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

Guests: Mike Gregoryk  
       Vic Belinski  
       Barbara McNeice-Stallard  
       Clarence Brown  
       Marchelle Nairne-Proulx

1. **July 6, 2011 Meeting Notes**

   The meeting notes were approved as presented.

2. **Budget Committee Update**

   Vice President Gregoryk reported that both the Budget Committee and the President’s Advisory Task Force on Fiscal Planning are scheduled to meet on August 18. Since all Budget Committee members are also members of the Task Force, the Task Force will meet the first hour and the Budget Committee will meet the second hour. At this meeting, both groups will review Level I actions that have been taken by the College and additional action taken by the President’s Cabinet.

   Vice President Gregoryk distributed copies of an email from Dan Troy, Vice Chancellor, College Finance and Facilities Planning, with the California Chancellor's Office. In the email, Vice Chancellor Troy explains that the Budget Act includes a provision authorizing the Chancellor to adjust districts’ base workload measures commensurate with reductions in general apportionment revenues. This workload reduction would mean a $7,996,179 in revenue reduction to Mt. SAC. This reduction will lower the College's full-time faculty obligation. Mr. Gregoryk said he is also concerned that increased revenues anticipated in the State Budget may not materialize, and the College could see an additional mid-year reduction. An additional potential trigger will occur if the increased revenues do not materialize, resulting in an increase of student fees from $36 to $46 per unit.

   A State Budget Workshop is scheduled for August 17, at Citrus College. Budget Committee members have been invited to attend. Mr. Gregoryk expects about 11 Mt. SAC representatives to attend.
3. **Institutional Effectiveness Committee Update**

Barbara McNeice-Stallard noted that the Institutional Effectiveness Committee (IEC) doesn’t meet during the summer. Meetings will begin in early September.

The Vice Presidents are summarizing the PIE year-end reports for their areas. IEC will take that work and formulate its annual report to PAC in October or November.

President Scroggins said he is working to schedule a two-day Board Study Session in January or February. He suggested that the timing of this work might be appropriate to have it on the agenda so the Board can review the report and have a more in-depth discussion on the College’s planning and review processes.

4. **Informational Technology Advisory Committee Update**

Chief Technology Officer Belinski said ITAC last met in June and will meet again in September. At its June meeting, the committee received an informational report from the Distance Learning Committee, discussed the status of the College’s Learning Management System, received a DSPS update on closed captioning, and reviewed the committee’s goals and progress report. During the 2011-12 year, ITAC will be reviewing the Technology Master Plan. Mr. Belinski said that ITAC has a full membership and he looks forward to exposing them to current and emerging technology as a group so they have a better idea of what technology the College is currently using and options available as new technology emerges.

Mr. Belinski said he is always working to improve communication between students and faculty. He commended President Scroggins for his regular communications to faculty and staff.

Information Technology staff are preparing an analysis of who’s looking at the College website and what they are looking at. They will be preparing similar information on the numbers of hits on the portal and how long people are staying there.

Mr. Belinski noted that many students are more interested in receiving information via text rather than email. Since Banner has text messaging capability, this is another area that IT will be looking into.

6. **PAC Goals for 2011-12**

The PAC subcommittee, consisting of Bill Scroggins, Bill Rawlings, Karen Saldana, and Eric Kaljumagi, presented the proposed 2011-12 goals for PAC.

PAC members approved the goals as presented. Diana was asked to have the goals posted on the PAC website and to share them with College Committee chairs and co-chairs.

7. **Fall Convocation**

Dr. Scroggins said he wanted to introduce the term “Convocation” to the campus community. The word comes from the Latin language and means to “speak together.” He is interested in changing the perception of the “faculty flex day” to a College Convocation day that would
involve all staff in training. Dr. Scroggins said he is interested in using the day more broadly to enrich all College employees. He specifically mentioned training for faculty and classified staff to become qualified EEO members on search committees. This would broaden the understanding of the EEO plan and also reduce the workload for Human Resources staff. It would also raise awareness of diversity on campus. Dr. Scroggins said Mt. SAC is one of the most diverse colleges in the California community college system, which presents both challenges and opportunities.

Dr. Scroggins reviewed the schedule for Friday, August 26, which includes separate opening meetings for both faculty and classified staff and training sessions for staff. The President’s Welcome Back BBQ will be held from 11:00 a.m. – 2:00 p.m.

8. **AP 3250 – Institutional Planning**

Dr. Scroggins said he generally likes to present new or revised policies/procedures for a first and second reading so constituency groups have an opportunity for input. It has also been his practice to take administrative procedures to the Board of Trustees for information only.

Proposed revisions to AP 3250 – Institutional Planning were initially received by PAC in October 2010. At this point, no one knows where it is in the “process.” Because revisions begin with AMAC, Diana was asked to contact Linda Potter to see if she has a cover sheet for it.

The proposed revisions to AP 3250 – Institutional Planning were accepted for first reading. It will be agendized for second reading at the next PAC meeting.

*[Note from Diana – In italics below are the meeting notes from the two October 2010 PAC meetings just to refresh memories.]*

**October 6, 2010 PAC Meeting Notes:** PAC members were asked to review proposed revisions to AP 3250 – Institutional Planning. Dr. Nixon said the College needs a better designed structure and process for periodically monitoring the effectiveness of integrated planning. PAC is charged with overall institutional planning and receives annual reports on committee effectiveness through the Annual Review of College Committees. However, Dr. Nixon said PAC has not had regular discussions about the effectiveness of integrated planning. He hopes the revisions to AP 3250 will provide that.

PAC originally discussed this proposal on June 14. At that time, the thought was to develop a separate committee that would be charged with coordination and oversight of integrated planning. The current proposal reflects the same intention, but doesn’t create a new committee. Rather, an expanded version of PAC would meet a couple of times a year with a focus on integrated planning.

There was agreement that the proposed membership is management heavy and needs to include more classified staff and students. PAC members were asked to review the proposed revisions with their constituent groups and to bring recommendations to the next PAC meeting on how to add more classified staff and students.

*It was also suggested that PAC could begin more informal integrated planning by encouraging the building of networks of communication of college planning efforts. Many*
members of PAC are closely affiliated with other groups and have exposure to and an understanding of those plans (educational master plan, facilities master plan, technology master plan, etc.).

**October 26, 2010 PAC Meeting Notes:** At the October 6 meeting, PAC members were asked to review proposed revisions to AP 3250 – Institutional Planning and come back with suggestions on how to add more classified staff and students to the planning process.

Bill Rawlings said classified staff have discussed this and recommend that, in addition to the classified representation on PAC, four additional classified staff be appointed to attend. He suggests that this would probably be classified representatives already on the committees involved (e.g. Budget Committee, Student Preparation & Success Council, etc.). Xavier Padilla said that same recommendation could work for the students as well.

With these suggestions added, the proposed revisions to this AP will be forwarded to AMAC so it can go through the proper procedure for changing APs.

Liesel Reinhart, Barbara McNeice-Stallard, and Bill Rawlings volunteered to work together to develop the format for these meetings, which would be held biannually.

9. **Letter from Carnegie Foundation RE: Statway**

President Scroggins shared a letter from the Carnegie Foundation for the Advancement of Teaching. The letter provided an update on the work of Statway, a major national initiative, involved with accelerating basic skills learning. Dr. Scroggins said he was involved with Carnegie during the creation of this project and is pleased to continue to be involved. A Mt. SAC team attended the Foundation’s 2nd Summer Institute in July.

10. **Other**

   • PAC members completed the annual review of college committees. The only committee still needing review by the Academic Senate is the Assessment & Matriculation Committee. That should come to PAC this fall.

   • Smoking Policy. Dr. Scroggins distributed copies of the resolution approved by Associated Students in May 2010 recommending designated smoking areas on campus. There was discussion about the staff surveys conducted that indicated broad support for designated smoking areas. PAC committed to continue working on this issue. Dr. Scroggins suggested that a small group of people be identified to develop a policy with designated smoking areas. Negotiable items would also be identified.

   It was agreed that PAC would form a short-term task force to include representatives from CSEA, Associated Students, Faculty Association, the management steering team, and the confidential employees to move this issue forward.

   • Bill Rawlings announced that Laura Martinez would be taking his place as a member of PAC beginning in September. Everyone thanked Bill for his years of service and great contributions to the group.

   • There was discussion regarding the communications that Dr. Scroggins has been sending out – both the Cabinet meeting notes and his letters to the Board of Trustees. There appears to be a deep appreciation for the transparency and they are helping to
build trust. Dr. Scroggins said he encourages everyone to express their ideas openly. Sharing information allows everyone an opportunity to provide input early on. Dr. Scroggins said he was surprised to learn that the College doesn’t offer an Employee Assistance Program. He is interested in implementing such a program.

11. **Next Meeting**

   The next meeting will be held September 7, 2011, 3:00-4:30 p.m., in Founders Hall.

   The meeting adjourned at 4:10 p.m.

   WTS:dc