



# President's Advisory Council MINUTES

April 25, 2007  
Approved - 5/9/07

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

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## HOUSEKEEPING

1. Agenda: Approved as presented.
2. Minutes: The minutes of the April 11, 2007 meeting were approved.

## NEW BUSINESS

1. Campus Safety Measures: Campus Safety Director Emilio Perez reported that the Campus Emergency Response Guide and Campus Emergency Operations Plan are currently in place. The Emergency Response Guide is posted in all classrooms and work areas to assist any individual in an emergency situation. The District is in the process of allocating funds to all campuses for training staff volunteers on emergency readiness. The funds will also assist in providing emergency supplies. The campus is also part of the City's Community Emergency Response Team along with the Fullerton Police Department and Fire Department. Mr. Perez stated that each emergency requires its own response. Therefore, in an emergency the first contact is to Campus Safety, which will then respond to the emergency.
2. Notification of Deceased Colleagues: Monica Hagmaier inquired if there was a campus procedure to notify someone when a staff member or student passes away. Does the college respond with flowers or cards? After some discussion, it was decided to form a task force to draft a procedure to deal with these types of incidents. Faculty member Ken Collins and Dean Peter Fong will serve on the task force. A name from the classified staff will be forwarded to Debra Gerard, who will convene the meeting of the task force.
3. Budget Report:
  - Adam O'Connor reported that at the last DPC meeting it was announced that no changes to the NOCCCD 2007-2008 Budget Assumptions were identified. However, Fred Williams reported that there is a state-wide shortfall on the 2006/2007 property tax roll. The state will be looking into how to respond to the shortfall, but there is no indication as to what will be taken at this time.
  - Chrystal Van Beynen inquired about how the 2007-2008 Budget Proposal requests would be handled. Adam O'Connor reported that 52 proposals were received for institutionalization, one-time, and on-going fund requests. At the next meeting, the Budget Development Committee will make recommendations to PAC for approval of those requests that best meet the college goals and objectives. Dr. Hodge stated that she requested the Budget Development Committee to separate the way they look into on-going fund requests as opposed to one-time fund requests. On-going fund requests have a different impact on budget consideration. In order for PAC members to be prepared to discuss the BDC recommendations, a copy of all the proposals will be posted on the J:drive so that they can review prior to next PAC meeting. Jonathan Mayer requested that the BDC include in their recommendations a rationale as to why each proposal was either approved or rejected. Adam O'Connor stated that they will include as much information as possible on the recommendations to clarify each decision.
  - Jonathan Mayer inquired if a new food vendor had been selected for the new College Center. Adam O'Connor reported that a vendor has not been selected at this time. Jonathan also inquired if the \$1M that has been set aside in Capital Outlay can be used to fund new things for the new buildings. Dr. Hodge responded that this money has not been allocated to any specific projects.

4. 400 Building Update: Janet Portolan gave a construction update on the 400 Building. The architects, R<sup>2</sup>A, have been meeting with faculty and staff to design classrooms and labs. The project is moving into the design development stage which should be completed by end of May.

#### OLD BUSINESS

1. Master Calendar Update: Andrea Hanstein reported that the Master Calendar Taskforce has completed their evaluation of three master calendar software companies and a recommendation was forwarded to the President's office. Event Management Software was selected as the new provider and activation of the new software is scheduled for July 1, 2007.

#### MEMBER REPORTS

1. Deans: Bob Jensen reported that at the last Deans' meeting the deans received special training on the Enrollment and Management Systems (EMS). Bob reported Apple Education was on campus last week and give a presentation on I-Tunes University. He has submitted a proposal for funds allocation through the Budget Development Committee for a possible pilot program.
2. Managers: Emilio Perez reported that he is waiting on the allocation of funds from the District for emergency training purposes. As soon as the funds become available training will start for deans and managers. Training for all other staff members will begin thereafter.
3. Faculty: Joumana McGowan thanked Adam O'Connor for presenting the 2007/2008 NOCCCD Budget Assumptions at the last Faculty Senate meeting. The faculty received a presentation on Luminus at their April 19 meeting. Emilio Perez is scheduled to make a presentation on Emergency Training at the next Faculty Senate meeting.
4. Classified: Monica Hagmaier reported that Aeyoung Kim-Shepard from the Math Division was selected as the recipient of the Classified Employee Recognition Award for the first quarter of 2007. She further reported that over 100 classified employees attended the Classified Senate Open House held on April 24, 2007. Chrystal Van Beynen reported that several students were hired on the spot during the Job Fair held on April 18, 2007.
5. Associated Students: Jonathan Mayer reported that the Associated Students election results are being finalized and official results will be announced next Tuesday. It was also reported that at the last A.S. meeting the students voted to approve an increase to the Health Services fee. In response to the discussion at the last PAC meeting, Jonathan stated that he forwarded a map identifying locations for additional crosswalks throughout the campus perimeter to Janet Portolan. Janet Portolan has contacted the City of Fullerton about this and will report on this issue as information becomes available. It was announced that the Festival of Diversity is scheduled for tomorrow, April 26, 2007 beginning at 10:00 a.m. Activities include a moment of silence for the tragedy in Virginia Tech at the beginning of the approved college hour at 12:00 p.m. and the recognition of the Women's Basketball Team and Teacher of the Year Debi Woelke. Jonathan encouraged everyone to participate in the event, especially at the Dunk Tank fundraiser where he and Bob Jensen have volunteered as targets. Julie Law announced that the ICC Awards Reception will be held on May 4, 2007. Julie also reported that she spoke at Santiago College regarding the college's implementation of the Non-Smoking Procedure. She also has been contacted by Glendale College to possibly speak to their student organization. It was also requested that the name of a faculty representative for the Smoking Ban Implementation Committee be forwarded to Julie Law as soon as possible. Joumana McGowan announced that Faculty Senate committee elections will be held at their next meeting and a name will be forwarded to Julie Law as soon as available.

#### ANNOUNCEMENTS

1. Bob Jensen announced that a presentation by holocaust survivor Leon Leyson was held yesterday in the College Theatre to a full audience.
2. Bob Jensen also announced that former Fullerton College graduate, Eden Espinosa, is one of the leading actors in the Los Angeles production of *Wicked*.

Adjournment: 3:55 p.m.

Patricia Sanchez, Recording Secretary