



President's Advisory Council MINUTES

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

HOUSEKEEPING

1. Agenda: Approved as presented.
2. Minutes: The minutes of February 8, 2006 were approved after corrections were received and accepted.

NEW BUSINESS

1. Friends of Fullerton College: Garth Clayton, consultant for The Friends of Fullerton College, gave an overview of the foundation's current developments. The information was outlined in his handout titled ***The Friends of Fullerton College dated March 8, 2006. A brochure listing his contact information*** was also distributed. Carol Mattson reported that funds for the foundation's budget for next year must be approved soon. A proposal for funds will be submitted to PAC.
2. Classified Representation on Campus Committees/Workgroups: In the absence of Chrysal Van Beynen, this item was tabled for next PAC meeting.
3. Process and Funding for Special Projects Managers: Adam O'Connor reported that no process is currently available to determine funding for special project managers. As is the case, funding for the special projects manager position in Distance Learning will end soon.
4. Transcript Fees: Jon Morrell reported that the District is in the process of adopting changes to Board Policy 5030 – Fees. Discussion at the meeting centered on the issue that Fullerton College charges a \$10 fee for expedited transcripts where Cypress College does not. This practice is not outlined in the Board Policy but it is allowable under Ed Code policy. Dr. Hodge requested the students take the lead in making a recommendation to her by Monday as to whether they would like Fullerton College to continue with the practice of charging a fee for expedited transcripts. The policy will be discussed at the next District Planning Council meeting.
5. Skills Center Hours: In response to the Faculty Senate's request for availability of Skill Center hours for make-up testing during final week and intercessions, John Orr presented a tentative work schedule which allows for the Center to be open additional hours during finals and winter intercession. He will forward a copy of the schedule to Joumana McGowan for review and approval from Faculty Senate.
6. Faculty Senate/Shared Governance Request: In response to the formation of the "On-going Funding Process Workgroup" established at the PAC meeting of February 8, 2006, the Faculty Senate issued a memo of concern regarding policy compliance related to membership on governance committees. A copy of the ***memo to Dr. Hodge dated March 6, 2006*** was distributed. To help in the discussion, Dr. Hodge distributed copies of ***Board Policy and Administrative Policy 2510-Participation in Local Decision-making***. The Faculty Senate noted that "mutual agreement" must exist before there are any changes to committee structures. Faculty Senate assert that there was no mutual agreement in the composition of the On-going Funding Process Workgroup of one faculty, one classified, one manager, one dean and one student. Furthermore, Faculty Senate request that Dr. Hodge provide them with a written response to their requests as outlined in their memo of March 6.

OLD BUSINESS

1. Fullerton College 2006-2007 Goals: As requested at last PAC meeting, the draft Fullerton College 2006-2007 goals were to be shared with constituent groups. The students distributed a handout outlining their ***FC Goals 2006-2007 A.S. Recommendations***. Rick Perez reported the following recommendations from the Deans: Goal 1: if enrollment growth is to be funded then funding should come from the District,

a 2% growth factor is very achievable given the appropriate support from the top; Goal 2: support student success is achievable but it will need a clearly defined communication process to identify, analyze, assess and implement relevant concepts, steps should be taken to change campus culture, resources should be aligned with the things we identify as high-value; Goal 3: if related to micro-reorganization then concept needs to be massaged; Goal 4: no comment; Goal 5: a report card needs to be sent to the community to inform them about the results. Cynthia Wafer reported on behalf of Classified that lack of communication between different programs hurts success of students. Approval of goals is pending awaiting input from Faculty Senate.

2. Institutionalization Committee: Carol Mattson and Diana Kyle presented on behalf of the Institutionalization Committee their ***Draft of a Proposed Institutionalization Procedure*** which recommends the timeline and process that programs should follow when requesting institutionalization of their programs. Also distributed for review was 1) ***Curry's Model of Institutionalization*** which outlines the three conditions that must be present for institutionalization to occur 2) ***Creating the Institutionalization System*** which describes the design process to developing the institutionalization process 3) a copy of the ***Master TCO Budget Template*** that assists in the development of a program cost analysis. Dr. Hodge requested that the information be shared with their constituent groups and recommendations be brought back to next PAC meeting. Rolando Sanabria reported that all programs wanting to be institutionalized should be reviewed and approved all at one time rather than separately. This will allow all programs to have an equal opportunity to be funded.
3. On-Going Funding Process Workgroup: Dr. Hodge reported that the "On-Going Funding Process Workgroup" is de-commissioned pending the outcome of the discussion on BP2510.

INFORMATIONAL ITEMS

1. Academic Freedom Policy: Joumana McGowan distributed copies of the latest ***draft of Board Policy 4030-Academic Freedom***. Dr. Hunter will be meeting with the joint faculty senates on March 20th to review the policy.
2. AA Degree Requirements – Statewide Proposal for Legislative Changes: Doug Eisner reported on the Academic Senate recommendations to Title 5 regulations on minimum English and Math requirements for associate degrees. The proposed changes will raise the statewide minimum mathematics requirement from the level of elementary algebra to intermediate algebra and raise the minimum English requirement from one level below English 1A to the level of English 1A. An outline of the proposed changes are detailed in the handouts distributed titled ***The Associate Degree as Defined in Title 5*** and an article published by ***Ian Walton, President of the Academic Senate dated January 9, 2005***. Dr. Hodge stated that the Fullerton College Faculty Senate supports the proposed changes and that anyone speaking on behalf of the college should respond accordingly.
3. Accreditation Eligibility Requirements: A copy of the Accrediting Commission for Community and Junior Colleges ***Eligibility Requirements for Accreditation*** were distributed for informational purposes.
4. 2006-2007 College Hour: Alejandra Goodrich requested approval from PAC for the 2006-2007 college hours. They are November 8, 2006 from 12:00 – 1:00 p.m. during Homecoming Week and April 26, 2007 from 12:00-1:00 pm during the Festival of Diversity. The recommended dates and times were approved as requested.
5. Spending Plan Form: Adam O'Connor distributed a sample copy of the proposed ***Spending Plan Form***. The sample form outlines in detail the procedures to follow when submitting the information used to support all operating allocation budgets. The Spending Plan Form will also be available on the J:drive. It is the purpose of this form to provide the opportunity to give more thought in advance as to how a budget will be spent and to track how money is actually spent. It was announced that a call for budgets would be coming soon.

MEMBER REPORTS

1. Deans: Bob Jensen reported that the draft Fullerton College 2006-2007 goals were reviewed at the last Deans' Meeting. Recommendations were provided by Rick Perez during earlier discussion of the item. The Deans worked with Janet Portolan and approved funding for various classroom improvement projects. The Banner Steering Committee approved a new password profile update requiring a change of password every 90-days for Banner users. The Financial Aid Office will begin testing in April on EVision, a payment card that allows financial aid disbursements to be credited to a card and allows students to use to make their purchases.

2. Managers: No Report.
3. Faculty: No Report.
4. Classified: Cynthia Wafer reported that 31 nominations were received for the Classified Employee Recognition award. Criteria for selection as well as entry nomination forms will be reviewed at the next Classified Senate meeting. Harmony Foods has donated two lunch vouchers per quarter to award the winning candidate. Other winning tokens as well as a Certificate of Acknowledgement are currently in the works. The winning candidate will be announcement in early April and a surprise gathering at the employee's work area will follow. A seat is available on the Campus Diversity and Equity committee chaired by Cindy Vyskocil. The 4CS training has been put on hold until a full Classified Senate committee is in place. There is currently an opening for the Vice President position.
5. Associated Students: Alejandra Goodrich reported that Club Rush will take place tomorrow in the quad. A handout was distributed announcing a **fundraiser at Sizzler** on Tuesday, March 14 and Thursday, March 16 in which 15% of all purchases will be donated to the students to help raise funds for leadership scholarships. The information will also be posted in the next President's Weekly. The annual blood drive was held last week and was once again a great success. The students will be presenting their proposed revisions to AP 3570 Smoking on Campus to the District Planning Council on Monday, March 13. The proposal recommends changes in the policy/procedure that allows each campus to establish their own smoking policy. The students have established a "Give-a-dollar for Joe Vasquez" booth at tomorrow's Club Rush event. The donations will assist Joe Vasquez, a former Fullerton employee who was seriously injured in a motorcycle accident last year. On a related note, Cynthia Wafer inquired if it was possible to donate employee sick time to assist Joe Vasquez. Dr. Hodge referred her to Rod Lusch, President of CSEA, as this is a bargaining issue. Bob Miranda reported that a monetary donation was issued to Joe Vasquez on behalf of the Latino Faculty and Staff Association.

ANNOUNCEMENTS

1. Adam O'Connor announced this year's All Campus competition which will be held on Friday, May 12 at the campus gym. This year's event will be dodgeball. On a related note, Cynthia Wafer asked that the minutes reflect the position on behalf of the Classified Senate that they could not understand why the campus is allowed to participate for several hours in an all campus competition event but the Classified Senate was not given permission to participate in a half day training retreat that would teach them skills to do their job as classified senators better. Dr. Hodge clarified that the Classified Senate was allowed to use one hour of their scheduled meeting time plus an additional one hour for said training purposes.
2. Sue Beers announced that the Fullerton College Men's Basketball team will be competing in the state final championships tournament in Fresno starting Friday, March 10. A sendoff celebration will take place on Thursday, March 9 at 11:00 am in the 1200 Bldg alcove by the B parking lot. A **handout** detailing the weekend events was distributed. Live championship results will be posted at www.sports.fullcoll.edu or www.coasports.org.
3. Dr. Hodge introduced Barbara Hollowell, the new interim Vice President of Instruction.
4. Dr. Hodge announced that Laurie Brault, Director of Health Services will be retiring this year.
5. Bob Jensen announced the opening ceremony for this year's **Fullerton College High School Theatre Festival** will be held on Friday, March 17 at 11:00 am in the quad. The festival will run through Saturday, March 18. The Artist in Residence exhibition featuring works by Alyssa Monks and courtesy of the Sarah Bain Gallery will be on exhibit starting March 13 in the Fullerton College Art Gallery. The annual Fullerton College Jazz Festival is scheduled for Friday, March 31. The festival is a great opportunity to distribute recruitment information. Anyone wishing to distribute information during the festival should contact Bob Jensen.

Adjournment: 3:50pm

Patricia Sanchez, Recording Secretary