



President's Advisory Council MINUTES

February 14, 2007

Approved - 2/28/07

MEMBERS PRESENT: *Chair:* Kathie Hodge *Deans:* Bob Jensen *Management:* Emilio Perez *Faculty:* Ken Collins, Diana Kyle, Joumana McGowan, Jay Seidel *Classified:* Chrystal Van Beynen *Associated Students:* Julie Law, Jonathan Mayer *Absent:* Monica Hagmaier

HOUSEKEEPING

1. Agenda: Old Business Item 3 – Budget; Old Business Item 4 – Categorical Funding for Positions; Old Business Item 5 – Non-Smoking Policy were added to the agenda.
2. Minutes: The minutes of the January 24, 2007 meeting were approved.
3. Membership: A.S. President Jonathan Mayer announced that Julie Law will be the second student representative to the President's Advisory Council, replacing Laura Mata.

NEW BUSINESS

1. Web Design Committee: PIO Andrea Hanstein suggested that a committee be created by PAC to evaluate the Fullerton College website to ensure it is accurate and up-to-date and also to consider a redesign. She proposed that the committee also discuss who would be responsible for keeping the website updated and develop a policy/procedure for how the website is handled. The goal would be to have a consistent look and accurate information on all Fullerton College webpages. **Fullerton College Website Development Committee** was distributed for discussion and consideration. Dean Bob Jensen stated that he supported this idea and also announced that a new student portal is being developed by the District which is not college-specific but would be available on the FC home page. Members of PAC approved the formation of this committee under the leadership of PIO Andrea Hanstein. Dr. Hodge requested that all constituent groups forward directly to Andrea the names of their representatives to the committee.
2. Distance Education: On behalf of the Distance Education Advisory Committee (DEAC), Professor Diana Kyle presented **DEAC Proposal to PAC – February 14, 2007** asking for support of (1) the creation of an Instructional Support Center that would coordinate a high-quality, comprehensive program of Distance Education; (2) transition from WebCT CE v4.1 to WebCT CE v6.0; (3) move from hosting on campus to hosting offsite and (4) allocation of campus funds to support the transition from WebCT v4.1 to v6.0 and offsite hosting. Professor Kyle reported that the DEAC talked with faculty and the District to create this proposal. Further she stated that a move to offsite hosting was important to maintain service to the students without interruption and to provide stability and 24/7 technical support for the distance education offerings. An upgrade to WebCT v6.0 was required because in the future there would be no support for WebCT v4.1. The funding request is for retention of a Special Projects Manager until a Center Coordinator is hired, a one time fee of \$183,400 for WebCT v6.0 licensing and offsite hosting and a future annual offsite hosting cost of approximately \$132,400. Dr. Hodge noted that this proposal created a Center that would serve as a service group to the Divisions and that the course offerings/assignment of faculty would stay with the Divisions. To provide further information **Vision for Distance Education at Fullerton College** and **Tips for Assigning and Teaching Distance Education Courses** were distributed. Professor Kyle stated that Distance Education is growing and there is the need to manage that growth. The DEAC will next be conducting a needs assessment to ascertain the Divisions' needs and issues with respect to Distance Education. It was asked that the DEAC proposal be formally requested via the Institutionalization Request Procedure. Dr. Hodge asked the PAC representatives to share the DEAC Proposal with their constituents and be able to respond to the proposal at the next PAC meeting.
3. Planning – Campus Goals: Professor Ken Collins expressed the concern on the part of the faculty that the PAC had not done much in linking planning to funding and reminded PAC that the Budget Development

Committee (BDC) had requested specific goals/direction they could use in the budget development process. Dr. Hodge reported that at the recent Deans' Retreat specific goals were crafted for PAC's review. While Dr. Hodge acknowledged that these goals may not be as specific as the BDC would like, it was important to note that goals which are too specific leave little room for innovation and don't allow for flexibility which is sometimes needed in the budget process. The Deans' goals will be presented at the next PAC meeting.

OLD BUSINESS

1. Master Calendar Taskforce Update: PIO Andrea Hanstein reported that the Master Calendar Taskforce had meet and identified the needs of the college. Three companies with programs that would meet those needs were identified and will be providing demonstrations to the Taskforce the week of February 19. It is anticipated that a selection of a program will be made the week of February 26. A.S. President Jonathan Mayer asked if it were possible to add a student representative to the taskforce. This was approved and the students were asked to forward the name of the student representative to Ms. Hanstein.
2. Board Policies: Dr. Hodge reported that on a continuous basis work was being done on many Administrative Procedures and Board Policies. A discussion of two policies currently under consideration by the Chancellor's Cabinet/District Planning Council took place. (1) AP5040/Student Records Privacy is of concern to the student representatives who would like some accounting by the District/College when student information is provided to outside entities. Dr. Hodge reported that students currently have the opportunity when they enroll to opt out of their information being released. To-date over 2000 students have opted out. (2) BP7500/Volunteers is of concern to employees who volunteer and are not indemnified as volunteers; there is an issue of the requirement for those volunteers who work with minors to be fingerprinted (remembering that the definition of a minor is anyone under 18 years of age - we have 17 year old freshmen); and the requirement that volunteers be Board approved before serving which is currently being addressed with the creation of a one-day volunteer exclusion. To ensure that the college community has the opportunity to weigh in on issues of importance, Dr. Hodge committed to forward these procedures/policies to the PAC members.
3. Budget: Manager Emilio Perez inquired about the allocation of funds to hire new classified staff and if those who have lost classified staff would be able to replace them. Dr. Hodge reported that the District is allocating \$1.1 million of new ongoing funding for the hiring of new classified staff. The distribution of the \$1.1 million is being done by a formula based on FTE. Fullerton College will have approximately \$440,000 to fund positions. The District is requiring that 50% of these funds be placed toward the hiring of M&O classified staff in support of the new buildings. This means that the college would be able to hire three to four new classified staff. Dr. Hodge stated that the college will discuss further which new positions will be identified for recruitment.
4. Categorical Funding for Positions: Manager Emilio Perez expressed the concern that, because of the impasse by the Classified union, the settlement of salary negotiations may not be done this fiscal year. This affects the categorical funded programs, which do not allow for carry over of funds for salaries into a new fiscal year. These programs are concerned about where the money would come from to pay the retroactive salaries if they are to be paid out in the new fiscal year. Dr. Hodge stated that Vice Chancellor Williams is aware of this issue and that Budget Officer Adam O'Connor would be taking this issue to the District Budget Officers meeting.
5. Non-Smoking Policy: Student Representative Julie Law reported that the Associated Students are still supportive of a non-smoking policy for the college and are proposing that the policy be applied to students only. She is preparing a proposal to present to PAC for their information and endorsement. Ms. Law stressed the importance of creating a positive attitude about their efforts and an emphasis will be made on education about smoking.

MEMBER REPORTS

1. Deans: Dean Jensen reported that the Banner Steering Committee is concerned about the lack of an approved 2007-2008 Academic Calendar. There are many areas that require this calendar to plan for the future academic semesters. The Banner Steering Committee is recommending that a two year calendar be approved so that planning for a new academic year is not impacted.
2. Managers: Manager Emilio Perez asked for the college's support and understanding with respect to the parking challenges connected with the City of Fullerton's work on the construction on Lemon Street.

When possible the college community will be notified in advance of changes. However, the college is not always made aware of the work to be done. Mr. Perez expressed his appreciation to the college community for their patience in this area.

3. Faculty: No report.
4. Classified: No report.
5. Associated Students: A.S. President Jonathan Mayer inquired about the students' involvement in the planning of the College Center. He expressed their interest in being a part of that process. Dr. Hodge stated that the students will be included in future meetings. A.S. Representative Julie Law announced that next week the A.S. would be sponsoring a NiteLife and Club Rush. All members were also reminded that the Men and Women of Distinction nomination forms were due on February 21.

ANNOUNCEMENTS

1. Dean Bob Jensen announced that Artist-in-Residence Professor Todd Frahm would be on campus beginning the week of February 19. He will be carving the stone in the Sculpture Garden on the south side of Chapman Avenue. He encouraged all to visit Professor Frahm while he is carving.
2. Dean Bob Jensen also announced that the Jazz Band will be performing by the pool at the Newport Marriott on Friday evening, February 16.
3. Dr. Hodge stated that it appears the District will have a 4 Day Workweek in summer 2007. Those classified employees who are to be exempt from the 4 Day Workweek are currently being identified.

Adjournment: 3:55 p.m.

Debra Gerard, Acting Recording Secretary