The meeting was called to order at 3:10 p.m.

Guests:  Vic Belinski  
Lance Heard  
Paul Kittle  
Barbara McNeice-Stallard  
Marchelle Nairne-Proulx

1. **Welcome New Members**

PAC members welcomed two new members – Laura Martinez is replacing Bill Rawlings, and Alex Mendoza is one of our two student members.

2. **August 3, 2011 Meeting Notes**

The meeting notes will be revised to indicate that Liesel Reinhart was in attendance.

3. **Integrated Planning Document**

PAC members were asked to review a summary of the June 6 Integrated Planning Summit, which included PAC members and others across campus to discuss integrated planning – its effectiveness and to make recommendations for actions to improve it.

It is PAC’s intention that two integrated planning meetings will be held each year; one in the fall and one in the spring. Later in today’s meeting, PAC members will be asked to receive for second reading and adoption proposed revisions to AP 3250 – Institutional Planning. The AP spells out who will be invited to this expanded meeting each year.

There was discussion as to what extent do we need to use these meetings to move the College in a new direction and ensure integration of its planning documents. Do we need some sort of planning diagram that would indicate how these plans affect each other?  Dr. Scroggins suggested that the College plans are driven by the College’s strategic plan.
Barbara McNeice-Stallard said IEC should complete its work on the College’s strategic objectives in October and will bring that information to PAC. IEC’s report to PAC will include its recommendation if an objective has been completed or if it needs to be carried forward to next year.

4. **Budget Committee Update**

None.

5. **Informational Technology Advisory Committee Update**

Chief Technology Officer Belinski said ITAC will have its first meeting of the year next Monday. He introduced Professor Paul Kittle, ITAC co-chair.

Mr. Belinski said ITAC is the body that reviews and updates the College’s Technology Strategic Plan. Because technology moves so quickly, this document is reviewed regularly. Many requests that come through PIE relate to technology. Mr. Belinski said the College isn’t going to be able to fund all requests and a plan is needed to prioritize requests. Dr. Scroggins suggested this needs to be shared with the Budget Committee and CMPCT (Campus Master Plan Coordinating Team). He thought maybe Bond money could be used to solve some of these issues.

ITAC is beginning to review various modes of communicating with students. How we communicate with students and how they obtain information from us is critical for students. ITAC members are going to brainstorm ideas and prepare a White paper that will be distributed for feedback.

Mr. Belinski announced that the Board approved the contract with MoodleRooms as the College’s new Learning Management System. While MoodleRooms has been providing lots of support, there is still a lot of work to be done this year getting faculty trained and up to speed. On Friday, September 9, the first train-the-trainer session will be held. There was discussion as to whether stipends will be available for training. Dr. Scroggins assured PAC that funding would be available for training. Blackboard will officially end in June 2012. It is hoped that this transition will be seamless for students.

6. **Professional Development Proposal**

Professor Lance Heard, Coordinator of Faculty Professional Development, presented a staff development proposal. Managers, faculty, and classified staff need to have access to training that contributes to their performance in and around the classroom. Mt. SAC has a proud history of providing significant, innovative professional development opportunities. In the last few years, funding for staff development has been drastically reduced. Professor Heard shared a detailed report on staff development needs and a proposal for funding those needs. The proposal includes an increase in funding of $100,000 for professional development (workshop development, faculty inquiry, internal conference and retreats, and conference and travel). Personnel needs include a POD classified coordinator position, a Faculty Professional Development Coordinator position at 18 LHE reassigned time (an increase from 9 LHE), and a POD manager.
Professor Kaljumagi said the Academic Senate and CSEA have signed a joint resolution supporting professional development.

Dr. Scroggins said that he fully supports the proposal noting that at least a portion of the proposal (increase to 18 LHE reassigned time for the Faculty Professional Development Coordinator position and rewriting the Coordinator position job description) will require consultation with the Faculty Association. He suggested that the proposal would be stronger if it offered more specific detail on how faculty would find workshops available to them. Dr. Scroggins said he is hearing that faculty would like more structure during the spring flex day. He was clear to point out that he doesn't mean mandatory attendance, just actual scheduled workshops. The spring flex day could be a staff development day for all staff. Dr. Scroggins also noted that there is no provision in the proposal to request funds beyond what has been identified. He suggested it might be good to set up a process to address special mid-year requests.

Of primary concern to Dr. Scroggins was the criteria used to determine allocation of funds. There should be some reflection that they are aligned with and advance the College Mission. He also discussed the College’s process by which it deals with resource requests. There would need to be buy-in from campus constituents that they consider this a high enough priority to consider setting aside that process to fund this need. Dr. Scroggins said there is a certain amount of “compliance” training that is required by the College and he doesn’t want to see POD funds drained away for compliance training. He believes the College has the responsibility to fund compliance training. He also asked if funds were needed for renovation or updating of equipment.

Regarding the POD manager position, Dr. Scroggins said he doesn’t see that as a new position but rather adding that responsibility to a current manager.

It was moved by Eric Kaljumagi, seconded by Laura Martinez, to approve this draft proposal for first reading. Motion unanimously carried. Professor Heard will update the proposal to be shared with PAC members.

This item will be added to the October PAC meeting for second reading and adoption.

7. **AP 3250 – Institutional Planning**

Proposed revisions to AP 3250 – Institutional Planning were accepted at last month’s PAC meeting for first reading. The AP is being presented now for second reading and adoption. There were no objections.

8. **Proposed Smoking Policy**

Dr. Scroggins suggested the formation of a task force that could revisit the proposed smoking policy and identify components that might be negotiable. Professor Kaljumagi said the Faculty Association does see this as a negotiable item.

There was sufficient interest to begin the process of putting together a task force. Dr. Scroggins asked PAC members to send him names of those whom they would recommend serve on the task force, including a convener.
9. **Other**

   • Professor Reinhart asked about the anticipated mid-year cuts. Dr. Scroggins said the next level of cuts will be at the program level. Basically, the College is looking at tier two budget cuts.

10. **Next Meeting**

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

The meeting adjourned at 4:50 p.m.

WTS:dc