



# President's Advisory Council MINUTES

October 10, 2007

Approved -10/24/07

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

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## HOUSEKEEPING

1. Agenda: The following items were added to the agenda: New Business Item 1 – President's Weekly; Informational Items/Announcements Item 1 – Strengthen Student Success Conference, and Item 2 – Leadership Retreat.
2. Minutes: The minutes of the September 26, 2007 meeting were approved.

## NEW BUSINESS

1. President's Weekly: Andrea Hanstein reported on the benefits and features of Constant Contact, the new software program she uses to produce the President's Weekly electronic newsletter. The program allows production of unlimited newsletters. Anyone interested in producing a newsletter for their campus group should contact Andrea Hanstein for more details.

## OLD BUSINESS

1. Basic Skills Strategies Workgroup: There was no new information to report on the Basic Skills Strategies Workgroup. Dr. Hodge mentioned that she had a brief meeting with Deans Dan Willoughby and Mark Greenhalgh to talk about the basic skills initiative, since their divisions are most impacted. Information on the Basic Skills Strategies Workgroup will be reported as it becomes available.
2. Accreditation Mid-Term Report: Dr. Hodge reported that Dean Ann Hovey has been assigned to work with a faculty member to produce the accreditation mid-term report. Ken Collins reported that two faculty members have submitted their names for consideration and one faculty member will be selected at the October 18 Faculty Senate meeting. As Accreditation Liaison Officer, Janet Portolan will also be available as a resource. The mid-term report will summarize progress of key issues in response to the Accreditation Team's final recommendations. It is anticipated that a draft of the mid-term report will be completed by the end of December. The draft will then be submitted to the campus constituencies for review and the final version of the mid-term report will be submitted to the NOCCCD Board of Trustees for approval by the Board at their March 11, 2008 meeting. Following approval by the Board, the report will be submitted to the Accrediting Commission by the March 15, 2008 deadline.
3. Key Return Policy / Exit Procedure: As agreed at the last PAC meeting, a draft Exit Procedure will be created to provide guidelines for returning keys and other items when employees terminate their relationship with the college. For information and reference a copy of the *Cypress College Check Out Procedures form* and *NOCCCD Administrative Procedure 7350 – Resignation* were distributed. AP 7350 states that exit and clearance procedures should be in place at each campus. After some discussion it was agreed that Adam O'Connor and Chris Fighera will co-chair the Exit Procedure Committee. Committee members will include Emilio Perez, Bob Jensen, two faculty and two classified staff. The names of faculty and classified members will be forwarded to the committee co-chairs. The Exit Procedure will be submitted to PAC for review prior to implementation.

## INFORMATIONAL ITEMS

1. Strengthening Student Success II – Making a Difference Conference: Peter Fong shared information about the RP Group sponsored Strengthening Student Success II Conference that Bruce Henderson, Olivia Veloz, Elias Dominguez, and he attended in San Jose October 2-5, 2007. The conference offered practical solutions to issues related to Student Learning Outcomes and best practices on Basic Skills

initiatives.

2. Leadership Retreat: Staff Development sponsored a Fullerton College Leadership Retreat in Aliso Creek from October 4-6, 2007. The retreat was attended by members of the various constituent groups on campus and used as an avenue to discuss issues of importance to the campus. It was established at the retreat that a follow-through of several issues discussed at the retreat would continue through the semester. Dr. Hodge reported that Staff Development will compile all the information received at the retreat and produce an informational report to share campus-wide.

#### MEMBER REPORTS

1. Deans: Bob Jensen reported that six deans attended the recent FC Leadership Retreat. He mentioned that the retreat was a great way for staff to brainstorm on issues affecting our campus as well as getting to know members from other constituent groups. He reported the latest information from the District Banner Steering Committee. The committee is working on implementing an electronic schedule for students that will be available through MyGateway. The students will be able to print the schedule from their own computers at home which will provide information such as their class schedule and account information. The printed schedule will serve as an official receipt to conduct business on campus. The steering committee is also investigating the possibility of acquiring an outside vendor that will allow students to purchase their parking permits on-line. MyGateway is scheduled to roll-out November 14, 2007. Bob reported on the recent Deans' Council meetings. Fred Schambeck, Director of the Fullerton College Foundation attended the October 2 Deans' Council meeting. They discussed the integrity of record keeping, the return of investment on scholarships, and how the foundation can assist the college to raise money. Dr. Hodge reminded PAC that a Memorandum of Understanding is still pending between the FC Foundation and the college. The deans also discussed and established the 2007-2008 Fulltime Faculty Hire List. Bob also mentioned that several Deans met individually with Pete Cruz, the new District Internal Auditor.
2. Managers: Emilio Perez distributed a ***PAC Meeting Managers Update 10/10/07***. The report included information about the presentation by Pam Bonneville, Karin Pavelek, and Patricia Green entitled "Nature, Learning and the Reggio Philosophy" at the 3<sup>rd</sup> Annual Collaborative Fall Conference. It was also reported that the Harvest Festival will be held on Friday, October 19, 2007 from 6:00-8:00 pm in the parking lot of the Child Development Center. The campus Health Center is offering flu shots which began on Monday, October 8, 2007. A handout on the ***Walk-In Flu Clinic*** was distributed with information on dates, times, and pricing. A handout on the various upcoming ***Cadena/Transfer Center Diversity Events*** was also distributed. The Theatre Department is offering all staff two complimentary tickets to the production of *Julius Caesar* which begins Thursday, October 11, 2007.
3. Faculty: No Report.
4. Classified: Efrain Villanueva reported that the Classified Senate is working on modifying their existing webpage to make it more informative. The Senate is also working on developing a classified yearbook so that others can get to know who the classified members are on campus and working with Staff Development to develop a Mentor/Orientation workshop for new classified personnel.
5. Associated Students: No Report.

Adjournment: 3:20 p.m.

Patricia Sanchez, Recording Secretary