



President's Advisory Council MINUTES

September 27, 2006

Approved - 10/11/06

MEMBERS PRESENT: *Chair:* Kathie Hodge; *Deans:* Bob Jensen *Management:* Emilio Perez *Faculty:* Ken Collins, Diana Kyle, Joumana McGowan, Jay Seidel *Classified:* Monica Hagmaier, Chrystal Van Beynen
Associated Students: Laura Mata, Jonathan Mayer

HOUSEKEEPING

1. Agenda: Approved as presented.
2. Minutes: The minutes of September 13, 2006 were approved as presented.

NEW BUSINESS

1. NOCCCD Strategic Plan/2007-2008 College Goals: Dr. Hodge reported that the District presented the District Strategic Plan 2nd Phase - Implementation at the last District Planning Council (DPC). The framework outlines eight District goals set under three distinctive focus areas. A copy of the goals were not available for the PAC meeting but were read out loud by Joumana McGowan. A copy of the goals will be forwarded to PAC members as soon as possible. Dr. Hodge recommended that Fullerton College adopt the same goals as the District but incorporate specific FC objectives under each goal. Her goal is to set FC goals that align to the District Strategic Plan by the end of the year. PAC members have been assigned to share the goals with their constituent groups for review and suggestions. This item will return to next PAC meeting.

OLD BUSINESS

1. PfE Revisit: As agreed at the last PAC meeting, this item was returned for discussion so that clarification of any outstanding issues can be resolved. Adam O'Connor gave a chronological history of events since cutbacks were made to various programs in 2003. In summary, it was agreed that no reinstatement of funds had been approved by the Budget Development Committee (BDC) at any time. It was agreed that the BDC will develop a recommended process by which any program on campus can submit a request for on-going funds. The BDC was asked to present a process to PAC as soon as possible so that it is in place for the upcoming budget process.
2. Institutionalization of Programs: Diana Kyle gave an overview of the documents previously submitted by the Institutionalization Committee recommending a process for Institutionalization of Programs. The handouts included a ***Draft of Proposed Institutionalization Procedure, Curry's Model of Institutionalization, Creating the Institutionalization System, and sample of Master TCO Budget Template***. Various changes to the Draft of Proposed Institutionalization Procedure were recommended and Diana Kyle will take back to the committee for approval. An updated version of the document will be distributed to PAC members. At the next PAC meeting, PAC will be asked to approve this procedure for implementation. Under separate discussion, it was questioned that because PfE funds are no longer accounted for separately but are now part of the general fund budget should only those positions under grant-funded programs be considered for institutionalization or should all former PfE programs also be considered. It was agreed that a definition of institutionalization versus non-institutionalization needs to be in place before further decisions are made regarding prior PfE funded programs.

INFORMATION ITEMS

1. Institutionalization Committee: Handouts as outlined in Old Business – Institutionalization of Programs were distributed for informational purposes.
2. PAC Retreat Notes: A copy of the notes taken during the President's Advisory Council Retreat held June 20, 2006 were distributed for informational purposes.

3. Environmental Scan: Dr. Ken Meehan gave an overview of the information contained in the current FC Environmental Scan. A copy of the information provided is outlined in the handout titled ***Fullerton College Environmental Scan dated September 25, 2006***. It was noted that the handout provided was incomplete and a corrected copy will be forwarded to all PAC members.
4. Informational Items Next PAC Agenda: Dr. Hodge requested that Emilio Perez report on the Standardized Emergency Management System (SEMS) at the next PAC meeting. Joumana McGowan requested that an update on the Measure X bond be presented at a future PAC meeting.

MEMBER REPORTS

1. Dr. Hodge: Dr. Hodge reported that Carol Mattson was appointed to collect all information related to the work the College is doing on Student Learning Outcomes. The information will serve as a historical background for reporting to the Accrediting Commission. She requested that any information pertaining to SLOs be forward to Carol Mattson.
2. Deans: Bob Jensen reported that discussion at the last Deans' Meeting included issues related to academic computing such as strategic planning, funding and license agreements. Other areas of discussion included schedule of classes and classroom seating capacity. He reported that deans have ideas to share with the Equivalency Committee regarding policy enforcement.
3. Managers: Emilio Perez reported that Jesse Blank, International Student Center Director will be leaving Fullerton College to pursue a Masters Degree at Northwestern University in Chicago. The District Management Association will hold its annual breakfast at the Buena Park Holiday Inn on Friday, October 20, 2006. Dr. Jerome Hunter, Chancellor for the NOCCCD will be the guest speaker. Emilio reported that Maintenance & Operations have begun posting the FC Emergency Response Guide on all classrooms. Please contact his office if anyone needs copies to post in their areas. Bob Miranda inquired as to who he should contact to have fire extinguishers recharged. Emilio will provide him with the contact information.
4. Faculty: No Report.
5. Classified: Monica Hagmaier reported that the next Classified Senate meeting is scheduled for Thursday, September 28, 2006.
6. Associated Students: Jonathan Meyer reported that the Associated Students are working towards building a stronger foundation that will assist them in the governance process on campus as well as establishing good relations within the outside community. Their hope is to establish more effective policies and procedures by the time they move into the new Campus Commons building which will become the focal point of their organization. Jonathan inquired about the existence of the Standard Office Furniture committee. It was reported that the committee is no longer in existence. He reminded everyone to sign the beam that will be hoisted on the new Campus Commons building during the topping-off ceremony.

ANNOUNCEMENTS

1. Chrystal Van Beynen announced that the Workforce Center will hold a job fair on Wednesday, October 25, 2006 in the Quad. Seventy-five employers are expected to participate.
2. Jon Morrell announced that the Student Services area is currently holding an Open House in Buildings 1406-1409.
3. Emilio Perez reported that he has contacted the City of Fullerton to post a no left-hand sign on the main Entrance/Exit of the parking structure because police officers have been issuing citations to anyone making a left hand turn onto Lemon Street from that exit.
4. Bob Jensen reported that the Fine Arts Division will be hosting an Open House on Thursday, October 5, 2006. Over 150 high school students are expected to attend.

Adjournment: 4:08 p.m.

Patricia Sanchez, Recording Secretary