President’s Advisory Council
MINUTES

MEMBERS Present:  Chair: Rajen Vurdien  Deans: Ann Hovey  Management: Darlene Jensen, Olivia Veloz
Faculty: Rolando Sanabria  Classified: Ericka Adakai, April Ramos  Associated Students: John Ahn, Alex Trigueros
Resource Members: Toni DuBois, Claudette Dain, Terry Giugni, Jamail Carter, Andrea Hanstein
Absent: Robert Byde, Sam Foster, Josh Troesh

HOUSEKEEPING
1. Agenda: “Transcript Evaluations” was moved under Old Business and “Dr. Vurdien’s report from Member Reports” was moved to the top of the agenda to clarify management appointments to PAC.
2. Minutes: The minutes of May 22, 2013 were approved as presented.

OLD BUSINESS
1. Action on PAC Recommendations: There was no update for this agenda item.
2. Student Learning:
   a. Addressing the Needs of Underprepared Students - We are addressing the needs in partnerships with many local high schools. This past summer we offered a research class at Buena Park H.S. and we had a 100% success/retention rate. We are in conversation with Fullerton schools about a need to offer additional courses for their students.
   b. Student Learning - Curriculum - VP Giugni reported there were five additional transfer degrees through the curriculum process last year bringing total transfer degrees to 23. Bad news is that none of the five have yet been approved by the state. The catalog is online and available to staff and students. He also expressed his deep appreciation to his staff members who worked together to make sure the catalog was finished on time.
   c. Student Learning SLOs - VP Giugni stated the SLOA Committee is still looking at various software programs. There was also some discussion on ideas being recommended by the Student Success Committee. The ideas are being developed by the committee but leaving it up to others to execute and implement. It was suggested that language be changed to: “Student Success Committee will evaluate and make recommendations to PAC which include the plan, implementation and budget.” PAC would then study to see if it is something the college could entertain. It was requested that this item be placed on next PAC agenda with a request to senate asking for feedback.
3. Accreditation: VP DuBois reported that later this month she will be meeting with the Accreditation Mid-Term Task Force as the report is due to the board in mid-November.
4. Enrollment Management: VP Giugni reported that he is working with deans on the spring schedule FTES target. He reported that we had a large summer and fall and will also have a large spring or at least as big as last year’s. He will provide more specific numbers at the next PAC meeting.
6. Research: Jamail Carter thanked Ann Hovey for the work she did while Interim Researcher. The hiring committee for the Research Analyst position met on Monday. He also informed everyone that requests for research data can now be made through the ACT Service Request System but that all requests must go through the Dean/Manager of the division/department.
7. **Strategic Plan/Fullerton College Planning Process:** VP DuBois gave an update on the August planning retreat. She indicated there were 5-6 different improvements that need to be made in the planning process including some work on the calendar. She reported that we have made major improvements in the last three years but there are some items that must be fixed including changes to the calendar due to the implementation of the new 16-week schedule.

8. **PAC Evaluation:** VP DuBois stated there were no significant findings. It was agreed that it was acceptable for the president to chair the council. One item from members is a perception that members are not involved in discussions but that information was shared with them. It is likely (IRC) will review process and evaluate effectiveness of PAC in the future.

9. **Transcript Evaluations:** Dean Abutin was charged with looking at how many transcripts are evaluated and how we compare to other colleges on transcript evaluations. Last year FC had 1461 grad checks compared to Cypress College with 762 for a yearly total of 2144 for FC and 1143 for CC. Cypress also has 4 staff members working on evaluations where we have 3.75. FC staff members evaluate 572 each while CC staff members evaluate 286.

**NEW BUSINESS**

1. **Centennial Presentation:** Dean Jensen made a presentation on the Centennial Year events scheduled and a short video of the Centennial Exhibition opening night. He reported that Jay Goldstein will be presenting his sabbatical report on the Centennial to the board. Both a centennial DVD and book will be available for sale later this year.

**COMMITTEE REPORTS/MEMBER REPORTS/ ANNOUNCEMENTS**

1. **President's Report:** Dr. Vurdien clarified change in management appointments. Lisa Campbell, representative for Deans and Student Services, is being replaced by Ann Hovey. Olivia Veloz is the DMA appointee and Darlene Jensen will be other administrative representative on PAC.

Dr. Vurdien also reported that we were asked by the district to provide a plan for the La Habra site. After a thorough review of the site, the significant costs to upgrade facilities, and concerns that our students would not be able to take part in any campus activities, we have determined there are no programs we could offer at the La Habra site. The district may make a decision in the next week on what to do with the property.

The NOCCCD has retained the Lew Edwards firm to survey the community on the public's interest in an education bond. A Bond Stakeholders Session will be held on Monday, September 16 at 2:30 p.m. Please encourage your faculty and staff to attend and provide feedback.

The college is proceeding with the hiring of the Director of Physical Plant and also the Deans’ positions. Deans are working on their prioritized list for faculty hiring. The Faculty Senate is also working on developing their list.

Dr. Vurdien reported that each year in January, as per State Code, the district has to review non-resident tuition which may be a raised or decreased by the board. Very often we hear that students didn't have time to discuss the issue as they are on winter break. Students should keep this in mind that this item will be on the board agenda the 4th Tuesday in January and should begin discussions. We can request that the district send out information as soon as possible to share with students.

2. **Planning & Budget Steering Committee Report:** VP Dain reported that she has been working with Jan Chadwick regarding a format for resource requests to PBSC which will then go to PAC.

3. John Ahn indicated that A.S. students have not met as a full senate due to a lack of a quorum and have used executive privilege. They still have issues with the discontinuance of honorariums for officers which they are pursuing.

4. DMA representative Veloz reported that DMA’s first meeting would be held on Friday, September 13.
5. Ericka Adakai reported that Classified Senate would be meeting on Thursday. They have reorganized due to lack of volunteers. She shared a concern that not as many classified professionals are volunteering to serve. She stated that the majority of those who did volunteer clearly have managers supporting them. Ericka will be emailing deans of committee needs.

6. Darlene Jensen reported on Smart Saturday and reported that the first Student Services Managers meeting is scheduled for September 19.

7. Ann Hovey reported that the two co-chairs of the Technology Committee had met twice to develop a plan for the writing and completion of the college Technology Plan, which is the committee’s charge this year. She reported that they are working on getting the first meeting of the year scheduled in the next two weeks.

Adjournment: 3:50 p.m.                      Mary Molina, Recording Secretary