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

Guests: Deejay Santiago for Marchelle Nairne-Proulx, Mike Gregoryk, Vic Belinski, Barbara McNeice-Stallard, Beverly Heasley, and Kate Morales

1. Review of February 27, 2013, Meeting Notes

   Approved as written.

2. Budget Committee Update

   Mike Gregoryk reported that the Budget Committee met last week. Mike handed out Ongoing Revenue Budget Assumption, Budget and Actuals Comparison History spreadsheets, and the 2013-14 Preliminary Budget Unrestricted General Fund Balance and gave a brief explanation. Department managers have received their Budget Sheets, Emergency Request, and Immediate Needs Request forms. Some issues will be funded with one-time money, if received, and the Budget Committee will address these issues. The Budget Committee reviewed and discussed budget process, which hasn’t changed. Any departmental Requests should come from the PIE Summaries. If anyone has any questions, please send them to Mike or Rosa Royce.

3. ITAC Update

   Vic Belinski reported that ITAC met for their first meeting of the semester, on March 4th. Vic updated the PAC on AP 3720, which PAC had reviewed and recommended changes. ITAC reviewed and approved the AP with those recommendations and it will come back for review at the next PAC meeting. ITAC has drafted a 2013 revision to the Technology Master Plan, which was last revised in 2009. They anticipate having a completed plan by end of spring semester. Vic and other ITAC members will attend the Master Planning session on Friday. There was discussion on the need to invest in training technologies for employees and students. It was
recommended the Technology Master Plan discuss training and having technology-related employees who are imbedded in departments.

4. **Facilities Advisory Committee Update**

   No update given.

5. **IEC Update**

   Barbara McNeice-Stallard reported that this Committee met just prior to our meeting today. They are enacting what PAC has approved, which are recommendations of changes to program review. They are also looking at their processes, the form that will be pushed out to campus in the next couple of weeks, and decoupling the electronic TracDat system from the process. There is now a fillable Microsoft Word version of the PIE form and they will be sending out a memo asking all departments to complete their PIE on this new form. TracDat will still be used to enter AUO or other student outcomes work into. The Committee reviewed the timeline, with the due date at the end of June for the departments; with a couple months added for the Summary.

6. **Update on QuickR and BP/AP Log**

   Denise Lindholm handed out the BP/AP Log to the committee. This reflects the most current list of BP/AP’s in progress. The goal is to make the process paperless.

   Beverly Heasley and Kate Morales presented the QuickR program. Beverly handed out the BP/AP Procedure Revision Process and matrix explaining the current process for the revision of BP/AP’s. There is version control and commenting available on this program. The first phase will be version control.

7. **PIE – College Goals and Strategic Objectives**

   When we reviewed the PIE Summary at the last meeting, we noted that there were Goals that had been added that had no Strategic Objectives. Information from that Summary was given as a handout. In the planning process, PAC is the policy-level decision maker for our strategic planning.

   It was suggested that the constituent groups take this document back to their groups to get input and bring the input back to PAC. It was also recommended to look at the various Plans on campus to seek strategic objectives that correlate to these Goals. Bill will look at the Plans and provide that information to PAC prior to taking these to their constituent groups. It was recommended to contact all of the groups that do planning and see what work they’re doing now that align to these Goals that might serve as strategic objectives. If there is no strategic objective found, the College Goal could be sent to a specific group to implement one. It was recommended to have this done by the Expanded PAC meeting.
8. **Commencement Speaker/Alumni of the Year**

There was discussion on Alumni of the Year and Dr. Scroggins asked if anyone had any recommendations. Dr. Scroggins is working with Bill Lambert on both the Commencement Speaker and Alumni of the Year. Recommended Alumni were Anthony Zuiker, Producer, Kim Harrison, Producer, and Rafael Augstin.

9. **Expanded PAC**

Expanded PAC will be scheduled for May 8, 2013, 2:30 – 4:30, in Founders Hall. The Agenda will be to review, approve, and possibly modify the current strategic objectives.

10. **Other**

There was a recommendation to discuss Commencement, the function that it serves, and the message that we want to convey. Dr. Scroggins will take this discussion back to Cabinet.

The issue of Public Safety Officers carrying firearms came up again. Dr. Scroggins has had discussion with Board as it relates to negotiation of the responsibility. The direction of the Board is that the District makes a proposal and negotiates this. Right now, the Managers in the Public Safety Department are the only ones allowed to carry firearms. The action to establish a Police Department allows the College to permit personnel to carry firearms. There is a procedure manual in the Public Safety office, established by the Director, Public Safety; it is a compliance document, with existing laws on officers carrying weapons. It was commented that there are two managers who are PC 832 trained officers.

The meeting adjourned at 4:33 p.m.

Future Agenda items:

- Strategic Planning (March 27, 2013)
- PIE - College Goals and Strategic Objectives (April 10, 2013)
- AP 6700 – Campus Events and Use of Campus Facilities Review (January 2014)

**FUTURE MEETINGS:**

- March 27, 2013
- April 10, 2013
- April 24, 2013

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.