



# President's Advisory Council MINUTES

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**MEMBERS PRESENT:** *Chair:* Kathie Hodge; *Deans:* Bob Jensen, Rick Perez; *Management:* Emilio Perez  
*Faculty:* Diana Kyle, Joumana McGowan, Miguel Powers, Rolando Sanabria; *Classified:* Chrystal Van Beynen,  
*Associated Students:* Julie Law **MEMBERS ABSENT:** Chris Fighera, Cynthia Wafer, Alejandra Goodrich

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## HOUSEKEEPING

1. Agenda: New Business Item 5 – PfE Cuts was added to the agenda. Informational Item 5 regarding the MESA Program was deleted as it was a duplicate agenda item to Informational Item 11.
2. Minutes: The minutes of November 9, 2005 were approved after minor corrections were received and accepted.

## NEW BUSINESS

1. Special Presentation – OCTFCU: Carmen Gomez, Branch Manager of the Garden Grove Orange County Teacher's Federal Credit Union, presented Miguel Powers with the 2005 Teacher of the Year award.
2. Organizational Updates/Administrative Appointments: Dr. Hodge introduced Scott McKenzie, new Dean, Technology & Engineering; Rebecca Morgan, new Coordinator Title V who replaces Victoria Lugo; and Jeff Courchaine, who will continue as Interim Dean, Business & CIS through the Spring semester. She reported that an announcement will soon be made for the Director, Fullerton College Foundation. Also, the hiring process for both the Vice President of Student Services and Vice President of Instruction are in the final stages. An announcement for the Vice President of Student Services should be made later next week. Executive level interviews are still pending for the Vice President of Instruction.
3. Credit/Non-Credit Policy Update: Joumana McGowan reported that the subcommittee established by DCCC to review issues related to the School of Continuing Education's course numbering, duplication in course numbering and certification, and distinction between credit and non-credit programs will resume its work in the spring semester. It was reported that the FC divisions affected by this process include Business and CIS, Counseling, and Technology & Engineering. It was encouraged that these divisions send a list of the affected courses to the subcommittee so that they have the information available when they resume their work in the spring. Diana Kyle requested a list of SCE course offerings for comparison. Ken Meehan will provide her with the list. The members of the subcommittee representing Fullerton College include Lis Leyson, Doug Eisner, and Kevin Sampson.
4. Strategic Planning: Dr. Hodge reported that in response to the recommendations from the recent accreditation team visit, the District has hired a consulting firm to assist the District in reviewing its strategic planning process. A report from the consultants is expected at the end of January. Fullerton College will await the results from the consultant's report before the college's own team proceeds with their evaluation of the campus' own strategic planning process. The team includes Carol Mattson, Bruce Cordell, and Ken Meehan. Dr. Hodge reported that having in place a solid strategic plan is not only good practice but will assist the college to address issues under AB1417, the new system-wide accountability bill directed by the Chancellor's office. The bill will evaluate areas of accountability to include achievement in terms of degrees/certificates earned and transfer to four year institutions; achievement of vocational and workforce development courses and programs; improvement of student basic skills; and participation rate in the college system compared to the State's adult population. The bill is currently in the development stages and a first draft copy will be available during the spring semester. A handout, *The AB 1417 Performance Framework for California's Community Colleges: Information, Improvement, and Accountability*, giving a detailed description of the bill was distributed.

5. Program Cuts: Questions continue to arise regarding the reinstatement of PFE funds to those programs that received permanent cuts a few years ago. Adam O'Connor will prepare a report for next PAC meeting outlining the programs and the amounts affected by the cuts. Dr. Hodge reported that PFE funds no longer exist as isolated funds but are now part of base funding. While those programs that underwent cuts will not be ignored, a process needs to be in place to determine which programs warrant reinstatement of funds for their own budget planning. This item will return for further discussion at the next PAC meeting.

#### OLD BUSINESS

1. Staff Parking – Evening: Emilio Perez reported to PAC on the committee's final recommendation regarding the student use of staff parking lots during the evening. The committee recommends that Staff Parking Lot E located by the 2000 Building be made available for student parking after 5:00 pm. This process will make available approximately sixty additional student parking spaces and alleviate some of the parking congestion established by campus-wide construction projects. After further discussion, the recommendation was approved and will take effect during the Spring semester. All means of communication will be used to notify the campus community of this decision. An evaluation of the process will be made after a few weeks to establish its success. It was further reported that the new Parking Structure is due for completion on March 7, 2006.
2. Student Dining: In the absence of Chris Figuera, a report will be provided with next agenda.
3. Non-Smoking Policy: Julie Law reported that she had met with Dr. Hunter to discuss the students' proposal to ban smoking on campus. The issue is being reviewed through the various District unions. CSEA has put forward a demand to bargain citing potential infringement on classified staff working conditions. The issue is being reviewed through the District Human Resource office.
4. BDC Update – Recommendations Regarding Dynamic Fund: Adam O'Connor reported to PAC the results from the 2005 Dynamic Fund Process Evaluation distributed at last PAC meeting. Complete details of the recommendations are outlined in the ***BDC Report to PAC on the Dynamic Fund Evaluation and Process***. Dr. Hodge asked PAC members to share the results of the evaluation with their constituent groups and report any comments/suggestions to BDC at next PAC meeting. Pat Sanchez will e-mail the BDC report to all PAC members. This item will return for further discussion at next PAC meeting.

#### INFORMATIONAL ITEMS

1. American Red Cross Fundraiser – Theatre Arts: Bob Jensen reported the Fine Arts Division will host a production of ***The Guys*** by Anne Nelson from February 2-4, 2006. The proceeds from ticket sales will be donated to the American Red Cross. A handout outlining the details of the event was distributed. Also distributed was a copy of a press release from the ***American Red Cross*** website outlining various fundraising efforts used by other companies to help the American Red Cross raise money to assist those in need.
2. Student Development Transcript Program: Karen Rose reported on a proposal to begin a ***Student Achievement Record for Leadership and Service transcript program***. The program would create an official record of student participation in co-curricular activities to enhance university, scholarship, and job applications. A handout outlining the program benefits was distributed.
3. Emergency Documents Package: Dr. Richard Ramirez brought forth for PAC review several emergency planning documents. Copies of the documents were distributed with the agenda. The first document included the ***Fullerton College General Emergency Response Guidelines***. Dr. Ramirez along with Emilio Perez reinforced the importance of contacting the Campus Safety Office when confronted with a major crisis such as power failure, earthquake, fire, or bomb threat. The guidelines direct any individual to contact the Campus Safety office who will then determine a course of action and activate the Incident Command Center if appropriate. The second document included a proposal for activating the ***Fullerton College Crisis Response Team (CRT)***. Lori Brault outlined the team structure and emergency response process. Team members would include a Public Safety representative, the campus nurse, and the administrator in charge who would respond to individual campus emergencies or crisis and administer or dispatch the appropriate medical providers. The third document included the ***Student Crisis Response Guide***. Ruth Sipple gave a brief outline of the guide. The guide will include several pages of information including emergency contact numbers, names, locations, and procedures for students to use when responding to an emergency or crisis on campus. The guides will be posted on all classrooms for

easy accessibility. Dr. Hodge reinforced once again how important it is for everyone to get used to contacting the Campus Safety office first in any emergency situation. She encouraged all members to share all the documents with constituent groups.

4. Spring Convocation: Dr. Hodge reported that the Spring Convocation will be held on Friday, January 13, 2006 in the south gym from 8:30-11:30 am.
5. AB 540: An informational handout outlining the details of **AB 540 – Tuition Exemption for Qualified Nonresidents** was distributed with the agenda.
6. Field Trips: In response to questions regarding the District's stand on issuing maps/directions for field trips, Tami Oh, District Risk Manager, wrote in her **email dated December 5, 2005**, that Chancellor's Staff has decided that the benefit of providing driving directions outweigh the risk of liability exposure. A copy of her email was distributed with the agenda. In a related topic, Dr. Richard Ramirez reviewed with PAC the **Student Participant Agreement** form. As discussed at the previous PAC meeting, the consumption of alcoholic beverages and illegal drugs during field trips has become a serious issue. The new district-wide form clearly stipulates that the use of any of these substances is strictly prohibited. The form should be distributed and signed by all students prior to the field trip. Signed forms should remain in the possession of the division office for at least a period of 12-months.
7. Jack Kent Cooke Foundation Scholarship: Heidi Lockhart reported that the deadline to turn in applications to the Transfer Center for the Jack Kent Cook Foundation scholarship is Tuesday, January 3, by 4pm. A committee of faculty and staff will review the applications and select two nominees to go forward for consideration. A detail listing of the application process is outline in an **e-mail from Heidi Lockhart dated December 1, 2005** which was distributed with the agenda.
8. Enrollment Management: A workshop regarding enrollment management was offered by Dr. Matthew C. Lee on December 9, 2005. A copy of the course outline titled **Dancing on the High Wire: Balancing Quality Instruction, Scheduling, and the Budget** was distributed for informational purposes. Dr. Hodge encouraged PAC members to share with all department coordinators and faculty members.
9. Academic Support Center Hours: A copy of a memo outlining the **last day of operations for the Skills Center for Fall '05** was distributed with agenda.
10. MESA Program: Rick Perez brought forth to PAC the proposal for institutionalizing the MESA Program. He outlined the programs funding history, components, and performance indicators. A copy of the program's **Student Enrollment, Retention and Success numbers through Spring 2005** was distributed. Dr. Perez reported that the grant for this program was not renewed and if not institutionalized the program will end at the end of June 2006. After some discussion, it was requested that further information be provided to continue evaluation of the program. Bob Simpson will provide information regarding intervention measures, services used, and cost factors. As agreed at prior meetings and today, the institutionalizing of campus programs will be reviewed collectively.

## MEMBER REPORTS

1. Deans: Rick Perez reported that renovations of the 2000 Building are currently underway with the primary focus of establishing a "first-contact/one-stop" center. As currently planned the 1<sup>st</sup> floor of the building will house Admissions & Records, Bookstore, Financial Aid and Veteran's Services, Bursar's Office, and the Testing/Assessment/Orientation Center. The 2<sup>nd</sup> floor will house Counseling/Student Development, Career Life Planning Services, Matriculation, Articulation, CalWORKS, Workforce Center, and EOPS. He reported that the Registration Services Student Survey has been finalized and will be administered during the Spring semester. The survey will assist in obtaining feedback to assess the quality of services offered during the peak weeks of registration. Nineteen WebStar computer stations are up and running on the 1<sup>st</sup> floor of the 2000 Building to assist students with the registration process. Admissions & Records will launch their web transcript ordering program starting February 1, 2006. Bob Jensen reported that pilot testing of on-line instructional drops through Banner will take place during the spring semester. He also reported that Carol Mattson gave the deans an update on the status of Title V and discussed ideas for future program developments.
2. Managers: No Report.
3. Faculty: No Report.
4. Classified: As previously mentioned, Chrystal Van Beynen reported that CSEA is reviewing the implications of the non-smoking policy proposal submitted to the District by the Associated Students for potential infringement on classified working conditions. She reported that both CSEA and Classified

Senate have been discussing the fact that classified still do not have equal representation on campus committees. Chrystal asked Dr. Hodge for clarification as it was believed that one of the selling points for forming the Classified Senate would be to increase classified representation on campus committees to include both CSEA representatives and Classified Senate representatives. Chrystal thanked Dr. Hodge on behalf of the classified staff for the flex activities made available to classified staff.

5. Associated Students: Julie Law reported that the Associated Students Executive Board has completed its work in setting goals for next year's student body activities.

#### ANNOUNCEMENTS

1. Dr. Hodge inquired about information regarding academic ranking. Joumana McGowan will provide information to Dr. Hodge.
2. Dr. Hodge will bring to next meeting information regarding her master calendar concept.
3. Dr. Hodge wished everyone a Happy Holiday.
4. Bob Jensen announced that Nathan Baesal, former FC student, is appearing in a continuing role on the ABC TV series "Invasion," Wednesday at 10:00pm.

Adjournment: 4:10pm

Patricia Sanchez, Recording Secretary