



President's Advisory Council MINUTES

March 22, 2006

Unapproved

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

HOUSEKEEPING

1. Agenda: Approved as presented with the addition of "Safety and Hourly Funding" to the New Business section as proposed by Chrystal Van Beynen, "Dynamic Fund" to the Old Business section as proposed by Joumana McGowan and Data Elements for Budget Discussion as proposed by Dr. Hodge.
2. Minutes: The minutes of March 8, 2006 were approved after corrections were received and accepted.
3. Special Announcement: Rolando Sanabria offered his public apology to Miguel Powers for comments he made during the February 8, 2006 meeting. Miguel accepted the apology.

NEW BUSINESS

1. Classified Representation on Campus Committees/Workgroups: Chrystal Van Beynen suggested that now that the college has a Classified Senate, the representation of classified staff on committees should be addressed. To assist in the discussion of this item, the "**Committee Listing**" printed out from the Faculty Senate website was distributed to PAC members. Faculty representatives stated that this listing was not completely accurate, as it is updated once a year in the spring and has not yet been updated. It was suggested that inaccuracies be pointed out during the review of the listing. Prior to a review of the listing, faculty PAC representatives stated that it would be important to know what the law has determined about representation on committees. Dr. Hodge assured that the law specifically identifies those areas that are the purview of the faculty, students and classified staff and it would be followed. Dr. McGowan stated that she believed this discussion related to today's agenda Item #1 - Old Business and that this decision should be made by mutual agreement with the President. Dr. Hodge stated that "mutual agreement" was a legal term relating to the faculty and Board of Trustees and section 2.2.2 in AP5210 quoted by the faculty representatives had to do with the 11 specific areas listed in Title 5. She further stated that, in the spirit of everyone having a voice, she would like to go through the listing with PAC and request the PAC representatives discuss this with their constituents. The members agreed to review the listing. After review of the listing, it was requested that the current President's Advisory Council membership composition be available for review at the next meeting.
2. California Bookstores and Textbook Prices – AB 2477: Interim Bookstore Manager Karen Ward reviewed the **California Bookstores and Textbook Prices matrix and Textbook Order Process flowchart** which was distributed with the agenda. Ms. Ward prepared these documents to outline AB2477, which was passed in 2005 in response to the concern of the rising cost of textbook prices. She noted that this legislation was not a mandate, but suggested practice and to raise awareness of the issue. After review of the handouts which outlined what faculty and bookstores can do to mitigate the effects of rising textbook prices, Ms. Ward answered questions and stated that this type of legislation was a growing trend nationwide, with a few states having specific laws related to the issue.
3. Safety and Hourly Funding: Chrystal Van Beynen raised the issue on how safety issues and hourly help would be funded. Dr. Hodge stated that this would be discussed during Item #4 – Old Business on today's agenda. She encouraged all to bring safety issues to the attention of their direct supervisor for handling. Some should be handled immediately and some can be worked into the normal funding cycle. It was discussed that how to deal with hourly funding would be an item for the next PAC Meeting agenda.

OLD BUSINESS

1. Faculty Senate/Shared Governance Request: Dr. Hodge began the discussion of this agenda item wanting to go on record that she respected the law and mutual agreement. At the March 8 meeting it was requested that the PAC representatives discuss this item with their constituents and be prepared to report on any feedback today. The Deans reported that they suggest the President meet with the Faculty Senate Executive Committee to come to mutual agreement. Dr. Hodge reiterated that "mutual agreement" is between the Board and faculty and a legal matter. The Deans further stated that past practice with respect to committees or workgroups was to seek those who may be interested in serving and willing to do the work and appointments made accordingly. The Classified staff reported that they wanted a voice in campus matters and support the intention for all to be represented. The Faculty stated that the reason they were concerned with this particular committee was because it was dealing with budget and planning matters, which requires mutual agreement. Further, they were concerned with the definition of "manager" being changed. The issue is that the faculty want one less manager and felt that having a representative from both the Deans and Managers/Directors was disproportionate representation. Dr. Hodge would like the input of both the Deans and Managers/Directors because they are very different types of managers and she did not want to lose the voice of either group. In the discussion, Dr. Hodge reminded PAC that in her first proposal for PAC representation she suggested that Deans were different than the Managers/Directors and wanted both to have a voice. Dr. Hodge stated that further discussion will take place at the next meeting and that the 10+1 professional academic matters under the purview of the faculty will be distributed with the agenda to assist in the discussion. A concern was voiced that the work of this committee was still important and further discussion was stalling the development of a process to request new ongoing funding. Dr. Hodge assured the group that the issue would not be lost, as it will be referred to the Budget Development Committee.
2. Board Policy/Administrative Procedure 2510: This was included as a part of the discussion of Item 1 above and the **Board Policy/Administrative Procedure 2510** distributed with the agenda was used as reference for the discussion.
3. Institutionalization Procedure Draft – Feedback: Dr. Hodge requested feedback from the PAC representatives on the draft procedure presented at the March 8, 2006 meeting. The Deans provided minor language updates to the draft and their comments were recorded by Diana Kyle for the Committee.
4. Dynamic Fund: Dr. Hodge asked Budget Officer Adam O'Connor for clarification of what had been approved for this year's Dynamic Fund. Mr. O'Connor advised that the 2006-2007 Dynamic Fund amount is \$150,000 being funded by one-time money. The question was raised as to whether the monies taken out of the Divisions' instructional equipment last year was to be returned. Dr. Hodge stated that the Divisions would receive funds equally for instructional equipment and supplies. This in essence would return the funds taken last year for the Dynamic Fund pool. Dr. Hodge and Mr. O'Connor will work to begin the Dynamic Fund process. Dr. Hodge cautioned the PAC members that the budget from the District has yet to be set and there was a chance that the college would lose a large amount of money because of our lack of growth and that the college also had to be prudent to insure the construction projects were completed. This is a time of reduction in dollars – not a time of growth in dollars. Dr. Hodge cautioned that our lack of growth in FTES impacts the funding the college will receive from the State. She further reported that a discussion of parts of term has been started with the Deans to see how to best utilize them for optimal funding/FTES.

INFORMATIONAL ITEMS

1. Final 2006-2007 Goals: The approved **2006-2007 Fullerton College Goals** was distributed with the agenda and Dr. Hodge asked the PAC members to share them with their constituents.
2. Higher Education Destination of 2004 Local High School Graduates: Dr. Hodge distributed a report created by Institutional Researcher Ken Meehan - **Higher Education Destination of 2004 Local High School Graduates** - that she found of interest and asked the PAC members to share with their constituencies.
3. Facilities Update: Commons, Parking Structure, P.E. Project: Dr. Janet Portolan provided the PAC with an update on the construction projects:
 - a. Campus Commons – The demolition/start of construction will begin in April 2006 with scheduled completion in summer 2007.
 - b. Lemon Street Parking Structure – It was reported that the parking structure would be open at the end of April. It is initially for student use and Faculty and Staff are being asked to park in other

- campus parking lots. The decision on who will use the structure will be revisited after it has been open for some time.
- c. Physical Education Project – It was reported that a “fresh look” at this project was being presented to the Physical Education Division on Thursday. The goal is to get the most project out of the monies available. The former plan was seriously over-budget and not feasible.
 - d. 300/500 Building – Concrete is scheduled to be poured on Monday, March 27, and access will be limited. The project is scheduled for complete on May 1.
4. Data Elements for Budget Discussion: Dr. Hodge distributed a report of *Data Elements for Budget Discussion* that was prepared by the researchers of Cypress and Fullerton Colleges. She asked that the PAC members share this with their constituents. This data relates to the new budget model under discussion at the District. Dr. Hodge stated that this should be discussed institutionally (i.e. how to use space, class size, etc.). This discuss prompted a question from the students on the status of the revision to AP 3720 – Computer and Electronic Communication Systems. It was reported that it will be on the District Planning Council Agenda on March 27, 2006. An electronic copy of the revised AP 3720 to be presented will be distributed to PAC members.

MEMBER REPORTS

1. Deans: Bob Jensen reported that the Deans were working with Interim VPI Dr. Barbara Hollowell to develop budgets and spending plans for the 2006-2007 academic year. Dr. Rick Perez reported on a number of student services related items including:
 - a. Student Services lead staff participated in a Student Learning Outcomes training session March 17 facilitated by Dr. Doug Eisner.
 - b. In coordination with the Natural Sciences Division, the Cadena/Transfer Center and Career & Life Planning Center will host a Health Professional Symposium on March 24.
 - c. The Workforce Center is hosting a Job Fair on April 5.
 - d. The “soft launch” for web transcript ordering encountered some technical difficulties and the service has been disabled until further notice. The \$1,500 allocated from the Dynamic Fund was used for software/implementation of the scanning and indexing module for A&R. Title V purchased the scanner for this effort. Judd Estorninos from Mt. SAC’s admissions office has been hired to replace Abel Soto, who recently retired.
 - e. A new guide entitled “Catching the Wave from High School to College: A Guide to Transition” has been created by the Disability Support Services office and is being made available to local high school personnel and interested students with disabilities.
 - f. The following online student workshops have been developed by EOPS - financial aid and navigation for students with limited computer skills.
2. Managers: No report.
3. Faculty: No report.
4. Classified: Cynthia Wafer reported that 46 nominations for classified staff recognition were received. She described the criteria used for the nominations, which will be posted on the Classified Senate website soon (<http://classifiedsenate.fullcoll.edu/>)
5. Associated Students: Alejandra Goodrich reported that March 23 there would be an A.S. Nitelife and that donations were still being collected for Joe Vasquez. She also reported that A.S. elections would take place in April and that the “Every 15 Minute” program will be staged in the Quad on March 29 alerting students to the dangers of drinking and driving. Julie Law announced that at the last DPC meeting, the revisions to AP3570 proposed by the Fullerton College students passed after heated debate. Dr. Hunter cast the tie-breaking vote which will allow Cypress College and Fullerton College to establish its own smoking policies. Dr. Hodge stated that this was Fullerton College at its finest – everyone working together for what was good for the college. It took all of Fullerton College to get this done and we should all be proud.

ANNOUNCEMENTS

1. Cynthia Wafer announced the Office of Special Programs was hosting a Mentor Mixer on March 24.
2. Diana Kyle announced the Centers for Careers in Education was hosting a “Teach for the Future Seminar” on April 21.

3. Dr. Hodge thanked the Associated Students for organizing and staging the Victory Celebration on Wednesday for the Men's Basketball Team's State Championship. Julie Law thanked Maintenance and Operations for their work to help stage the event.
4. Chrystal Van Beynen announced that 70 employers were expected at the Job Fair to be held on campus on April 5. She encouraged all to assist the students to have their resumes ready to share with the employers.
5. Bob Jensen announced that another successful Theater Festival was held on campus March 17 and 18; Alyssa Monks, Artist in Residence, was on campus this week and her exhibit is in the Art Gallery through April 8; the Jazz Festival will be held March 31 and April 1 and this year for the first time Apple will be a co-sponsor and 94.7 The Wave will be advertising the festival and broadcasting from the college during the festival.
6. Dr. Hodge announced and asked the PAC members to report to their constituents that Friends of Fullerton College received its formal acceptance as a 501(c)3 organization, allowing the college to raise funds to support its programs and facilities. The Fullerton College Foundation will remain the scholarship foundation. She further stated that is her goal to merge the two foundations into one at some time in the future.

Adjournment: 4:20 p.m.

Debra Gerard, Acting Recording Secretary