The meeting was called to order at 3:01 p.m.

Guests: Linda Baldwin
Vic Belinski
Barbara McNeice-Stallard
Michelle Grimes-Hillman

1. Welcome New Members

President Nixon said PAC has two new members effective this month -- Xavier Padilla and Eric Kaljumagi. Xavier is replacing Patrick Martinez, and Eric is replacing Michelle Grimes-Hillman. Adrienne Price, Director of Grants, (replacing Bill Eastham) will serve a three-year term beginning next month.

2. May 5, 2010 Meeting Notes

With minor editing, the meeting notes were approved.

3. Budget Committee Update

Linda Baldwin, Associate Vice President, Fiscal Services, reviewed the 2010-11 tentative budget. The good news is that through savings by everyone on campus, the 2009-10 budget will have an estimated positive variance of $7,740,938. The greatest savings was realized through the ongoing hiring freeze. The bad news is that the College will maintain a budget deficit of just over $4 million, mitigated by one-time funds.

Associate Vice President Baldwin reviewed the revenue and expenditure assumptions for the 2010-11 budget and scenarios for the 2011-12 and 2012-13 budgets. The College will need to continue making budget reductions for the next couple of years.

4. Informational Technology Advisory Committee Update

Vic Belinski, Chief Technology Officer, reported that ITAC is continuing its work on revising AP 3720.
Susan Jones recently informed ITAC of new web disclosures required under federal Financial Aid guidelines. Failure to comply with this federal mandate could include loss of all federal funding. IT and Marketing will work with Ms. Jones on creation of this web site.

While conducting its annual evaluation, ITAC recommended asking Administrative Services to appoint a manager to ITAC. The committee also felt it needed more faculty members and is recommending the appointment of two additional faculty, with one being from noncredit.

In his Banner update, Mr. Belinski said the College has 298 wait lists that are totally full (10 students on each of them). There are 61 lists that are not full. The wait lists seem to be working well. As of noon today, Mr. Belinski said the College has a 91.7% fill rate for summer.

5. Institutional Effectiveness Committee Update

Barbara McNeice-Stallard, Director, Research & Institutional Effectiveness, said IEC members are waiting for the Vice Presidents to complete their summaries of PIE. Those are due Friday. IEC will then work with that information this summer. PAC members were reminded that every year IEC reviews feedback received on the PIE process and determines if the process needs to be modified.

6. Student Smoking Resolution

Dr. Nixon announced that the Associated Students has adopted a resolution regarding smoking on campus; however, no students were present to present the resolution to PAC. Dr. Nixon explained that once the resolution is presented to PAC, members will be asked to take the resolution back to their constituent groups, vet it, and then PAC will develop a proposed policy to present to the Board of Trustees.

Ms. Grimes-Hillman said faculty believe this is a union issue and not an academic and professional matter.

Dr. Nixon pointed out that current legislation defines unions as the voice of governance for classified staff.

There was brief discussion that limiting smoking to parking lots might not be a good idea simply because of safety issues. It may be that we want to look at designated smoking areas on campus.

7. Proposed Revisions to AP 6750 - Parking

Dr. Nixon presented proposed revisions to AP 6750 – Parking. The revisions would extend parking regulations to essentially 24 hours a day, 7 days a week, and includes motorcycles. Currently, parking permits aren’t required on weekends. Dr. Nixon said there would continue to be a number of exceptions, using the Farmers Market held on Saturdays as an example.

There were no objectives to the proposed revisions.
8. **New Governance Committee/Revisions to AP 3250 – Institutional Planning**

Dr. Nixon said the proposal to have a new governance committee is the result of discussions with Barbara McNeice-Stallard and others about how we effectively coordinate planning. On paper, the highest level entity reviewing College planning is PAC and yet, this Council has not engaged in the level of discussion or work that would reflect ongoing coordination of groups that do the planning. The new Institutional Planning Council (IPC) would meet infrequently and would be charged with coordination and oversight of integrated planning.

Barbara McNeice-Stallard distributed a copy of the College’s integrated planning web page showing a listing of all the College’s plans. Ms. McNeice-Stallard said an Institutional Planning Council would provide a venue for having discussion and being thoughtful with what we are doing with planning processes. The IPC would serve as the oversight body for planning integration. An immediate suggestion was made to change the title to Institutional Planning Committee rather than Council. There were no objections.

Mr. Kaljumagi said this is an academic and professional matter and he will take it to the Senate in September. He said there are some items in function and membership where clarification might be needed.

9. **Annual Review of College Committees**

PAC members reviewed information provided from College committees following their annual reviews.

**Basic Skills Committee** – The proposed revisions to its purpose and function statements have not been approved by the Academic Senate. The Senate will review the proposed revisions in the fall and will then submit them to PAC.

**Information Technology Advisory Committee** – The Committee’s proposed addition to its membership was approved.

**Institutional Effectiveness Committee** – The Committee’s proposed revisions to its function statements and change in membership were approved.

**Student Equity Committee** – Information submitted by the Student Equity Committee has yet to be approved by the Academic Senate. It will come to PAC in the fall, after Senate review.

**Professional Development Council** – There was discussion of the two PDC subcommittees. It was decided to change their designation from sub-committees to operational committees. Their purpose/function/membership will be kept on file in the President’s Office.

No other College committees suggested revisions to purpose/function/membership.

There were no other concerns voiced regarding committee recommendations. Diana will notify committees that their recommendations have been approved by PAC.
10. **Preparing for the Accreditation Self Study**

   Because of time constraints, this item will be held over for the next meeting.

11. **Other**

    - Dr. Nixon distributed 2009-10 Committee Goal and Progress reports.

12. **Next Meeting**

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

The meeting adjourned at 4:25 p.m.

JSN:dc