The meeting was called to order at 3:00 p.m.

Guest: Barbara McNeice-Stallard
       Mike Gregoryk

1. **New Member**

   Christian Vargas was welcomed as the newest member of PAC. Christian is the Associated Students Student Relations Senator and replaces Carmina Del Mundo.

2. **March 4, 2009 Meeting Notes**

   The meeting notes were approved as presented.

3. **Budget Committee Update**

   President Nixon said that, as we continue to evolve on our approaches to institutional planning (where PAC has the primary role), he has asked that both the Budget Committee and the Institutional Effectiveness Committee to give regular reports on the work of their committees.

   Vice President Gregoryk will continue to provide updates on the College/State budget, as needed.

   Vice President Gregoryk reported that the Budget Committee is ready to begin reviewing the budget process and how it ties to planning. Mr. Gregoryk believes the process needs a major overhaul. He mentioned that the concept of zero-based budgeting just doesn't work in education. He also pointed out that Cabinet reviews each vacancy that occurs and determines if the position needs to be filled, which could be considered a form of zero-based budgeting.

   Vice President Gregoryk said the Budget Committee is working to determine what its role should be and how it can best bridge with planning.

   Mr. Gregoryk shared some information from School Services of California so PAC members can see the kind of information regularly shared with Budget Committee members.
Vice President Gregoryk mentioned the May 19 State ballot initiatives and how they are failing in initial polls. If these initiatives do not pass, the State will be working to again balance the budget, which could impact community colleges. He is also concerned about the College’s PERS contributions, which he expects to increase in 2009-10.

4. **Construction Update**

As requested at last month’s PAC meeting, Vice President Gregoryk shared information on Measure RR projects to be funded, either fully or partially, in the first bond series. He reviewed each of the 20 items explaining the project budget and how much would be funded each year. At this point, the College isn’t sure how much money will be obtained from the first series of bonds. Dr. Nixon and Mr. Gregoryk will be going to New York next week where the College will receive its bond rating, which he hopes will be as high as past years. He reminded Committee members that the College has promised voters that we would keep their costs to $25 per $100,000 of assessed valuation. The determination on the amount of the first series will be made in June when the College receives the Assessor’s and Treasurer’s reports.

5. **Institutional Effectiveness Committee Update**

Representing the Institutional Effectiveness Committee (IEC), Barbara McNeice-Stallard provided a committee update. Ms. McNeice-Stallard explained that the IEC oversees institutional planning processes. She also explained the program review process and how reports work their way up from departments to the Vice President and IEC level. Ms. McNeice-Stallard said these reports provide the College with a lot of information about what’s going on on campus and how it relates to the College’s mission and goals. After thorough review, IEC presents this report to PAC which would include strengths and weaknesses and what might need to be changed in the future (i.e., possibly a change to College goals).

Ms. McNeice-Stallard commented on the first *Planning for Excellence* newsletter which was recently distributed. Two more newsletters will be distributed campuswide over the next few months.

The IEC recently reviewed two academic resolutions: 1) Transparency of SLOs/GEOs, and 2) Institutionalization of SLOs/GEOs.

Dr. Nixon distributed copies of an email he sent earlier today to the chairs of the Budget Committee and IEC chairs asking that they prepare a short report on the status of their respective planning models, including their integration and evaluation for the April 15 joint meeting. In the email, Dr. Nixon reiterates that each committee is responsible for developing, implementing, and evaluating their models.

Professor Spaulding said the connection and relationship between SLOs and GEOs has been very beneficial and he believes that combining the two committees makes sense. He publicly acknowledged the tremendous help provided to him by both Kate Scott (IT) and Priya Chaplot (Research). He said not only are these two staff members very nice, but they are both also very knowledgeable. Professor Spaulding said inputting everything is a hard and time consuming process and he couldn’t have done it without Kate and Priya’s assistance.
Dr. Nixon agreed that Priya and Kate do excellent work and have great people skills.

6. **EAS Update**

Professor Grimes-Hillman provided the following EAS Update:

- There has been lots of discussion about the version of Banner the College will be using. The version we are going to begin with is 7.5.2. Version 7.6 will be implemented in the fall. Version 7.5.2 cannot address the issue of excessive W's. There are only 87 for summer, and those will be dealt with manually. One problem that needs further discussion is the problem of excessive repeats for clustered courses – neither version can do this.

- An issue of greater concern is the 12 unit forgiveness limit (AP 4225). Faculty have been asking for a range of options, but there is still no information on how to address this issue.

- Another item being worked on is a solution for canceled classes. This is a “technical thing” but deals with compensation for an instructor whose class has been canceled.

- There was discussion regarding “Omni” which allows divisions/departments to do their own web page updates. This way information can be posted for students that is both timely and accurate.

7. **Proposed Revisions to AP 3500 – Campus Safety**

Having gone through the appropriate process for revision, PAC members were presented with proposed revisions to AP 3500 – Campus Safety. Proposed revisions are minor and consist of more clearly outlining where a Public Safety Officer will not strike a person with a baton. The suggested revisions came from the Public Safety Department.

At last month’s meeting, PAC members indicated they wanted to run the proposed revisions by the unions. No concern was expressed. PAC members recommended that President Nixon approve the proposed revisions.

8. **Annual Review of College Committees**

It is that time of year when the College conducts its annual review of College committees. PAC members reviewed the memo that will be sent to all College committees. No revisions were suggested. Dr. Nixon’s office will distribute the memo on Friday, April 3. Committees are asked to complete and return the form by Friday, May 22. Should committees respond in a timely manner, PAC will begin its review at the June meeting.

9. **Completion of Goal and Progress Report**

Committee members were reminded that, in October, each College committee was asked to identify three to five goals that the committee would work on this year. Copies of the goals submitted were shared with PAC members. Each committee is now being asked to complete column 3 of the template to document its accomplishments relative to each of the goals. Dr. Nixon suggested that PAC form a sub-committee to prepare a draft of this for
review by the entire Council. Michelle Grimes-Hillman and Dale Vickers volunteered to work with Dr. Nixon and Diana Casteel on a sub-committee.

10. **Other**

- Barbara McNeice-Stallard distributed copies of the Accountability Report for the California Community Colleges (ARCC) Executive Summary. Though PAC members have seen this several times, the final report was released yesterday. This item is tentatively planned to go to the Board for its approval in May.

- PAC members were given copies of the March *Accreditation Notes*. Dr. Nixon commended Barbara McNeice-Stallard and Kristina Allende for their leadership in the development of the self study. Ms. McNeice-Stallard said the Standard co-chairs are doing a fabulous job.

- A reminder that the joint meeting of the President’s Advisory Council, Budget Committee, and Institutional Effectiveness Committee will be held on April 15, 3:00-4:30 p.m., in the Founders Hall Dining Hall.

11. **Next Meeting**

The next meeting will be held May 13, 2009, 3:00-4:30 p.m., in Founders Hall.

The meeting adjourned at 4:05 p.m.

JSN:dc