The meeting was called to order at 3:04 p.m.

Guests: Vic Belinski
       Mike Gregoryk
       Barbara McNeice-Stallard
       Karen Saldana

1. **October 26, 2010 Meeting Notes**

   The meeting notes were approved, as presented.

2. **Budget Committee Update**

   Vice President Gregoryk said there is a significant budget deficit facing California -- $25 billion looking forward to next year, including $6 billion in expenditures exceeding revenues projected for the current year budget passed in October. The Governor has called a special session of the Legislature for next week to deal with the current year deficit, but most believe that no action will be taken until the new Governor and Legislature take office in January.

   K-12 and community colleges face a decline in revenue under Proposition 98 (the base funding mechanism for K-14 education) that translates into a $6 million shortfall in base revenue for Mt. SAC. Consequently, we will be down $6 million next year, before we know the fiscal impact on us for any actions the Governor and Legislature take to mitigate the $25 billion deficit.

   Dr. Nixon said it is a fairly bleak picture. He noted that last year was a good example of the College working together to save funds and reduce costs; however, trimming costs may no longer be sufficient, so the question becomes what programs or services can we significantly reduce or eliminate? Dr. Nixon said it may be necessary to reduce enrollment by 1,000 FTES. Vice President Burley and her staff are currently working on a recommendation for reducing class sections.
Mr. Gregoryk said we may see some forms coming out asking the campus to identify immediate needs. Managers are being asked to be inclusive of all staff as requests are being developed.

3. **Emergency Preparedness Update**

Karen Saldana, Director of Safety & Risk Management, presented an update on the College’s Emergency Management Program.

Director Saldana shared the many compliance requirements which drive many of the College’s efforts. Training is always going to be a huge issue because it is tied to funding. Over 700 staff members were trained since she last reported to PAC in October 2009. The Education Code requires that all new employees receive training within a year of being hired. The College hopes to provide this training via an on-line course.

The “What Would You Do?” brochure (originally published in 2008) is being updated. It was suggested that this might be a good tool to share with students either in the student handbook or in the class schedule. It will be posted on the web.

Evacuation plans for every building are nearly completed. Ms. Saldana said managers need to keep their emergency teams up-to-date, and her office will be responsible for providing training to staff.

While it is not currently a requirement, the College is looking into posting evacuation posters in every room on campus. With the current budget situation, cost is an issue.

Director Saldana encouraged everyone to sign up for the emergency notification system. She plans to work with Associated Students to help in getting students signed up.

4. **ITAC Update**

Chief Technology Officer Belinski said that ITAC meets on the first Monday of each month and hasn’t met since the last PAC meeting. However, the committee now has a full complement of faculty, and a student has been appointed, as well.

Mr. Belinski said that he believes revisions to AP 3720 - Computer and Network Use are nearly completed and should be brought to PAC at its next meeting. ITAC is also working on a new administrative procedure related to the requirement to have closed captioning on videos. Academic Senate President Kaljumagi said he is also working on this because of new federal mandates.

ITAC continues to be involved in (but not driving the discussion) whether the College should continue using Blackboard. Mr. Belinski said this is a decision the College needs to make very carefully because it is a major change. The Blackboard contract expires in June 2012, so ITAC believes that a decision needs to be made by April 2011, in order to have a smooth transition, if it is decided to go to another learning management system. Possible alternative systems were discussed.
5. **IEC Update**

Barbara McNeice-Stallard mentioned that, when PAC had been reviewing the 2010-11 Strategic Objectives, it had been suggested that an additional objective be added under College Goal 9 related to emergency evacuation routing maps and signage. Ms. McNeice-Stallard reported that this item had been removed from the Strategic Objectives because there were other priority matters being addressed through PIE, and it was felt that this issue would better be dealt with by the Health & Safety Committee. She also pointed out that some of the objective timelines had been changed from a one-year period to a two-year period. The Strategic Objectives will be on the web soon.

In other work, IEC is finalizing edits to PIE, and Kate Scott is making some final changes to ePIE. Ms. McNeice-Stallard noted that all changes are the result of feedback from the College community on how to make the process easier and more effective.

6. **ARCC Self-Assessment Statement**

President Nixon 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.

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 a revised draft of a College Self-Assessment which included information on the Career Development of College Program. PAC members were asked to review the draft and provide input directly to Director McNeice-Stallard by February 1, 2011.

Copies of the Mt. SAC College Level Indicators were shared with PAC members. Ms. McNeice-Stallard will share the ARCC report with the Board of Trustees in the spring.

7. **Other**

Goals from the following committees/councils were distributed: Curriculum & Instruction Council, Equivalency Committee, and Outcomes Committee.

8. **Next Meeting**

The next meeting will be held Wednesday, January 5, 2011, 3:00-4:30 p.m., in Founders Hall.

The meeting adjourned at 4:12 p.m.

JSN:dc