PRESIDENT’S ADVISORY COUNCIL

MEETING NOTES – July 6, 2011

Attendance:

√ Bill Scroggins, Chair √ Melinda Bowen √ Diana Casteel √ Deb Distante
√ Eric Kaljumagi √ Heidi Lockhart √ Richard McGowan √ Adrienne Price
√ Bill Rawlings √ Karen Saldana

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

Guests: Ginny Burley
        Clarence Brown

1. Welcome New Members

Three new members were welcomed to PAC – Karen Saldana (manager) is replacing Dale Vickers; Richard McGowan (faculty) is replacing Kristina Allende; and Dr. Scroggins is replacing Dr. Nixon.

2. May 31, 2011 Meeting Notes

The meeting notes were approved as presented.

Professor McGowan asked about the work of the President’s Advisory Task Force on Fiscal Planning. The May 4 PAC meeting notes indicate that the task force was to present its final recommendations to Dr. Nixon in early June. The May 31 PAC meeting notes indicate that the task force was to receive recommendations from the four Vice Presidents. As we enter July, Mr. McGowan is wondering what progress has been made by the task force.

Since many members of PAC also serve as members of the task force, an update was provided. The task force has received recommendations from the vice presidents; however, it has not met since receiving those recommendations. It was also pointed out that the Budget Committee doesn’t meet in the summer.

It was suggested that, since Dr. Scroggins has now assumed the presidency, he may want to clarify the role of the task force.

Dr. Scroggins said that he wants to take a second look at the College’s tentative budget, specifically to review the revenue and expenditure assumptions to see if they have been consistent over the past few years. Dr. Scroggins would also like to see if there are possibly some adjustments that can be made in the support levels we are providing on campus. He has scheduled an all-day Cabinet meeting for next Thursday to do an in-depth review of the College budget.
Following discussion, it was the consensus of the group to ask that a special Budget Committee meeting be scheduled this summer to review proposed budget changes prior to the budget being presented to the Board in September. The task force will continue its work to develop a contingency plan for budget reductions.

3. **Budget Committee Update**

Vice President Gregoryk had no report.

4. **Institutional Effectiveness Committee Update**

Vice President Burley said that IEC is also a committee that doesn’t meet in the summer. Dr. Burley said the committee’s predominant activity this summer is compiling PIE year-end reports. For the benefit of the new members, Dr. Burley reviewed the PIE process. Unit reports were due June 30. The Deans will create a summary report for their various departments. Once those reports are received by the Vice Presidents, each Vice President will create a team level summary. While the Vice Presidents have been able to do their work over the summer in the past, because of the extended due date, the schedule will need to be revised.

Vice President Burley commented on an issue that IEC and the College as a whole struggles with – TracDat. The software has been modified many times to reflect suggested improvements; however, it is very complicated and many have said they experience no real value in completing the IEC report. While participation across campus is excellent, Dr. Burley said it is a challenge to work with the college community to make it a more meaningful process. Another ongoing challenge is establishing closer communication between requests for resources and goal setting.

Dr. Scroggins said ongoing adjustments need to be reviewed. While we need to ensure accountability, there needs to be some funds available at the end of the process or there is a lack of content buy-in to the process. He hopes to adjust the budget so there will be some one-time funds available in instructional equipment, non-instructional equipment, personnel, and/or technology needs.

Bill Rawlings said he believes classified staff are beginning to understand and appreciate the value of the PIE process. Dr. Burley agreed that often the College’s actual practice is better than what is reflected in PIE and we need to work on that.

Once IEC is able to review the Vice Presidents’ summaries, a recommendation on any adjustments that might need to be made to College Goals and Strategic Objectives will be brought to PAC.

5. **Informational Technology Advisory Committee Update**

Chief Technology Officer Belinski had no report.

Professor Kaljumagi asked for an update on the College’s Learning Management System. Dr. Scroggins said the College is working on a contract for the Moodle Room platform. When a contract is settled, information will be shared campuswide.
6. **PAC Goals for 2011-12**

With the beginning of a new academic year, PAC needs to set or renew existing goals for the 2011-12 year.

It was decided that a sub-committee would meet and bring back recommended goals to PAC for further discussion. Volunteers included Bill Scroggins, Karen Saldana, Eric Kaljumagi, and Bill Rawlings.

7. **Annual Review of College Committees**

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

- Health & Safety Committee – A correction was made to the fourth bullet in its purpose statement.
- Information Technology Advisory Committee – The Committee had recommended that a faculty co-chair be designated to assist in organizing and convening meetings. It was the consensus of PAC that the co-chair could be either a faculty or staff member.
- VOICES – This is a proposed new operational committee which will report to the College President, although in the future it is anticipated that it will report to the Professional Development Council. There was lengthy discussion on the committee’s description. The committee’s first function says it will establish and encourage employee recognition programs. There was some thought that rather than doing that, it should review and propose recognition programs and coordinate current success recognition programs. President Scroggins said he would meet with the group and report back at a future PAC meeting. It was also suggested that once the committee gets up and running, the Chair be invited to PAC to give a progress report.

Diana will notify committees that their recommendations have been approved by PAC.

8. **Other**

None.

9. **Next Meeting**

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

The meeting adjourned at 4:15 p.m.

WTS:dc