



President's Advisory Council MINUTES

October 11, 2006

Approved - 10/25/06

MEMBERS PRESENT: *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 *Absent:* Kathie Hodge

HOUSEKEEPING

1. Note: In the absence of Dr. Hodge, Ken Collins and Barbara Hollowell co-chaired the meeting.
2. Agenda: Approved as presented.
3. Minutes: The minutes of September 27, 2006 were approved after minor corrections were received and accepted.

NEW BUSINESS

1. Budget Development Committee Update: As requested at last PAC meeting the Budget Development Committee submitted a ***Draft of Additional Ongoing Funds Request Procedure***. Adam O'Connor gave an overview of the process as outlined in the handout. He also reported on the ***BDC Report to PAC dated October 11, 2006***. The BDC recommended, and Dr. Hodge approved, an on-going 4.23% COLA allocation to all programs beginning fiscal year 06/07 and a one-time Growth Beyond Extended Day allocation to those divisions which had FTES growth in 05/06. The recommended fund allocations are outlined in the handout. It was requested that PAC members share both handouts with their constituent groups. Joumana McGowan requested that a discussion be held regarding the \$2.5M unallocated carryover funds. She would like PAC to provide direction to the BDC as to where the funds should be allocated. It was agreed to bring this item back to the next PAC meeting.

OLD BUSINESS

1. 2007-2008 College Goals: Barbara Hollowell reported that the Chancellor requested that the College's 2006-2007 goals developed by the Vice Presidents and Deans be aligned with the eight District goals. To accomplish this, the Vice Presidents will "retro-fit" the Fullerton College goals into the eight District goals. Development of the College's 2007-2008 goals will be done in concert with the District and our goals will align with the District goals. All constituent groups were asked to begin dialogue for planning and establishing goals for 2007-2008. Goals for 2007-2008 should be at or near completion by January 2007 to have in place for the budgeting cycle of the new academic year. Bob Jensen reported that the Deans are in support of retro-fitting the already established 2006-2007 goals. Faculty, Managers, Classified and Students will bring feedback from their constituents at the next PAC meeting. The ***NOCCCD Strategic Plan Second Phase-Implementation; Proposed Fullerton College 2007-2008 Goals; and NOCCCD Strategic Plan Framework*** were once again distributed for informational purposes.
2. Institutionalization of Programs: After making the changes recommended at the last PAC meeting, the ***Final Draft Institutionalization Procedure*** was approved as submitted.

INFORMATION ITEMS

1. The Standardized Emergency Management System (SEMS): Emilio Perez gave an overview of SEMS and distributed ***Section I Overview of the Standard Emergency Management System; SEMS Introductory Course outline; and How to Take the Online Final Exam for IS 100 and IS 700 (REV)***. SEMS is the emergency management system that is used when responding to multi-agency and multi-jurisdiction emergencies. In order to be eligible for disaster reimbursement funding, Fullerton College staff must complete the SEMS courses. Emilio asked all PAC members to complete the two online courses and submit a copy of their completion certificates to him by the end of October. Emilio further reported that the City of Fullerton is developing their city-wide emergency response plan. Once that plan

is completed, they will contact the local agencies to develop a plan which includes the other agencies. Emilio described the Fullerton College emergency response procedure and reported that he plans to conduct an emergency response drill on campus in the next year.

2. SLO Tracking: As reported at the last PAC meeting, Carol Mattson has been appointed to collect all information related to the work the College is doing on Student Learning Outcomes. Carol reported that a matrix similar to one used by Coastline Community College will be used to record information for Fullerton College. A template for Fullerton College will be maintained and posted on the J:drive. Information is also available on the SLO website at <http://slo.fullcoll.edu>.

MEMBER REPORTS

1. Deans: Bob Jensen reported that at the last Deans' meeting they reviewed summer calendar terms, transfer of Room 611 and Computer Lab 317, and room space inventory. He reported that Erica Bennett, Systems Librarian, is working towards utilizing Argos in the Library computers to complement Library services. Financial Aid continues its debit card trial period. The reduction in tuition cost for next semester will have an adverse effect on Pell Grant students reducing their allotments by \$56 per student. He reported that Banner 7 is scheduled for roll-out on Monday, October 16, 2006. If any one needs training on the new system they should contact Erin Ridley at District IS. At the last Banner Steering Committee discussion included the drop-for-non-payment procedural issues. Further discussion continues regarding the purchase of a new portal system. Peter Fong announced that during spring registration students will be able to reset their WebStar pin numbers on a one-time basis rather than waiting for a campus e-mail reply.
2. Managers: Emilio Perez reported that the District is encouraging as many staff members as possible to take the SEMS test within the next two weeks. Once they receive the completion certificate a copy should be forwarded to Campus Safety for filing. He also reported that a meeting will soon be scheduled with all managers who perform night dean duty. The meeting will reinforce the duties and process establishing in case of an emergency situation.
3. Faculty: Joumana McGowan reported that the Faculty Senate approved the final draft of the Academic Freedom Policy. An informational meeting regarding the compressed calendar will be held on Tuesday, November 7, 2006. Faculty members from both Fullerton College and Cypress College are encouraged to attend. Faculty leaders from Orange Coast College, Antelope Valley College, Mt. San Antonio College, Golden West College, and Riverside Community College will also be attending the meeting. She reported that elections for the Class Schedule Task Force and the Catalog Committee will be completed on October 19, 2006.
4. Classified: Monica Hagmaier reported that elections for the various executive board and senator vacancies will be held at the next Classified Senate meeting scheduled for October 12, 2006.
5. Associated Students: Jonathan Mayer reported that the Associated Students are reviewing Board Policy 5040 – Student Records and Privacy for language clarification. They will be presenting their suggestions at the next meeting of the District Planning Council. Peter Fong and Ken Meehan recommended that students seek the advice of those individuals familiar with the policy to get a clear understanding of the policy and possible ramifications in setting restrictions to the policy.

ANNOUNCEMENTS

1. Bob Jensen announced that the campus Art Gallery is featuring The Disenchanted Forest Exhibit featuring work by Daniel du Plessis. The exhibit will run through Thursday, October 26, 2006.
2. Bob Jensen announced the theatrical opening of Cyrano de Bergerac. The play will run through this coming weekend in the Campus Theatre.

Adjournment: 3:25 p.m.

Patricia Sanchez, Recording Secretary