



President's Advisory Council MINUTES

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

HOUSEKEEPING

1. Meeting Schedule: A copy of the current meeting schedule was distributed with agenda.
2. Agenda: Three items were added to the Informational Items section: 10) President's Weekly 11) Study Abroad 12) Class of 2005 report. Dr. Hodge also added a Member Report section to the agenda.
3. Dr. Hodge opened the meeting with comments about the newly formed President's Advisory Council (PAC). She stated that the President's Advisory Council will differ from PCC in that each member of the President's Advisory Council will have responsibility as a representative of a specific constituent group. The role of each member is to communicate with their respective group about what is discussed at the meetings; and the constituent groups, in turn, will be working through each member to represent their views at the President's Advisory Council. Dr. Hodge commented on the fact that she places high value on the discussion held on each topic during the meetings. This discussion will ensure that the best decisions are made for all the campus community. The basic tenet of the new governance structure will be that everyone has a voice and then a decision is made. All possible means of communication about the meetings will be utilized, whether it is through the website at <http://pac.fullcoll.edu>, in the *President's Weekly* or at each constituent group meeting. Each member then introduced themselves and Dr. Hodge introduced a short video titled *Everyday Creativity* by Dewitt Jones, which focused on using creativity to change the ordinary into the extraordinary and that there is more than one right answer for every question and more than one right way to do anything.

NEW BUSINESS

1. Reorganization – Secondary Effects: Dr. Hodge reported that the first phase of the organizational changes has been in effect since August 1, 2005. This phase included the realignment of responsibilities among the three vice presidents. The second phase will include the evaluation of personnel reporting responsibilities in which management will be involved and the evaluation of program alignments within the various departments in which the faculty will be involved. She reported that she has already begun working with her management team on personnel and suggested the faculty consider the movement of Cosmetology back into the Technology and Engineering Division. The faculty was asked to provide feedback on this suggestion.
2. Tutoring Center/Referrals: Dr. Hodge reported that the process for referring students to the Tutorial Center lab needs further evaluation. While keeping with mandated requirements that students need to be referred to the center by a faculty member, students should not be rejected from using the center if they need the help.
3. New Faculty: Dr. Hodge reported that Fullerton College has the opportunity to hire six new full-time faculty members as replacements from last year due to retirements or unexpected vacancies.
4. Dynamic Fund: Adam O'Connor reported that almost 100 applications for the dynamic fund were submitted on September 9, 2005, representing approximately \$2 million in requests for the \$220,000 available for disbursement. The Budget Development Committee will review and submit a report to PAC categorizing all the requests. He further reported that \$1 million in Instructional Equipment and Supply money is yet to be allocated this year.

INFORMATIONAL ITEMS

1. Hiring Committees: It was reported that the hiring committees for the V.P. Instruction, V.P. Student Services, Dean of Business/CIS and Dean of Technology & Engineering have been formed. Job announcements for all four positions will close on October 14. The hiring committee for the Executive Director, Foundation is also being formed. Dr. Hodge also reported that an Interim Dean of Student Support Services is being advertised internally to assist Dr. Ramirez with those responsibilities while he is serving as Interim V.P. of Student Services.
2. Distribution of Funds for Growth to Divisions: An informational copy of the ***FC Proposal for one-time allocation for growth beyond extended day*** with the agenda to advise Council members of new money being distributed to the divisions/departments. These funds were provided to the college from the district as a result of the growth in FTES. The funds are intended to be ongoing, but this would be determined by the decision at the District Planning Council to do so.
3. MESA: Dr. Hodge reported that the initial request for the 2005-2006 MESA grant was denied. The college is in discussion with the state about their requirement that the college pay a part of the Director's salary and commit to institutionalizing the program. The college is currently paying 40 percent of the director's salary from one-time funds. It was agreed that discussion should take place regarding the possibility of institutionalizing this program. While speaking about grants, an inquiry was made about the Title V monies that are handled through the Fullerton College Foundation. Dr. Hodge reported that a Memo of Understanding is currently being finalized that will address the way these funds are handled. It was suggested that a report on the Title V grant be made at a future meeting.
4. Shuttle: Janet Portolan reported that the shuttle service was well received this semester thanks in large part to the well publicized efforts on campus. It was agreed to extend the service for an additional two weeks ending September 29, 2005.
5. Hurricane Relief Efforts: Andrea Hanstein reported that efforts were being coordinated among all the campus community to raise funds to assist in the Hurricane Relief Efforts and more than \$5200 have been raised so far. The Associated Students raised approximately \$4100 through their Dollar Day fundraising event, the Physical Education Division also raised funds at their football and women's basketball events and the Humanities Division also contributed funds. The Faculty and Classified senates are putting together their own committees to assist in fundraising efforts and the Associated Students are sponsoring a Blood Drive in early October.
6. LLRC Dedication: Andrea Hanstein reported that the dedication ceremony for the new Library Learning Resource Center will be held on Friday, October 28 from 10am-12noon. The event will include a ribbon-cutting ceremony, small reception, and tours. The entire campus community is invited, as well as outside guests. Invitations will be sent by the end of the month.
7. Motor Pool Procedures: A copy of the current ***Motor Pool Procedures*** was distributed with the agenda. Janet Portolan reported that a decision is pending regarding the age requirement for volunteer drivers.
8. Laptop Access in LLRC: Nilo Niccolai reported that laptop access is available in the new Learning Resource Center. Students must login with an ID at all stations except for 24 stations located in the research area. It was agreed that further discussion is needed to determine the legalities of denying access to all individuals verses the protection of valuable equipment. Dr. Hodge will review the possibility of forming a committee to assist in making a final decision on this matter.
9. Wireless on Campus: Nilo Niccolai reported that the ground work has been set for wireless accessibility on campus. Test equipment will be made available in the quad area between the 100 building and LLRC as well as in the food service patio area. Wireless accessibility may be expanded if the test equipment/areas are successful.
10. President's Weekly: Dr. Hodge requested opinions regarding the new *President's Weekly* email format. There were mixed reviews – some liked the old format and some liked the new. It was noted that efforts to improve the communication will continue to be made.
11. Study Abroad: It was reported that the Study Abroad coordinator position is open and carries a three year commitment. The Faculty Senate will be filling this position at their next senate meeting. It was requested that this item be placed in the next agenda for further discussion.
12. Class of 2005: Bob Jensen reported that the new FC Jazz Cadre will be performing at 8:00pm at Steamers on September 22, 2005. The performance will introduce new jazz pianist faculty member

Markus Burger. A tribute to John Parker, former faculty member, is still on display in the FC Art Gallery till October 8, 2005.

MEMBER REPORTS

1. Deans: Bob Jensen reported that the 2005/2006 Instructional Materials Fund was discussed at the last Deans' Council meeting. Review of the Instructional Equipment budget will continue at the next meeting. It was also reported at students may now order their transcripts through the website and that Bob Hughes from the District was at the last Deans' meeting to give an update on Argos Reporting. Rick Perez reported that the Career Life Planning Center is being relocated to the 2000 building to be closer to the other Counseling/Student Services.
2. Managers: Emilio Perez thanked everyone for their patience in dealing with the parking situation on campus. No major problems have been reported during the start of the semester. Dr. Hodge asked the members to reinforce to their constituents that Campus Security should be called first during an emergency and not the Fullerton Police Department. Campus Security will assess the situation and call outside assistance if necessary. Dr. Hodge also asked that all managers attend the September 30 DMA meeting where the focus of the meeting will be a discussion on enrollment management.
3. Faculty: Joumana McGowan reported that faculty senate will continue to seek a resolution regarding the dual listed courses offered through the School of Continuing Education. She further stated that approval of the new faculty appointment as Staff Development Coordinator will take place at their next meeting. As a result of today's discussion, a committee will also be formed to select a Study Abroad Coordinator.
4. Classified: Mary Marquez reported that the classified senate is working closely with CSEA to appoint classified representatives to college-wide committees. Further, she reported that a committee has been established to assist in the college's hurricane relief efforts.
5. Associated Students: Alejandra Goodrich reported that signup for the A.S./Red Cross blood drive will continue till September 26, 2005. The blood drive is scheduled for October 5-6, 2005. Club Rush & Constitution Day is scheduled for Wednesday, September 21 from 10am to 1pm in the Quad and A.S. elections will also be held that day. For evening students, Club & College Nite/NiteLife is scheduled for Thursday, September 22, from 5:30pm-7:30pm in the Quad. It was also reported that the student were moving forward with the smoke-free campus initiative.

Adjournment: 4:01 pm

Patricia Sanchez
Recording Secretary