The meeting was called to order at 3:07 p.m.

Michelle Sampat was welcomed as a new PAC member.

1. **Review of October 22, 2014, Meeting Notes**

   Approved, as written.

2. **Review of November 12, 2014, Expanded PAC Meeting Notes**

   Approved, as written.

3. **Budget Committee Update**

   Lance Heard reported that this committee has met since the last update. Lance reported:

   - The committee discussed the Budget Review and Development Process Guide from 2009 that needs to be updated. A working group was established to look at the Guide and report back to the committee at the February meeting. They will look at the Accreditation Standards to guide them in the revisions. It was also recommended to look at our internal written procedures, BP/AP 6200 and BP/AP 6250, when revising the Guide.
• The committee discussed, but could not agree on, a statement for President’s Cabinet to the question, “How can we approve a budget process that has buy-in and trust from the rank and file?” It was recommended to frame the issues and call for a joint meeting with Budget and PAC, since the issues faced are crossing over into policy.

4. ITAC Update

Vic Belinski reported that this committee has met since the last update. Vic reported:

• Some committee members are working through the Technology Master Plan and they have assigned committee members to larger sections to go through and come back with updates. A major area that needs to be worked on is security and mobile devices. It was recommended that ITAC look at the committee membership and see if it is reflective of the changes of the scope of work in technology that has evolved in the last 3 years. It was also recommended to look at the Strategic Plan and see if there are things the Strategic Plan would inform the Technology Master Plan and vice versa.

• The document management system is moving along. Some test systems are already up and running.

• IT is implementing a program called Live Whale Calendar for the Title V program that should be live in January 2015. This program is a full-feature calendaring solution, built specifically for higher education.

5. Facilities Advisory Committee

Gary Nellesen reported that this committee has met since the last update. Gary reported:

• The committee discussed and are monitoring the progress on the five major projects that are either in construction or getting ready to begin construction. The site impact of the parking structure was discussed. There will be a major impact on the north side of campus during the initial phase.

• The committee discussed two energy conservation projects—a large chilled water tank and solar power generating station. Both are nearing the point for RFP’s and these should go out around the first of the year.

• The committee listened to a proposal from an energy conservation firm that recommends that we work with them to further reduce the use of energy in our daily operations. The group was a bit skeptical about their recommendations and will recommend to not move forward with the plans at this time.

• The committee looked at detailed project budgets for last fiscal year. This was presented to the Citizens Oversight Committee in November.
• $1.9M in State scheduled maintenance money. All of the projects that will spend that money are in either the design or bidding phase. The projects include some repairs in the Performing Arts Center, infrastructure work, and roofing projects. One problem with the State scheduled maintenance money is that the projects are capped at $640,000, so some of the major mechanical issues we have can’t be done with this money. There is a need to upgrade the air handling equipment in Building 26, Performing Arts Center, and Building 28, which would cost about $6M.

6. **IEC Update**

Irene Malmgren reported that this committee has met since the last update. Irene reported:

• The committee is working trying to keep up with the new Planning Calendar. They have been working on revising the new PIE forms with recommendations made during the last PIE process. Since there are some differences, they will be offering trainings. One of the primary concerns is that the process has been instruction-centric and they have tried to include language that is inclusive. This should be the last year that it’s a Word document. The new forms and training will be rolled out in the Winter. The manager PIE forms should be available in January and the VP pie forms in February/March. Irene will be bringing the final PIE summary to PAC during the winter.

7. **Professional Development Council Update**

Stacey Gutierrez and Beta Meyer reported that this committee has met since the last update. Stacey and Beta reported:

• The Faculty Professional Development Council has FIG projects and has received money for these projects. The projects should begin in Winter or Spring 2015.

• Faculty Professional Development Council received a $100,000 budget from the President. This allows for faculty conference and travel and they have received travel requests already. They have also been able to purchase Lynda.com licenses, which is an online training for any type of software or application and Prezi software, which is a presentation software program.

• Spring Flex Day planning is underway and the Flex Day Task Force is working hard. Plans are under way for refresh courses in the state recognized Developmental Ed certificate program.

• There is a New Employee Welcome scheduled for March 6th and POD is working with CSEA 262 to revamp the schedule.

• The Classified Professional Development Council has requested a day for Classified professional development separate from FLEX day. There are some concerns which will be discussed with the President next week.
There have been over 120 trainings since June 2014. POD has been working with IT to lock down a consistent rotation of technology training. Emergency Preparedness Week challenges were low attendance rates and no budget. There is a team in place to plan the next Emergency Preparedness Week. POD has also worked on redesigning their website to be more user friendly. Qualtrics, an on-line survey software program, was approved for purchase at President’s Cabinet this week. There are two different conference and travel budgets; faculty have no complaints. The $77,000 budget for Classified conference and travel was already encumbered when they received it. Beta and Stacey will meet with Dr. Scroggins to discuss the issues. A request that there is a separate budget for executive administration. The SanFACC opening ceremony will be held at Mt. SAC on September 10, 2015.

8. Accreditation Steering Committee Update

Irene Malmgren reported that this committee has met since the last update. Irene reported:

- There is a two-pronged effort with the accreditation efforts; the writing teams are working and being trained on how to write outlines and completing the Gap analysis. They will be coming forward with needs for institutional change based on the gaps.

9. Web Re-design Project

Yen Mai and Eric Turner presented information on the web re-design project. The goals of the redesign are to make the website more audience focused and more efficient. They presented a 5-step process that will be used in the plan. They are using a decision making model that includes an Advisory Group, which will provide high-level feedback on the needs of campus departments. They want the website to be a showpiece, with a modern, pleasing design. It will also be a responsive design, which will work on mobile devices and tablets. The anticipated timeline for this project is to launch to the public in August 2015.


The next Board study session will be on February 7, 2015. Bill Scroggins will be discussing the agenda with the Board over the next couple meetings. Some discussion topics:

- Changes in enrollment--where we’ve gone from a period of recession and now we’re continuing to produce growth, but we have to be more strategic in getting the growth. We will give an overview of how the enrollment has changed.

- Going to couple this with a discussion on marketing. We used to market our image, but now we’re marketing for enrollment. How are we doing that? Part of this will be the web design and moving into the modern era with students connecting through mobile devices.
• We also want to look at how the state is adjusting our mission. Community colleges used to be open access and now it’s changed to prioritized access and it has changed the way we’re doing business. It makes us more accountable to have students prepared and plugged in and we’re doing a lot with that and we’re going to need to do more.

• We will be discussing facilities and asking the Board to look ahead. The last facilities bond was in 2008. There are needs that were anticipated to be met with Measure RR that were not met because there was no state money. We want to have the discussion of dual strategy: how to develop the projects and develop a funding strategy that has the capability of accessing state money, but also has access to another local state bond. The next state facility bond will be a very different bond than the ones we’ve had before. It will have different criteria and the legislature and governor will have some priorities that they will impose upon us. Finally, there is a huge demand for community college facilities. In the past, you might get 2-3 projects out of a bond, but now it will be very competitive to get money out of a state bond.

• Accreditation. The standards have changed and the role of governance in the process has changed in higher education. We want to discuss the role the Board plays in accreditation. There is an expectation of Trustees being more involved than in the past.

• Budget. We will provide the Board with an update, a mid-year analysis in how we did in creating the budget and how our expenditures are going.

• Student Success and Student Equity and the Proposition 30 impact. The Legislative Analysts Office has completed a report and the message is there is about 3 years of largess of Proposition 30 and 98 formulas, but after that, things are going to be modest. We must take advantage of this bubble in community college funding to secure our future—how we’re using student success and student equity money. There will be discussion of what’s on the horizon—what higher ed is looking like, the Workforce Innovation Opportunity Act, what the federal view of student financial aid is, the regulation of higher education (legislative action), and the disinvestment in higher education by the state.

11. Annual Review of College Committees

The following Purpose & Function Statement was reviewed:
• Assessment & Matriculation Committee – There was a name change to “Student Success and Support Program Advisory Committee.” Approved with change.

12. BP and AP 2105 – Election of a Student Member

This BP and AP were presented for second reading. Motion, seconded, and carried. This BP and AP will be presented to the Board for adoption and information.
13. **AP 3260 – Institutional Review Board**

This AP was presented for first reading. There was discussion on why the IRB needs alternates. The reason is that each member has a role and the Board wants to have a member of the committee that has that role; it’s not attendance for an absence, it’s a ready replacement for when a person leaves the committee. There was a question on why the IRB reports to the VP of Instruction and not PAC. The Faculty Association nor Academic Senate haven’t heard of the co-chair and would like more information. It was recommended to get a written rationale from Barbara McNeice-Stallard on this issue. This AP will be tabled until information is gathered.

14. **AP 3440 – Service Animals (NEW)**

This AP was presented for second reading. There was a grammatical change. Motion, seconded, and carried with change. This AP will be presented to the Board for information.

15. **AP 7125 – Verification of Eligibility for Employment – Immigration Status**

This AP was presented for second reading. Motion, seconded, and carried. This AP will be presented to the Board for information.

16. **BP/AP Log Review**

The Log was reviewed.

17. **Other**

The meeting adjourned at 4:40 p.m.

Future Agenda items:

- Formalizing Advisory Committees
- Substantive Change Update (Malmgren-Future Meeting)

**FUTURE MEETINGS:**

- **January 14, 2015**
- **January 28, 2015 – canceled**
- **February 11, 2015 – canceled**
- **February 25, 2015**

*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.*