The meeting was called to order at 3:02 p.m.

Guests: Mike Gregoryk, Lorraine Jones, and Bill Rawlings for Laura Martinez.

1. **Review of April 24, 2013, Meeting Notes**

    Approved as written.

2. **BP and AP 6750 – Traffic and Parking Regulations**

    This BP and AP were presented for second reading. There has already been an article in the Mountaineer about this policy. There was discussion on the use of bikes on campus and the possibility of adding bike lanes, but right now there are only plans for bike racks. Motion, seconded, and carried. These items will be presented to the Board for adoption and information.

3. **BP 3500 – Campus Safety Plan/Emergency Response Plan**

    This BP was presented for first reading. At PAC’s direction, two BP’s have been combined, BP 3505 (not the Mt. SAC BP 3505 - Use of Force) and BP 3500. There was discussion on the requirement of government employees to be Disaster Service Workers and whether employees are aware of this. We do have employees sign the Oath of Allegiance, but the Government Code Section listed has been shortened. Lorraine recommended altering the form to include information on Disaster Service Workers. She will research this issue to see if all employees would need to re-sign the Oath form if it is altered. Motion, seconded, and carried, with two minor corrections. This BP will be brought back to the next meeting for second reading.
4. **AP 4225 – Course Repetition and Withdrawals**

   This AP was presented for information only. This will be presented to Board for information only.

5. **AP 4228 – Course Repetition – Significant Lapse of Time**

   This AP was presented for information only. This AP will be presented to Board for information only.

6. **AP 5055 – Enrollment Priorities**

   This AP was presented for first reading. It was recommended to refer this to AMAC to determine if it is an Academic and Professional Matter.

7. **AP 7120 – Recruitment and Hiring: Faculty**

   This AP was presented for information only. This AP will be presented to Board for Information only.

8. **AP 7135 – Hiring Temporary Special Project Administrators - NEW**

   This AP was presented for first reading. There was discussion on where these positions will be used and why. They will mostly be used during grants or for a temporary long-term absence for managers. The section on Health and Welfare Benefits will be removed. Motion, seconded, and carried, with amendment. This AP will be brought back to the next meeting for second reading.

9. **AP 7400 – Travel and Conference - NEW**

   This AP was presented for first reading. There was discussion on whether or not overtime pay is paid if an employee is attending a conference on their regularly scheduled day off. Dr. Scroggins requested that Bill Rawlings send him an e-mail regarding this issue. Motion, seconded, and carried. This AP will be brought back to the next meeting for second reading.

10. **2013-14 New Resource Allocation Request Summaries**

    Mike Gregoryk handed out the prioritized listing of New Resources Allocation Requests from the Budget Committee for Instruction, Student Services, and Administrative Services. In Student Services and Instruction, they are by department because that is how they budget their money. In the Administrative Services summary, the first five items listed are institutional priorities and need to be discussed in Cabinet. The Budget Committee recommended that there are institutional items that PC needs to look at and prioritize separately. Any comments to the summaries should be sent to Dr. Scroggins’ office for discussion at President’s Cabinet. It was requested that the discussion be structured around what monies we think might be available, sharing the criteria that cabinet would use in making these decisions, discuss sources—other than the general fund—for which there are funding sources, and problem areas and difficulties with budgeting areas.
It was recommended that the prioritization summary by Administrative Services be completed and brought back to Cabinet.

Questions/Discussion from PAC:

- Where would the money come from? Even if the College doesn’t identify a lot of ongoing money, it’s necessary to have some money to support ongoing requests. There has been discussion in Cabinet about how much money can be put into a pot for ongoing allocations every year. PAC recommended setting aside money for ongoing issues. Currently, this is not in the process.

- Growth money is appropriately treated as one-time money. A problem is a direct determination of the direct costs of producing the growth; a base cost and a marginal cost. That would be the first thing that is funded. Any money beyond that could be spent on ongoing costs. There was discussion on how we might define or measure the direct cost of producing growth. The cost of hiring faculty, increase to supply budgets, and other factors will need to be determined.

- In the May revise, the biggest fund is the Student Success Support Program, which added $50 million statewide. It will be delivered on a FTES and service delivery formula. This is restricted-use money. It will need to be determined how much of this money will need to be put into programs that are for student success.

- We will watch for the final budget and will have another opportunity at the Cabinet-level to determine our Adopted Budget.

- The College is looking at alternative funding—we’ve used Measure RR money to plug a lot of holes. All RR money projected is scheduled for spending. There is Prop 39 money. While the criteria of the money is not known, there have been discussion for lobbyists and legislators. It will probably be on a competitive grant process or a loan process. There are also some major grants out there; we’re still waiting to hear about the Title V grant. We are also looking at another NSF-ATE Grant. Our Foundation is getting strong, having more relationships with the community. The plan is to use the prioritization process to work with the Foundation Board to look at donors that can be connected with those needs. The plan is to be conservative and incrementally, during the year, use the priority list to move forward.

- The criteria list that will be part of the decision-making process:
  - Compliance – required by law, such as closed captioning, programs that have external accreditation, risk management costs (workers compensation costs, etc).
  - Health and safety – not as black and white as compliance, such as Skilled Trades position because having one person climb a ladder on a roof isn’t safe.
  - Return on investment – Spending money up front because you’ll save in the long term.
o Supporting growth in enrollment – Need to take a look at items that produce growth and where there’s an outcome that needs to be produced we have the resources.
o Supporting growth in categorical programs.

- Problems:
o Rate-driven increases.
o Cost over-runs – How tight do we want the budget controls? We need better cost-estimating.
o Budget requests – Are we following up to see if budget increases are spent appropriately using metrics? We need to close the loop on the planning and budget process.

11. Review Proposed Changes to College Mission Statement

   Tabled for next meeting

12. BP/AP Log Review

   The log was reviewed.

13. Other

   The meeting adjourned at 4:43 p.m.

Future Agenda items:

- AP 6700 – Campus Events and Use of Campus Facilities Review (January 2014)
- Formalizing Advisory Committees

FUTURE MEETINGS:  
June 12, 2013
June 26, 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.