The meeting was called to order at 3:06 p.m.

Guests present: Lorraine Jones, Barbara McNeice-Stallard, Vic Belinski, Deejay Santiago, Roger Sneed for Gary Nellesen, Sandy Samples (3:21 p.m.), Mark DiMaggio (3:28 p.m.)

1. **Review of September 26, 2012, Meeting Notes**

   Approved, as written.

2. **Budget Committee Update**

   None.

3. **ITAC Update**

   ITAC met on October 1, 2012. No student representatives have been assigned yet, so a call has been made to Student Life. As previously noted, the main item is the update of the Technology Master Plan. The Committee has divided the plan into multiple parts and assigned them to work groups. There has been much discussion on inter-dependencies and, because of this, Vic Belinski will be attending the Educational Master Plan Summit. The Student Success Plan has been reviewed because it included ITAC. The Committee will include a budget to the Student Success & Preparation Council. Dean Meghan Chen briefed ITAC on Online Computer Library Center (OCLC). OCLC is a consortium of 25,000 libraries across 170 countries that have pooled their collections. This will significantly change student access to library information. The implementation will be completed this academic year.
Paul Kittle reported to ITAC on the Distance Learning Committee’s work on the Distance Learning Master Plan. While building a lot of efficiencies across campus—IT recently finished scanning over six million documents for Student Services—the servers reached their high-end storage capacity. President’s Cabinet approved IT’s Immediate Needs Request for an increase in storage.

4. **Facilities Advisory Committee Update**

   None.

5. **IEC Update**

   IEC oversees program review (PIE). The committee has met twice to review the four VPs’ Summaries of PIE. They have looked at the VP’s Informational Analysis Section and the VP’s Internal and External Conditions Section. When IEC reviews these and other Sections, it is synthesizing the information and looking for overall themes for the larger IEC PIE Summary Report that PAC should receive before the end of the semester. During these discussions, IEC members will also bring forward recommendations to be included in its final PIE report. These recommendations will be related to the process and evaluation of PIE as well as any needed College resources for PIE.

6. **BP and AP 6625 – College Fund-raising (New)**

   These BP and AP were presented for first reading. The policy has been updated to prohibit raffles by college groups. Committee members questioned the guidelines that pertain to the Foundation, i.e. what restrictions do they have or are they always the default? The answer is that the Foundation is the mechanism by which the College accepts gifts and donations since they’re a 501(3) (c) organization. It was also noted that the Foundation has a coordinated fund-raising strategy and, fund-raising by multiple entities on campus could have an adverse effect on this. It was recommended to add “appropriate” Vice Presidents to the BP. It was also recommended to remove the reference to Penal Code Section (and last two sentences) and include it as just a reference. There was some question about the Foundation having the final authority on approving fund-raisers. It was noted that the Board of Trustees has entrusted the Foundation with this authority. Motion, seconded, and carried. This item will be brought back for a second reading at the next meeting.

7. **AP 4021 – At-Risk Programs and Program Discontinuance (New)**

   Tabled for next meeting.
8. **Update from Smoking Policy Task Force**

The smoking locations and list of items needed were sent to PAC members via e-mail prior to the meeting. Comments from the Committee:

**LOCATIONS**
- It was noted that there were additional locations that were not originally agreed to by the Task Force. Sandy Samples and Carol Partridge walked all of the areas, and Sandy noted that Carol Partridge looked at the proposed locations with a different eye, such as the possible relocation of irrigation, etc.
- The Administration Building 4 and the Learning Technology Center Building (LTC) 6 had originally one location between the buildings. Occupants of the LTC are upset about the two proposed locations right outside the entrance to the building.
- There was discussion that Building 26A, north of the Planetarium, sometimes has children lined up to enter the planetarium.
- The Stadium location is too close to the restrooms. It was recommended that there be no smoking at sporting events and anywhere inside of the Stadium.
- It was recommended to add an additional site at Building 13, near the Theater/Patio area, since performances will take place there.
- There was a question about what are the boundaries of the smoking areas. Will there be certain distance from the sign that people can smoke?
- Many PAC members were surprised at the costs associated with implementing this plan and noted that they did not think that all of the items listed should be purchased before the plan is implemented. There were comments as to why we can’t use existing resources, such as ash cans we already own. Roger Sneed noted that the ash cans currently being used are also being used as trash cans, and, when it rains, they fill up with water.
- Most smokers do not sit down to smoke.
- There was some concern of the smoking areas being close to walkways.

**SIGNAGE**
Roger Sneed presented a sample sign that the Task Force reviewed for smoking areas.

- The sign is very large and should be scaled down.
- It was also recommended that regulations be posted on the signs, such as the legal requirements and citations.
- It was recommended to list the smoking areas on the campus map.

**ENFORCEMENT**
Mark DiMaggio recommended that, prior to issuing citations, a four-month or a semester of education process be rolled out to the campus. Included should be flyers, signs on various campus locations, use of the marquee explaining the new smoking policy, locations, and the date of implementation. Mark also noted that the citation machines are ready for this new citation.
• Four months is too long for an educational campaign; 30 days is more reasonable.
• If we start educating people prior to implementation, it will look like we don’t intend to enforce it. It was recommended to implement citations immediately.
• There was some discussion on whether or not people would receive written warnings prior to citation.
• Mark gave an example of when a red light camera is implemented, the city will give a 30-day grace period to violators.
• The Task Force understands that the students want this policy, but going straight to citations is inappropriate.

IMPLEMENTATION
Roger also distributed the Facilities implementation plan.

• There was discussion regarding the marketing campaign. It was recommended to have the marketing campaign say, “starting ______ citations will be issued.”
• There was also concern of constantly educating the campus on this policy.

After much discussion, it was recommended that:

• Roger will get a mockup of the sign with the recommendations given from this committee. Sign mockups are to be sent to PAC Committee members via e-mail for consensus.
• Signs should be ordered and, once signs are ordered, the educational marketing campaign will begin. Bill Scroggins will speak with Clarence Brown (CB) about the plan. This should take approximately four weeks. Following the four weeks, Public Safety will begin citing.
• Locations 3 and 4 replaced with a site at the new grassy area north of Building 4.
• Remove sites 8, 18, 19A, and 19B.
• Add a new site north of Building 13.
• Evaluate after six months to determine the need for benches and/or shade.
• There was also a comment that the AP states that there is an Appeals Committee.

9. Update from Mission and Vision Statements Task Force

Tabled for next meeting.

10. Town Hall Meeting - November

Tabled for next meeting.
11. Other

Denise Lindholm handed out guidelines and a sample of how APs and BPs are to be formatted.

Future Agenda items:

- Public Safety Officers Carrying Revolvers
- Updates from Campus Equity and Diversity Committee

The meeting adjourned at 4:33 p.m.

FUTURE MEETINGS:  
October 24, 2012  
November 14, 2012 (canceled - Building 4 Ribbon-Cutting Ceremony)  
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.