



President's Advisory Council MINUTES

March 14, 2012
Approved March 28, 2012

MEMBERS Present: *Chair:* Rajen Vurdien *Management:* Olivia Veloz *Faculty:* Marcus Wilson, Markus Burger, Ken Collins *Classified:* Pattie Foster, April Ramos *Associated Students:* Maria Duque, Joey McIntosh **Absent:** Lisa Campbell

HOUSEKEEPING

1. **Agenda:** "2012-2013 College Hour" was added as New Business to the agenda.
2. **Minutes:** The minutes of February 22, 2012 were approved as presented. The minutes of February 8, 2012 were amended to reflect the discussion regarding the Total Cost of Ownership for the student ID card system.

OLD BUSINESS

1. **Addressing the Needs of Under-Prepared Students:** The Student Success Committee has held two meetings, and the co-chairs are Dan Willoughby and Jose Miranda. The committee will start evaluating current programs and make recommendations to PAC and will eventually develop a comprehensive plan for student success.
2. **Strategic Plan:** The Program Review Committee has a retreat this Friday to examine common themes and challenges in the program reviews and to provide feedback. The Institutional Research Committee is evaluating the entire planning process.
3. **Accreditation:** The follow-up report was delivered to ACCJC on Tuesday. ACCJC will notify the college of the date for the site visit. Evidence will be gathered in preparation for the visit, and a notice will be sent to all faculty and staff once the date has been confirmed.
4. **Enrollment Management Plan/Workload Reduction:** Administrators have met twice with the Faculty Senate Executive Team to begin formulating an adjustment plan that will provide guidelines for reductions or growth. Although they still need to agree on the details of the plan, Marcus Wilson stated that Faculty Senate believes the President and administration are operating in good faith.
5. **Smoking Policy:** Since the majority in the constituency groups did not want to fine students for smoking, this item will be removed from the agenda.
6. **Research:** The council reviewed the Institutional Effectiveness Report and the Accountability Reporting for Community Colleges (ARCC) report, which are used to address how well the college is doing in meeting its mission. These reports were also provided to the Student Success Committee. One of the items Dr. Meehan pointed out was that the success rate for Distance Education courses is lower than the college rate. He will send the success rates by course to Marcus Wilson and the deans for their evaluation. He also shared that the number of "W's" has gone down. Maria Duque noted that the value of courses has gone up due to the limited number of classes.

NEW BUSINESS

1. **Course & Program Level SLOs: Status and Timeline:** The goal is to be proficient for SLO's by fall 2012. Approximately 92% of the course-level SLO's are completed and progress is being made on the program-level SLO's. The information in CurricUNET is currently being updated so we will have an accurate measure by the time of the ACCJC site visit.
2. **2012-2013 College Hour:** The council approved the following 2012-2013 College Hour events: Homecoming events on Wednesday, October 31, 2012 from 12 pm – 1 pm (with a rain date of

Thursday, November 1), and WorldFest on Thursday, April 25, 2013 from 12 pm – 1 pm (with a rain date of Thursday, May 2).

MEMBER REPORTS/ ANNOUNCEMENTS

1. Dr. Vurdien reported that the Study Abroad Coordinator will be selected through the committee process; however, the Staff Development Coordinator will be selected through a new process.
2. Dr. Giugni reported that \$125k will be distributed to the divisions for instructional equipment based on the established formulas, and \$125k will be distributed based on the outcome of Program Review. The Planning & Budget Steering Committee will need to prioritize the list. Dr. Meehan will create a form to request funds for programs that are not doing their Program Review this year. Vice President Perez stated that Total Cost of Ownership needs to be included.
3. Vice President Perez reported that Fred Williams and Claudette Dain gave a presentation at PBSC regarding the state funding. In the worst case scenario, there would be an \$8m cut to the college. Budget instructions will be sent out to the departments next week, and they will be asked to develop contingency plans for a 7%, 10%, and 15% budget cut.
4. The Facilities and Safety Advisory Group is working on revising the emergency instructions.
5. Bob Jensen announced that the Centennial donor catalog won an award; a Centennial presentation will be given to the board; there is a local History Heritage Conference today; and tomorrow, invitations will be given to Pat Nixon's daughters for the Centennial.
6. April Ramos reported that Classified Senate is accepting nominations through April, and the ballots will go out in May. Their end of the year event is on April 19, and they are in need of door prizes.
7. Maria Duque announced that Associated Students is recruiting for 14 senator positions this year and 17 positions next year, which is approximately half of the senators. In addition, next year they need to fill the positions of President, Vice President, Recorder, Treasurer, Student Trustee, and ICC President.
8. Marcus Wilson reported that Faculty Senate will be meeting tomorrow. They are working on issues regarding the Faculty Senate President and are looking for two additional PAC representatives.

Adjournment: 4:16 p.m.

Shannon Matthews, Recording Secretary