



President's Advisory Council MINUTES

March 26, 2008
Approved - 4/9/08

MEMBERS: *Chair:* Kathie Hodge *Deans:* Bob Jensen *Management:* Emilio Perez *Faculty:* Ken Collins, Susan Nack, Miguel Powers *Associated Students:* Ethan Morse *Classified:* Jim Book, Efrain Villanueva *Absent:* Jay Seidel, Timothy Gilpatrick

HOUSEKEEPING

1. Agenda: The following items were added to the agenda: Informational Items/Announcements: Item 3 – Final Exam Schedule, Item 4 – Program Review.
2. Minutes: The minutes of the March 12, 2008 meeting were approved as presented.

NEW BUSINESS

1. Budget: Budget Director Adam O'Connor reported on various issues related to the budget. For the 2007/2008 fiscal year, the District is expected to experience a reduction in funding of \$2.4M as a result of overstated property tax income reported to the State. At this time the District will not be passing on these reductions to the campuses, but will be absorbing at the District level. The District has not settled salary negotiations with any of the bargaining units regarding the 4.53% COLA the District received but has not yet passed on. For the 2008/2009 fiscal year, it is anticipated that there will be no COLA increase, no increase in student fees and limited growth money statewide. A somewhat clearer picture of next year's budget is expected during the May Revise, but may not be fully known until the summer.
2. Campus Guidelines for Disruptive Students: Health Services Director Chris Kiger reviewed the information contained in the handout ***Fullerton College Guidelines for Assisting Students in Crisis/Distress and Addressing Disruptive Behavior***. The information is intended to be used as a guide or reference point for faculty and staff when in need. The guidelines were developed by the Threat Assessment Team. PAC members are to distribute the information to their constituent groups and any feedback should be forwarded to Chris Kiger. Several questions were asked regarding guidelines for addressing plagiarism and cheating in the classroom. Information on that topic will be brought to the next PAC meeting.

OLD BUSINESS

1. Strategic Plan Update: The college is in the process of completing its evaluation of the 2007-2008 Goals and Objectives to be reported on the NOCCCD Strategic Plan. A copy of the completed strategic plan update will be available at the next PAC meeting.
2. Student Concerns: AS President Ethan Morse reported that he is scheduled to meet with the President about these issues March 27, 2008.
3. Smoking Enforcement Committee Update: AS President Ethan Morse reported that the committee continues to work on possible enforcement procedures and had sent an email state wide to see what others are doing. The Committee is scheduled to meet the week of March 31.

INFORMATIONAL ITEMS / ANNOUNCEMENTS:

1. Campus Safety First Call: Campus Safety Director Emilio Perez reminded everyone about the importance of first calling the Campus Safety Office during any emergency. Campus Safety will assess the situation and determine what resources are necessary. When dialing the Campus Safety number (x27343), press "0" and the call will be forwarded directly to the staff in the office, or, if it is after hours, to the radio line. An officer is on duty 24-hours a day/7 days a week.
2. Title 5 Updates – Compliance: Registrar Albert Abutin reported on the progress for updating all the printed materials and the website with the new Title 5 compliance requirements effective August 2007. A task force that included individuals from Admissions & Records, Counseling, Academic Services, and

CurricUNET has been working on updating all pertinent information. A significant part of the changes are to the language. For example "Credit/No Credit" is now "Pass/No Pass". The taskforce expects to have all changes completed by the end of the month. Changes will be reflected in the 2008-09 Catalog and 2007 fall schedule.

3. Final Exam Schedule: Dean Carol Mattson shared a draft copy of the **Fall 2008 Final Exam Schedule**. PAC members were asked to distribute the information to their constituents groups and provide feedback to Carol Mattson.
4. Program Review: Vice President Larry Buckley distributed a draft copy of the narrative which is intended to document the college's existing **Program Review** process. Comments and suggestions should be forwarded to Larry Buckley. Director of Institutional Research Ken Meehan is currently meeting with all division deans to review the current data. The Deans will then share that information with their faculty and prepare an Executive Summary of the information.

MEMBER REPORTS

1. Deans: Dean Bob Jensen reported that the deans are working on submitting the final report to PAC on the 2007/2008 Unit Objectives. That information will be available electronically for the April 23 meeting. A handout was distributed on information about the **Artist in Residence, Philip Cornelius**. The exhibit will run from March 11 through April 10, 2008. The 36th Annual Jazz Festival is scheduled to begin on Friday, April 4, 2008.
2. Managers: No Report.
3. Faculty: Faculty Senate President Ken Collins inquired about the baseball field safety nets. There have been several reports to him regarding broken car windows. Campus Safety Director Emilio Perez will review the situation and reminded all that anyone with broken windows should contact Campus Safety.
4. Classified: Classified Senate President Efrain Villanueva reported that the last day to submit nominations for the Classified Employee Recognition award is March 27, 2008. The 3rd Annual Classified Senate Open House is scheduled for May 1, 2008 from 11:30 am – 1:00pm in the College Center. On behalf of the Classified Senate, Efrain made a statement in support of the Child Development Center. The statement is on file in the President's Advisory Council files and can be reviewed upon request. Efrain announced that he will be stepping down as President of the Classified Senate effective June 30, 2008.
5. Associated Students: Associate Student President Ethan Morse reported that Professor Francis Mummery has been selected as the Teacher of the Year. Student surveys are currently underway and any faculty members that would like to administer the surveys in the classrooms should contact him.

ANNOUNCEMENTS

1. Dean Bob Jensen announced that this year's all staff event is scheduled for May 9, 2008. The event will be a softball game against District personnel.

Adjournment: 3:30 p.m.

Patricia Sanchez, Recording Secretary