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

Guests present: Justin Ott for Johnny Jauregui and Sandy Samples (3:16 p.m.)

1. **Review of September 12, 2012, Meeting Notes**

   No. 2. Budget Committee Update, change typo “to” to “the” in the last sentence. Approved, as corrected.

2. **Review Mt. SAC Student Success Plan (Amended)**

   The Student Preparation & Success Council is ready to send a letter to affected departments with a timeline for responding. The plans for reporting progress have not yet been set up. PAC would like to see a report on progress mid-Spring. It was noted that a letter to departments affected by the Plan has been drafted. Dr. Scroggins would like to be a co-signer of the letter. Motion, seconded, and carried.

3. **Changes to the Equivalency Committee**

   During the annual review of College Committees, the Equivalency Committee has requested to make changes to its Purpose & Function Statement. There is a minor change in wording as there are no “assistant deans” on campus. During a previous review of the Committee, an HR staff member was added to provide for greater input from Human Resources staff. Vice President Loria declined to fill that spot due to lack of personnel. Since the position had already been added, it posed a difficulty in reaching a quorum. Due to that, the Committee is requesting that that position be removed and returned to a seven-member body. It was
commented that there have been changes in Human Resources, and the current Vice President agrees that a representative from Human Resources be included on this Committee. Eric Kaljamagi will take this recommendation back to the Equivalency Committee. Lorraine Jones will communicate the internal controls of AP 7211 – Minimum Qualifications and Equivalencies and any questions the HR staff has to improve the process to PAC. Eric noted that the Equivalency Committee is planning to review AP 7211. Once this is resolved, this Purpose & Function Statement will be brought back to a future meeting.

4. Changes to the Outcomes Committee

During the annual review of College committees, the Outcomes Committee has requested to make changes to its Purpose & Function Statement. They suggested a minor change to the Purpose Statement to be more in line with their responsibility to provide support, not so much as monitoring. They also are requesting to add additional members since their work touches every course and program on campus. It can be tricky to have a representative from each division, and comments were made on the difficulty to reach a quorum. Currently, there are five Faculty plus the Coordinator. They are requesting to increase it by three members. The revision was approved with a subsequent review in one year to determine whether the increase in membership has been positive. Motion, seconded, and carried.

5. Update on Smoking Policy

Sandy Samples and Gary Nellesen gave an update on the implementation of the Smoking Policy. Originally, there were 12 sites identified that could accommodate seating, shade, and a smoking receptacle. The number has been expanded to 18 locations. Carol Partridge has come up with approximately $24,000 for various items needed for these locations. There was some conversation of PAC members on the disagreement of the number of locations, additional monies required to retrofit the locations, and the delay in implementing this policy. It was noted that, in order for this program to be successful, the Task Force looked at the locations to be within a reasonable distance from hubs on the campus so that employees and students, alike, do not have unreasonable distances to travel. There is a concern that we have an AP that is not being enforced. PAC was assured that the areas were looked at to avoid costs and use existing resources. PAC members requested an e-mail of photographs of the proposed locations. Additional comments were made that the infrastructure does not have to be built before the policy is implemented and enforced. Gary commented that the signage is in at the supplier. Gary recommended any changes of plan need to be discussed with Mark DiMaggio since his department will be enforcing this policy. An e-mail with photos on the smoking locations will be sent to PAC members. For the next PAC meeting: a review of the proposed locations; Gary to share an implementation plan; Mark DiMaggio to talk about citations; and Sandy Samples to discuss the information campaign.
6. Other

Future Agenda items:

• Public Safety Officers Carrying a Gun
• Review of AP 6700 – Campus Events and Use of Campus Facilities
• Update from Mission and Vision Statement Task Force
• Updates from Campus Equity and Diversity Committee

The meeting adjourned at 4:04 p.m.

FUTURE MEETINGS:  
October 10, 2012  
October 24, 2012  
November 14, 2012  
November 28, 2012

Typically, meetings are held on the second and fourth Wednesdays of each month, 3:00-4:30 p.m., in the Administration Building, Room 2440.