



President's Advisory Council MINUTES

February 28, 2007

Approved - 3/14/07

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

HOUSEKEEPING

1. Agenda: New Business Item 3 – Classified FTE; New Business Item 4 – Unhealthy Buildings; Informational Items Item 1 – Foundation; Informational Items Item 2 – Senate Resolution; Informational Items Item 3 – Focus Group; Informational Items Item 4 – Workforce Center were added to the agenda.
2. Minutes: The minutes of the February 14, 2007 meeting were approved.
3. Note: In the absence of Emilio Perez, Peter Fong will be representing the management group at today's meeting.

NEW BUSINESS

1. 2007-2008 Budget Update: Adam O'Connor reported that the Legislative Analyst Office projects a deficit in the state budget as proposed in the 2007-2008 Governor's budget. Dollar reductions are expected for community colleges through mid-year cuts. The System Vice Chancellor has stated that these are only recommendations and it is still too early to jump to any conclusions. Adam reported that he will be sending a memo by March 19 outlining the process for submitting 2007-2008 tentative budgets. The information will need to be returned to his office by May 1, 2007. Bob Jensen inquired regarding the status of the Dynamic Fund. It was noted that there is no timing for distribution of funds through the Dynamic Fund as the Budget Development Committee is still waiting on the completion of detailed college goals.
2. 2007-2008 Draft Goals: On behalf of the Division Deans, Bob Jensen presented the proposed **Fullerton College 2007-2008 Goals** that were prepared by the Deans. Dr. Hodge commented that the alignment of the Fullerton College goals with the District Goals and Strategic Plan was going to be helpful in that all items requiring Board approval after July 1, 2007 will have to include how it supports the District Goals/Strategic Plan. Dr. Hodge asked that all representatives take these goals to their constituent groups for review and should be prepared to finalize the 2007-2008 goals at the next meeting. It is important that the goals are in place to assist the Budget Development Committee in the upcoming budget process.
3. Classified FTE: Peter Fong inquired about the process to prioritize the District's proposal for classified FTE allocations. It was noted that 50% of the District allocation will be used to hire within Maintenance & Operation staff. The remaining funds will be used to hire approximately three additional classified positions. Dr. Hodge stated that she would bring this topic back to a future meeting to discuss further.
4. Unhealthy Buildings: Peter Fong reported that several staff members are experiencing allergy and sinus problems in the 2000 Building. He requested that a consultant be brought in to test the air quality in the building. Dr. Hodge requested that the manager(s) report any issues directly to Vice President Janet Portolan for review through her office.

OLD BUSINESS

1. Distance Education – Response to DEAC Proposal: Joumana McGowan reported that a vote in response to the DEAC proposal presented at last PAC meeting will take place at tomorrow's Faculty Senate meeting. She will bring the results of that vote to next PAC meeting. Bob Jensen and Monica Hagmaier reported that they will also have a response from their groups at next PAC meeting.
2. Fullerton College Smoking Procedure: Julie Law presented the proposed **Fullerton College Smoking Procedure** which was approved by the Associated Students on February 27, 2007. Details of the

proposal were outlined and discussed at the meeting. Dr. Hodge reported that the campus was able to develop its own smoking policy since the Board approved the student's request for separate campus policies. The PAC members were asked to share the students' proposal with their constituent groups and bring back comments to the next PAC meeting.

3. AP5040 – Student Records Privacy: In Jonathan's Mayer's absence, Dr. Hodge reported that the Fullerton College students did not accept the proposed revisions to AP5040-Student Records Privacy that was recommended at the last District Planning Council/Chancellor's Cabinet meeting and moved to allow the existing policy remain in effect and no revision to the policy be made. Dr. Hodge did note that discussion of this procedure brought to light the fact that the college does not keep track of who is requesting and receiving student information. She has asked Peter Fong, Dean of Admissions and Records, to develop a procedure for recording the dissemination of this information.

INFORMATIONAL ITEMS

1. Foundation: As a follow up to the \$250,000 that was allocated to establish a non-profit foundation, an inquiry was made regarding the status of the Friends of Fullerton College auxiliary foundation. Dr. Hodge reported that a 501(c) 3 organization has been created and a job description for a foundation director has been approved. At this time Fullerton College is currently working with the Fullerton College Foundation on a Master Agreement between the two entities that details the relationship between the two entities. If the agreement with the current Fullerton College Foundation does not meet all of the needs of the college, then we will proceed with the hiring of an Executive Director and activate the Friends of Fullerton College.
2. Senate Resolution: Joumana McGowan reported that the Faculty Senate and Associated Students have agreed to draft a joint resolution which urges the District to follow a more collaborative decision-making process when making decisions regarding the college's various projects. The resolution will be voted on at the next Faculty Senate meeting. It will then be forwarded for approval by the Associated Students. Once approved, a copy of the resolution will be shared with PAC. Dr. Hodge stated that this is an information item and not an issue upon which PAC will take action.
3. Focus Group: Andrea Hanstein reported that the District Public Affairs office has initiated an effort to ascertain the community's perception and awareness of the NOCCCD, which will assist in its marketing and outreach efforts. The consultants hired to assist in this process propose to conduct focus group meetings with key college groups/personnel as a first step in this process. Andrea asked that the members of PAC attend a focus group specifically for PAC that is scheduled on Friday, March 9, from 9:00-10:00 am in the Staff Dining Room.
4. Workforce Center: Chrystal Van Beynen reported on the Workforce Center's new marketing campaign. A monthly **Help Wanted Apply Within** postcard mailer will be distributed to all Fullerton, Anaheim, Cypress, and Buena Park Chamber of Commerce members. The mailer gives detailed information on how employers can submit job posting requests through the Workforce Center website. Fullerton College is the only college that provides this on-line registration capability. A **business card** version of the postcard mailer has also been developed to be distributed to local businesses.

MEMBER REPORTS

1. Deans: Bob Jensen reported that Nick Karvia, Director of the Bookstore spoke to the deans regarding copyright issues and policies. Bob distributed a copy of **Developing a Portal for NOCCCD** by Bob Hughes which gives an introduction, background, and outlines the benefits of the Luminus portal.
2. Managers: Peter Fong reported that KinderCaminata will be held on Friday, March 30, 2007. Volunteers are needed to assist with the event and should contact Chris Lamm or Karen Rose if interested. A special workshop hosted by the Center for Careers in Education titled *Voices from the Classroom-Songs from the Heart* will be held on Friday, March 16, 2007. Students from Fullerton College are working on a special service learning project with Raymond Elementary which focuses on intergenerational journaling and is linked to the Acacia Convalescent Home. Students Lauren Freeman and Nadav Chudler have been selected to the All USA PTK California team. Peter Fong also reported that the possibility of holding student elections via Webstar would be explored, but would not be ready for the May 2007 elections.
3. Faculty: No Report.
4. Classified: Monica Hagmaier reported that a Classified Senate Open House will be held on Tuesday, April 24, 2007. New officer elections will be held in May. Chrystal Van Beynen reported that the Workforce Center will be holding a Job Fair on Wednesday, April 18, 2007. Students can receive assistance with

their resumes on Resume Day, Tuesday, April 10, 2007. As of today, 57 employers have registered to participate in the Job Fair.

5. Associated Students: Julie Law thanked Chrystal Van Beynen on behalf of the students for the hard work she does at the Workforce Center. She also reported that the Associated Student committee members got a personal tour of the College Center. Associated Students group pictures were also taken during the tour.

ANNOUNCEMENTS

1. Dr. Hodge announced that sculptor and artist-in-residence Todd Frahm continues to work on his sculpture project in the sculpture garden. An exhibition of his other work will be held March 12 – April 14, 2007 in the Art Gallery.
2. Dr. Hodge announced that the Fullerton College Women's Basketball team will be competing in the quarterfinal games for the State Championship on Saturday, March 3, in the gym.
3. Dr. Hodge announced that Lis Leyson will return on Friday, March 2, 2007 as the Interim, Vice President of Instruction.
4. Dr. Hodge encouraged everyone to submit any announcements of general interest to the college community to Andrea Hanstein for publication in the *President's Weekly*.
5. Bob Jensen announced that the theatre production of *Hair* will run March 8-11 and 15 and 17, 2007. The FC Theatre Festival will be held March 16-18, 2007. The FC Jazz Festival will be held March 23-25, 2007.
6. Adam O'Connor announced that the annual Dodgeball competition will be held on Friday, May 4, 2007 at 12:30 in the campus gym. Awards will be presented for the Best Team Cheer and Best Team Outfit. More details will follow.

Adjournment: 3:30 p.m.

Patricia Sanchez, Recording Secretary