



# President's Advisory Council MINUTES

September 26, 2007

Approved - 10/10/07

---

**MEMBERS PRESENT:** *Chair:* Kathie Hodge *Deans:* Bob Jensen *Management:* Emilio Perez *Faculty:* Ken Collins, Susan Nack, Miguel Powers, Jay Seidel *Classified:* Monica Hagmaier, Chrystal Van Beynen *Associated Students:* Eric Barocio, Ethan Morse

---

## HOUSEKEEPING

1. Agenda: Approved as presented.
2. Minutes: The minutes of September 12, 2007 were approved after minor corrections were received and accepted.

## NEW BUSINESS

1. MyGateway Presentation: Adam Howard from District Information Services gave a visual presentation on MyGateway, the new District portal. A brief introduction to MyGateway and a link to register for District training classes are outlined in his *Coming In November!* Handout.
2. Basic Skills Strategies Committee: Dr. Hodge discussed the importance of the state-wide Basic Skills Initiative. She proposed the formation of a college-wide workgroup that will include deans, faculty, and student service managers to act quickly to focus on producing a model program for the college to capture the State funds allocated to this initiative. Important issues to be considered will include curriculum and financial strategies. Dr. Hodge agreed to draft a proposal for membership in this workgroup. PAC members who have recommendations of persons to be involved in this workgroup should e-mail that information Dr. Hodge. Classified and student members are welcomed.
3. Key Return Policy Committee: Dr. Hodge proposed the development of a committee that would assist in drafting a campus-wide Key Policy. It has come to her attention that there is no procedure in place for returning keys when staff members leave campus. Dr. Hodge outlined the new key system that is being implemented with the construction of the new buildings. After some discussion and suggestions about possible implementation procedures, it was agreed that a draft Key Policy will be established and brought to PAC for review.

## OLD BUSINESS

1. Budget Update: Adam O'Connor reported that the Board approved the 2007-2008 Proposed Budget at its September 25, 2007 meeting. The budget includes one-time allocations for Scheduled Maintenance at \$383,269, Instructional Equipment at \$383,234, and a Block Grant at \$211,338. At the Budget Officer's Meeting it was agreed that the Block Grant allocation will be allocated to Instructional Equipment. Fullerton College's total allocation for these areas is \$285,000. This amount, combined with \$181,636 in carry over funds, will provide Fullerton College with a total of \$467,000 to be expended in 2007-2008. Mr. O'Connor further reported that the 2007-2008 projection from lottery funds is \$374,000. For planning purposes, it was agreed that instead of waiting for the actual amount to be allocated toward the end of each fiscal year, a total of \$250,000 will be allocated July 1 of each year. Once the actual amount has been received, the remainder will be added to the next year's allocation of \$250,000. For example, last year's remainder was \$3,608. This amount has been added to this year's allocation for a total of \$253,608.

Dr. Hodge discussed Fullerton College's funded growth strategy. The 2007-2008 Proposed Budget reflects a .75% or 17,013 FTES growth target for Fullerton College. The college is funded up-front for the proposed growth target. Based on fall enrollment, the college is hopeful that this year's growth will be closer to 2 percent. If the college exceeds its budgeted growth target, then it will receive additional

funding at the end of the fiscal year. If the budgeted growth target is not met, then the college has to pay back the money that was received up-front for the portion of growth not obtained.

2. Notification of Deceased Colleagues: As requested at the meeting of April 25, 2007, a task force met to develop a procedure to outline the steps to notify Fullerton College staff of the passing of our colleagues/students. Debra Gerard reported on behalf of the task force. Members of the task force included Ken Collins, Andrea Hanstein, Debra Gerard and Pattie Foster. The ***Proposed Procedures - Notification of Deceased Colleagues/Students*** handout attached to the agenda outlines the actions and persons responsible to notify the College of a deceased colleague or student. After discussion several changes were recommended. Debra Gerard will update the procedure with these changes and distribute.

#### INFORMATIONAL ITEMS

1. Building Move Update: Dr. Hodge reported that the opening of the new College Center will be postponed until mid-November. The move will not be completed until the following construction delays are resolved: (1) additional sprinklers installed in the 1<sup>st</sup> floor dining area as mandated by the Division of State Architect (DSA) and (2) complete accessibility to the building to include patios and walkways. Installation of telephones and occupancy by Sodexo, our new food service vendor, will continue as planned. Adam O'Connor reported that Harmony has agreed to extend their contract until November 19, 2007 and continue operating in the old food service building. Once Harmony leaves the old food service building, it will be remodeled and occupied by Sodexo. Building users will be allowed to move some of their belongings before the final move date. Under separate discussion, Dr. Hodge clarified that the remodeling of the 2000 Building is still a viable project. It is in the design phase and an \$8M budget is still assigned to that project.
2. Accreditation – Mid Term Report: Dr. Hodge reported that the Accreditation Mid-Term Report is due March 15, 2008. The plan for preparation of the Mid-Term Report is to have an administrator and faculty member work together to prepare the report. The report will then be distributed to the campus constituencies for review and feedback. Ken Collins reported that a faculty member to work on the Mid-Term Report has not yet been identified and inquired about reassigned time associated with this project. Dr. Hodge reported that an administrator was yet to be appointed, but this would be done soon to allow time to prepare the report and campus review.

#### MEMBER REPORTS

1. Deans: Bob Jensen thanked Dr. Hodge and everyone who helped restore the hand sculpture located in the sculpture garden. Pete Cruz, the new District Internal Auditor, will be meeting individually with the deans to discuss best practices. The Fullerton College Alumni Association is holding a silent film screening of "Steamboat Bill" in the Wilshire Auditorium on Friday, October 26, 2007 from 6:00-8:00 pm. The Fullerton College English Department is holding its annual Visiting Poet Reading on Tuesday, October 16, 2007 at 7:00 pm in the Wilshire Auditorium. This year's poet is Brian Turner, a national award winning poet and Iraq war veteran.
2. Managers: Emilio Perez reported that an article appeared in the *Hornet* regarding the Region 8 EOPS School of the Year award received by Fullerton EOPS office. Emilio distributed some handouts regarding ***Substance Abuse Awareness Day*** scheduled for Thursday, October 11, 2007 from 10:00 am – 1:00 pm in the Quad and ***"She Bear" For Women Only***, a class on personal safety for women sponsored by the Fullerton Police Department scheduled for Thursday, October 4, 2007 from 6:00-8:00 pm in the Fullerton City Hall council chamber.
3. Faculty: Ken Collins reported that they are working on appointing a Student Learning Outcomes coordinator. While an individual has not been identified for fall, reassigned time for an SLO Coordinator for spring 2008 has been allocated. He assured PAC that help from the faculty in this important area was coming.
4. Classified: Monica Hagmaier reported that, in response to concerns about meeting during morning peak hours, the Classified Senate meeting times have changed to 2:00-3:00 pm on scheduled meeting dates. The new classified PAC representatives are Efrain Villanueva and Jim Book. Chrystal Van Beynen reported that the Workforce Center Job Fair is scheduled for Wednesday, October 10, 2007 from 10:00 am – 2:00 pm in the Quad.

5. Associated Students: Ethan Morse reported that the new officer elections were held on Wednesday, September 19, 2007. A total of 283 votes were cast, doubling the turnout from last year. Twenty-six senatorial positions were filled as well as the Associated Student Recorder. These elections resulted in all Student Government positions being filled. Mr. Morse further reported that the Associated Students and ICC sponsored Constitution Day activities, combined with Club Rush, on September 19 and 20.
6. Dr. Hodge: Dr. Hodge reported that the District is addressing student eligibility as directed under AB540. She clarified that students are eligible to attend California community colleges under AB540 if they have attended high school for at least 3 years, have graduated, and are working towards citizenship. By federal law students with B1/B2 visas are allowed to register in college under different conditions. Dr. Hodge assured PAC that students without proper documentation were not allowed to register for classes.

Dr. Hodge clarified her position regarding the issue of the Board not approving curriculum without her signature. She re-affirmed that the dialogue currently taking place between the faculty and administration regarding curriculum was intellectually honest and stimulating with a goal of what's best for the college and its students.

Adjournment: 3:49 p.m.

Patricia Sanchez, Recording Secretary