The meeting was called to order at 3:08 p.m.

Guests: Irene Malmgren, Beta Meyer, Craig Webb, Mike Hood

1. **Review of October 23, 2013, Meeting Notes**

   Approved, as written.

2. **Budget Committee Update**

   No update given.

3. **ITAC Update**

   No update given.

4. **Facilities Advisory Committee Update**

   Gary Nellesen reported that the Committee met this week and discussed changes to the concept plans for the bus and computer technology center. They are also reviewing and preparing a proposal to update classroom standards across the campus. Once that's completed, a presentation will be made to PAC.
5. **IEC Update**

Irene Malmgren reported that the Committee met today. They are looking at PIE reports from the VP's and bringing them into an institutional summary and are using a lens of what the community needs to see so that the report is meaningful. The final piece is to review the process by reviewing the VP's comments. The updated unit forms are now available on the website. There was discussion on folding the Strategic Plan into the PIE summary. How much of the change do we want to implement this year? Minimum action; in Spring Expanded PAC can be the adoption of an updated Plan that will be for 14-16. The rest of the year, work to do training and implementing the other pieces of the Strategic Plan. It was recommended to have the Expanded PAC meeting in May.

6. **Professional Development Council Update**

Beta Meyer reported that the POD office is shutting down for remodeling on December 20th and will reopen in June 2014. The Online Learning Support Center has offered the use of their area for trainings. The On Course course registration has started. It’s not full and registration is still open. The FrontLine training is full and closed with a waitlist. She also reported that Spring Flex Day is planned and registration is on the POD website. There was discussion on how to get part-time faculty more involved in attending Flex Day. It was recommended to pay (2 hours) part-time faculty the non-instructional rate for Spring Flex Day. Dr. Scroggins has agreed to pay for this.

7. **Accreditation Steering Committee Update**

Irene reported that they had their first meeting. The Committee went through the Purpose and Function Statement. They have scheduled three meetings for the Spring. The vision is to acquaint committee members with the standards and accreditation process. Committee members will be going to March training ACCJC for colleges who are getting ready for self-evaluations. We will be one of the last colleges in the cycle of accreditation using the old standards.

8. **Joint IEC/ Budget Committee Update**

Dr. Scroggins thought it was a very productive meeting. Many items from Expanded PAC carried over into this meeting. He reported that the key element is timing—working to align the planning, program review, and budget allocation.

9. **AP 4350 – Student Travel Guidelines**

This AP was presented for first reading. There was much discussion on the reasons for changing the driving age from 18 to 21. Karen Saldana reported that the District received a written recommendation from our liability insurance carrier to increase the driver age to 21. The Earth
Science and Astronomy Department find this could be a problem. They have many classes which require field trips and they commonly have classes that don't have enough drivers if the age is increased to 21. There was discussion on ways to resolve the issue of not having enough drivers. It was recommended for volunteers to assist in driving the field trips. The Earth Sciences and Astronomy Department have conducted a small survey and, in 17% of their classes, there are not enough drivers over the age of 21 who would be willing to drive on a field trip. It would be a District obligation to assure that there are sufficient age 21 and over drivers for required field trips. There was some discussion about pre-planning field trips in advance and the possibility of hiring someone in the position of a driver. There was discussion about the fact that additional drivers would limit the space in a van. There was a recommendation to inquire with students over the age of 21 if they would like to drive and pay them and start a pool of drivers. These drivers could be pulled from other classrooms, too. It was also recommended to put the offer out to classified members who may want to volunteer to drive. There was discussion about increasing to 15-passenger vans and having employees have Class B licenses.

It was recommended to have a program that has classified staff drivers available for field trips who are trained.

It was recommended to change the age back to 18 and re-visit the age increase once a pool of employees is created. It was also recommended to add “at least two weeks prior to the field trip.”

Age from 21 to 18 and add “at least two weeks prior to the field trip” at the end of the first sentence under the heading “Transportation”.

Motion, seconded, and carried with corrections. This AP will be presented for second reading at the next meeting.

10. AP 5011 - Admission and Concurrent Enrollment of High School and Other Young Students

This AP is going through review as an Academic and Professional matter. The changes in red are the changes made by the Senate. Removed from Agenda.

11. Annual Review of College Committees

Assessment and Matriculation Committee - changes approved as proposed.

12 BP/ AP Log Review

The Log was reviewed.
13. Other

Karen and Irene reported that they are working to implement a goal of the Health and Safety Committee. The campus will be participating in emergency evacuation drills in the Spring. Jointly, they will be sending a notice of evacuation drills in March. It will be a random evacuation with buildings and classrooms not knowing in advance. It was also recommended to offer various, specific trainings, such as CPR/First Aid training.

The meeting adjourned at 4:28 p.m.

Future Agenda items:

- AP 6700 – Campus Events and Use of Campus Facilities Review (January 2014)
- Formalizing Advisory Committees
- Substantive Change update (Malmgren-Future Meeting)
- Expanded PAC (late May)

FUTURE MEETINGS:

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.