MEMBERS PRESENT: Mike Acierno, Santanu Bandopadhyay, Karen Cant, Sean Chamberlin, Jennifer Combs, Dale Craig, Claudette Dain, Ned Doffoney, Maria Duque, Pat Ganer, Terry Giugni, Martha Gutierrez, Jeff Horsley, Mike Kasler, Deborah Ludford, Rod Lusch, Patty Lujan, Candace Lynch Thompson, Michael Perez, Ken Robinson, Fred Rocha, Bob Simpson, Kai Stearns Moore, Chris Terry, Rajen Vurdien, and Marcus Wilson.

VISITOR: Rod Garcia.

SUMMARY: The summary of the November 28, 2011, meeting was accepted as submitted.

PLANNING ITEMS:

Accreditation: Deborah Ludford, District Accreditation Coordinator, led a review of the three Accreditation recommendations, the proposed 2012 Integrated Planning Manual, the proposed 2012 Decision Making Resource Manual: Structure, Function, and Alignments; and the proposed 2012 Budget Allocation Handbook, which were all developed in response to the Accreditation recommendations. She added that evaluation sections have been built into the three documents.

The three documents are designed to work together to document and explain planning, decision making, and budget allocation processes at the District, as well as the means that will be used to assess these processes. In developing the documents, gaps were identified in the current processes and the workgroups identified changes to the current processes to address those gaps. The following is an overview of the proposed documents and related discussion:

Decision-Making Manual: Added new groups to meet as needed, such as an Instructional Coordinating Council and a Student Services Coordinating Council; clarified the purpose and reporting structure of each District group and revised the purpose if needed for flow of information and decision-making; and proposed new names for various committees to better describe their current function.

During review of this Manual, the Fullerton College Faculty Senate representatives announced their Senate has agreed to reject the documents because the Senate opposes the creation of new committees and timelines, and opposes the Comprehensive Master Plan as well, because faculty believe the proposed revisions change significantly the role of faculty in the various groups. In response to faculty concerns regarding language related to Chancellor’s Staff and the District Consultation Council making recommendations to the Chancellor and the Board of Trustees, it was agreed to delete "and via the Chancellor to the Board of Trustees" from the first bullet on page 14, and from page 21, the first bullet under “Purpose” for Chancellor's Staff. The Chancellor's Staff purpose will now read as:

- Advise the Chancellor on matters of policy, instruction and student services; budget, the integration of planning and resource allocation; and other matters of the District.
• Implement and administer policies, procedures and day-to-day operations of the District.
• Review and discuss implementation of policy decisions made by the Board regarding the operations of the District.

In reviewing the charge of the Budget and Facilities Coordinating Council (formerly DPC), it was agreed to further delineate the charge regarding facilities on page 18. Also, in response to faculty concerns over the restructuring of DPC, it was agreed to add an organizational chart and a monthly meeting schedule.

**Integrated Planning Manual**: Added a District Services Administrative Review; added timelines for all processes; and added an assessment component for both assessing the progress on the District Strategic Directions and assessing the planning process and the decision-making processes.

During review of this Manual, Fullerton College faculty expressed concerns regarding resource allocation being completely top down decision-making; the need to clarify resources allocated based on local Strategic Plans; the lack of linkage between the campuses and the District; and the lack of options related to budget assumptions. It was agreed to reword the first two bullets on page 6, identify the four District sites on page 7, and to add language regarding stronger linkage to planning in the January box on page 27.

Ms. Ludford noted that the District Strategic Plan are those things that the entire District agreed upon and then the campuses develop/implement their respective individual Strategic Plans to link toward the District Strategic directions. The Fullerton Senate representatives reported that their Senate will not support the second bullet on page 6, since last year the District took back college funds that were being saved for planning items. Claudette Dain clarified that the District did not sweep the funds but rather that the colleges contributed the funds to the District.

**Budget Allocation Handbook**: Added the Strategic Plan fund to fund and track expenditures and progress on the District Strategic Directions; revised the committee to match the Decision-Making Manual; and added an evaluation component to review the Budget Allocation Model in the future.

During discussion of the Budget Allocation Handbook, faculty stated that the Strategic planning process should also include positions (current and new); page 3 should be changed to match page 27 of the Integrated Planning Manual; page 8 should include that Strategic Plans are being consulted in determining positions to be filled. Claudette Dain responded that a request for new programs and/or related positions does not fit into the Personnel Allocations section of the Budget Allocation Handbook as “personnel allocations” already cover all existing permanent positions that have been approved/established through existing processes. Ms. Dain further clarified that personal allocations are all rolled into the budget every year. It was agreed to delete it is determined that in the language at the bottom of page 8 referring to adjustments to rolled balances and to delete “due to resignation, retirement, termination, promotion” from page 14. It was also agreed to revise the District’s Innovation Fund application due date to January 31st with an application period of December 1 – January 31. The application deadline for the Strategic Plan Fund is December 31.
There being no further discussion on the three documents, Ms. Ludford stated she will make the revisions and identify them by using strikeouts.

**Educational Master Plan:** Ms. Ludford, District Director, Information Services, reported that the final draft of the Educational Master Plan is on mygateway. It will be presented as an information item to the Board at its December 13 meeting. In the ensuing discussion, it was reported that the Cypress College Academic Senate requests that the Board of Trustees reconsider adoption of the Comprehensive Master Plan until further revisions are made.

The Fullerton College Faculty Senate rejected the plan last April because the relocation of Horticulture and Child Care recommendations were not accepted. The Fullerton Senate representatives stated there remains a lot of unresolved issues and explanations were never provided as to why the two programs had to be moved. Ms. Ludford emphasized that there are three areas in the three different documents that state areas of concern will be revisited and funded as funds become available.

Faculty also expressed concern regarding input to the Master Plan and the need to emphasize that the Master Plan is a guide for the District, however, it is not cut in stone and is not intended to be so. It was agreed to develop an addendum to the Master Plan including a statement of articulation of the intention for using the Master Plan into the future.

**Budget Update:** Claudette Dain distributed a handout regarding the State Controller’s revenues projections through November, which are up. However, the total year-to-date cash receipts are behind projections by $1.018 billion. More will be known by December 15.

**Mobile Computing Guidelines:** Deborah Ludford presented proposed Mobile Computing Guidelines, adding that revisions are pending. Mike Kasler asked for more time for Cypress to review the proposed guidelines.

**2012 Summer School:** Bob Simpson proposed June 25 as the 2012 summer school start date, which is in accord with local high school graduations, and ending on August 15 – thus providing eight weeks of summer instruction. It was noted that for programs that require more than eight weeks of instruction, those courses should start earlier than June 25 rather than extend it beyond August 15. There was consensus on the start and end dates, with exceptions as necessary.

**POLICY ITEM:**

*Chapter 4, Academic Affairs, AP4021, Educational Program Discontinuance:* Chancellor Doffoney presented for a final reading proposed AP4021, Educational Program Discontinuance as it was finalized at the November 28 meeting. There was consensus to send BP/AP 4021, Educational Program Discontinuance, forward to the Board of Trustees.

**ADJOURNMENT:** The meeting was adjourned at 4:33 p.m.