these difficult financial times, some positions can remain vacant for only so long before they have to be filled.

Dr. Nixon said that he expects that the budget eventually presented to the Board for approval will not be a balanced budget; however, the College should have sufficient one-time funds to mitigate the difference for another year.
3. **Informational Technology Advisory Committee Update**

Mr. Belinski said ITAC has only a couple of meetings left in this semester. The committee is reviewing its membership and may suggest that an additional administrative member be added. Rich Lee, interim payroll manager, is going to be a guest at the next couple of meetings.

Mr. Belinski said the committee is reviewing AP 3720 – Computer and Network Use, which he shared with PAC members. As technology has progressed over the years, this administrative procedure needs to be updated. At the time that this administrative procedure was developed, the College didn’t have the filtering and anti-virus capabilities that it does today. ITAC also needs to discuss things like Twitter and other social sites to determine if/how they will be used and whether the College needs a policy on their use.

Mr. Belinski commented on 508 compliance (accessibility). The College wants all videos to include closed captioning, which, apparently, is not an easy process at this time.

EAS Update: We continue to conduct testing on Banner 8. Overall, things are going well – a few issues have been found, but we are still on track. Wait-list is returning for summer. The student smoking survey is still posted and over 2,000 students have responded. The survey will be available to students until April 18.

4. **Institutional Effectiveness Committee Update**

Ms. McNeice-Stallard said the IEC committee is now waiting for everyone to finish components of PIE. According to Kate Scott, she is receiving higher level questions than in previous years. IEC believes this means that people have a better understanding of how to do PIE. While the Deans and Vice Presidents finish their reports, IEC will be reviewing its purpose and function statements, and preparing its yearly accomplishments for PAC. IEC is also conducting training for its new members on the PIE process. Finally, IEC is reviewing the self study where PIE is mentioned to see what other members of the campus community said about it.

IEC wants to hold a joint meeting with the Budget committee to talk about planning and resource allocation.

5. **Annual Review of College Committees**

It is that time of year when the College conducts its annual review of College committees. PAC members reviewed the memo that will be sent to all College committees. No revisions were suggested; however, Cason Smith (representing CSEA, Chapter 262) asked for clarification of the rationale requested under question number 3. His concern related to classified staff serving on College committees. Dr. Nixon explained that when a committee deals with broad institutional issues, it should contain a balanced number of representatives from all groups; however, if it is a committee dealing with a specific issue, (e.g., curriculum), then there may be fewer or no classified committee members. Dr. Nixon’s office will distribute the memo on Friday, April 9, to college committee chairs. Committees are asked to complete and return the form by Friday, May 28. Should committees respond in a timely manner, PAC will begin the annual review at its June meeting.
6. **Completion of Goal and Progress Report**

Committee members were reminded that, in October, each College committee was asked to identify three to five goals that the committee would work on this year. Copies of the goals submitted were shared with PAC members. Each committee is now being asked to complete column 3 of the template to document its accomplishments relative to each of the goals. Dr. Nixon suggested that PAC form a sub-committee to prepare a draft of PAC’s accomplishments for review by the entire Council. Kristina Allende and Dale Vickers volunteered to work with Dr. Nixon and Diana Casteel in preparing a draft document to bring back to PAC.

7. **Other**

   - President Nixon distributed copies of Board Policy 2015 – Student Member, with the revisions that he would like to take to the Board this month for first reading and discussion. The proposed revisions more clearly define the action taken by the Board. PAC members recommended that the President present the proposed revised Policy to the Board.

   - President Nixon distributed copies of proposed revisions to Policy 5030 – Fees. The primary change to this policy is the addition of a fee for same day transcripts and enrollment verifications. Proposed revisions to AP 5030 were also shared. PAC members recommended that the President present the proposed revised Policy to the Board.

   - PAC members reviewed calendars and scheduled the June PAC meeting for Monday, June 14, 3:00-4:30 p.m.

8. **Next Meeting**

   The next meeting will be held May 5, 2010, 3:00-4:30 p.m., in Founders Hall.

The meeting adjourned at 3:52 p.m.

JSN:dc