



# President's Advisory Council MINUTES

January 25, 2006

Approved - 2/8/06

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**MEMBERS PRESENT:** *Chair:* Kathie Hodge; *Deans:* Bob Jensen, Rick Perez; *Management:* Chris Figuera, Emilio Perez *Faculty:* Diana Kyle, Joumana McGowan, Miguel Powers, Rolando Sanabria; *Classified:* Chrystal Van Beynen, Cynthia Wafer *Associated Students:* Alejandra Goodrich, Julie Law

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## HOUSEKEEPING

1. Agenda: Approved as presented.
2. Minutes: The minutes of December 14, 2005 were approved after minor corrections were received and accepted.

## NEW BUSINESS

1. PFE Program Cuts: As requested at the December 14, 2005 PAC meeting, Adam O'Connor provided a list of the programs whose budgets were cut greater than 10% during the past budget reduction. He distributed a handout **Fullerton College 03-04 Budget Cut Recap** at the meeting. Discussion regarding reinstatement of funds for these programs took place. It was reported that the Planning and Consultative Council minutes of April 9, 2003 stated that funds would be reinstated to those programs that have the highest needs especially those that assist at risk students. Dr. Hodge requested that PAC review the handout and discussion on this topic will continue at the next meeting. An inquiry was also made regarding Distance Learning. Dr. Hodge stated that the college needed a specific definition of Distance Learning and a determination made as to whether it is a service unit or an instructional unit.
2. Workgroup for Accreditation Progress Report: Dr. Hodge reported that a progress report is due in October to the Accreditation Commission in response to the visiting team's recommendations. Dr. Portolan will lead a workgroup for the development of the progress report. Carol Mattson will serve as the second manager to this workgroup. Dr. Hodge requested two faculty and classified representatives be appointed to serve on this workgroup. The names are to be forwarded to the President's office. A tentative schedule for the completion of the Progress Report was outlined as follows: a draft copy to be completed by May, Board review and approval in June, final review and changes during the summer, campus-wide review in September, and final submission of the report to the commission by the October deadline.
3. Diversity Committee Report: Cindy Vyskocil reported that the District will be forming a District Equity & Advisory Committee to comply with the newly drafted EEO Plan from the California Community College Chancellor's office. Committee membership details have not yet been determined. Cindy also reported that the FC Campus Diversity Committee has met and discussed several diversity themed options for spending the allocated \$6,000 from the Dynamic Fund. The first option includes \$4,000 for a theatrical play and or motivational speaker. The Financial Aid office will donate an additional \$3,000 - \$4,000 in funds to assist with this event. The second option would commit the remaining \$2,000 to the enhancement of the patio dining area. The International Student Center will donate an additional \$1,000 to the enhancement project. No decisions have been made at this time. In addition, the committee is working on scheduling several focus groups to interview African American students on campus and receive feedback on ways to better serve their needs. Anyone with ideas to assist in this project should direct them to Cindy Vyskocil.
4. VTEA Update: Jeff Courchaine distributed a handout outlining the approved **2005-2006 VTEA Allocations**. He reported that a \$31,000 augmentation was received this year to be used for existing programs. These funds can be allocated to new programs but they must meet specific requirements. The new program must have a vocational top code, lead to employment above minimum wage, and cannot supplant existing funds.

## OLD BUSINESS

1. Title V Update: Rebecca Morgan reported that the mandated annual performance report was turned in December 22, 2005. She reported that a meeting was held at Cal State San Bernardino where she met with program officers from Washington D.C. At that meeting it was reported that there is a two year wait period to reapply for a Title V – HSI Grant. There are four Learning Community courses being offered this semester. They include Printing/Graphics Design, Writing for Business/CIS, and two transferable general education courses. Ted Spriggs has been approved to head Component 2 of the grant, Strengthening Student Information Systems for Institutional Effectiveness. Cathy Collopy O'Donnell will head Component 3 - Strengthening Faculty/Staff Development through a Teaching Effectiveness Center. The newly Teaching Effectiveness Center is located in Room 800-D, inside the Instructional Development area of the Library/Learning Resource Center. Two web page design classes were held there on January 10 and 12 and attended by 31 faculty and staff members. At last night's Board meeting, Garth Clayton was approved as the new consultant/fundraising executive for the Friends of Fullerton College Foundation. This fulfills the commitment for Component 4 - Closing the Funding Gap. Faculty PAC members questioned who was making the decisions regarding the activities of the Title V grant, because faculty representatives on the Title V Steering Committee have communicated that they have not met in a long time. It was reported that the activities reported on were already agreed upon by the Steering Committee and the next Steering Committee meeting is scheduled for February 7, 2005. Carol Mattson and Rebecca Morgan will provide an update to PAC after the Steering Committee. Because it is extremely important to do so, Rebecca Morgan will be focusing her efforts to make sure we stay in compliance with the grant requirements.
2. Student Development Transcript Program: Karen Rose reported that the workgroup will reconvene to discuss the logistics of the program. The program proposal was presented to Faculty Senate. She has received feedback from both faculty and student services managers. Dr. Hodge requested that the workgroup discuss the mechanics and institutional commitment involved in the permanent record versus student record aspects of the program.
3. Student Dining Update: Chris Figuera presented on the committee's proposed options for enhancing the outdoor student dining area. A copy of her *email dated January 23, 2006* detailing the proposed options was distributed. It was reported that any enhancements made to the outdoor dining area will be a long-term investment as the area will remain a dining area, even with the development of the new Campus Commons.
4. Dynamic Fund Evaluation Process: At the December meeting, the BDC presented PAC with their recommendations for the continuance of the dynamic fund process. Feedback was received from the meeting from the Deans and Faculty. Included in the feedback were the following: (1) the funding should be taken from the one-time carry over funds; (2) that the criteria be narrowed and more clearly defined and (3) the request to discuss the proposals during the decision process. Dr. Hodge reported that she will be meeting with Adam O'Connor to discuss the dynamic fund further.
5. Institutionalization of Programs: Dr. Hodge reported that the Institutionalization of Programs Committee is currently working to develop a procedure by which grant funded programs can be recommended for institutionalization. They will present the procedure to PAC when completed. Committee members include Carol Mattson, Diana Kyle, and Mary Molina. It was reported that the Director of the MESA Program was notified that the grant ends June 30, 2006. Bob Simpson will make a presentation on the MESA Program at the February 8 PAC meeting.

## INFORMATIONAL ITEMS

1. Master Calendar Status: Dr. Hodge introduced Carolyn Whelchel, the new master calendar administrative assistant. Carolyn has begun the process of identifying the needs for the new campus-wide master calendar. She will be meeting with the deans to discuss the events handled through their divisions. She has met with Brad Rippe to discuss the implementation of an electronic database system that will assist in the record keeping/submission process. The master calendar process is expected to be in place by the Fall semester. Details of the process will be communicated campus-wide when ready. Dr. Hodge requested that any information pertaining to campus-wide events be submitted to Carolyn and Andrea Hanstein to assist them in this process.
2. AP3720 - Computer & Electronic Communication Systems - Draft Changes: A copy of the *proposed draft changes to AP3720* was distributed with the agenda. Dr. Hodge requested that all members share the document with their constituent groups and report any comments/language revisions to her

office as soon as possible. An electronic copy will be distributed to PAC Members and Managers. Dr. Hodge will present Fullerton College feedback at next District Planning Council meeting. Joumana McGowan reported that two faculty senators will meet with Fullerton College ACT Committee to discuss the issue and will report to Faculty Senate at their next meeting.

3. Field Trip Liability Waiver Forms: In response to the inquire at last PAC meeting regarding how long to keep the Field Trip Liability Waiver Forms on file, Fred Williams, District Vice Chancellor, wrote in his **email dated December 21, 2005** that signed forms should be kept on file for a period of two years. A copy of the email was distributed with the agenda. Dr. Hodge also reported that the new Student Participant Agreement form is to be used by Fullerton College only and not by the District as previously thought.
4. noccdd.edu – Email Address Change: Effective February 6, 2006, the Districts domain name will change to noccdd.edu. A copy of an **email from Debra Gerard dated January 11, 2006** announcing all pertinent information related to this change was distributed with the agenda. It was requested that everyone pass the word along to their constituent groups so that everyone is aware of this change.
5. NOCCCD Strategic Plan Update: Dr. Hodge reported that the District has hired consultants to assist in the development of a District Strategic Plan. The consultants will be conducting focus groups on campus to interview and receive feedback from faculty, staff, and students. The focus groups will be held sometime in mid-February. Information on the focus group sessions will be sent to staff as soon as they are scheduled.

#### MEMBER REPORTS

1. Deans: Rick Perez gave a comprehensive report on the various activities happening in the student services areas. Some key announcements included the report that the **Student Services Survey** is ready for campus distribution. An informational copy was distributed at the meeting. The Career and Life Planning Center will be moving to the 2000 Building beginning next week. All reports indicate that the first week of registration went very smooth. It was reported that personal assistants who attend classes with DSS students will be Board approved. Health Services is ready to begin conducting high risk drinking prevention presentations. Anyone interested in scheduling a presentation in their class should contact Health Services. Bob Jensen reported that the Deans' Council continues to work on establishing a new classified positions list which will then be presented to Dr. Hodge for her review. They are also continuing their discussion on enrollment management issues.
2. Managers: Emilio Perez reported all registration lines during the first week of the semester moved quickly and efficiently. The shuttle service is running smoothly with approximately 140 riders each day. A bid process has been established for the printing of the emergency pamphlets that will be located in all classrooms.
3. Faculty: Joumana McGowan reported that a three-senate joint resolution was passed that discusses salary negotiations with the Board.
4. Classified: Cynthia Wafer reported that she met with Rod Lusch and members of the CSEA Executive Board to inform and discuss with them several issues that have been generated through the Fullerton College Classified Senate. The issues include the implementation of a Mentor Program, the implementation of a Classified Person of the Year award, the need for more seats on campus committees, and the need to have staff development gear more functions toward classified staff. Dr. Hodge reinforced the importance of establishing a strong working relationship between the FC Classified Senate and CSEA.
5. Associated Students: Alejandra Goodrich reported that the Associated Student board still has the Treasurer seat vacant. There are also several senate and commissioner seat vacancies. Alejandra encouraged the faculty and deans to submit student recommendations to fill the vacancies. The students are hosting Club & College Days on January 25 and 26. The A.S. Nite Life is scheduled for next Monday, January 30. The A.S. Board is scheduled to meet with Dr. Hunter on Thursday, February 2 to continue discussion on the Smoke Free Campus proposal. A request to separate the District-wide smoking policy into separate campus-wide policies will be presented at DPC on Monday, February 13. There will be blood drive signups during the production run of *The Guys* on February 2, 4, and 5. Signups will also be running throughout campus from February 13 – 23. The Red Cross/A.S. Blood Drive is scheduled for March 1 and 2.

Adjournment: 4:10pm

Patricia Sanchez, Recording Secretary