



President's Advisory Council MINUTES

December 13, 2006

Approved - 1/24/07

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

HOUSEKEEPING

1. Agenda: New Business Item 1 – Purchasing Preparation was added to the agenda.
2. Minutes: The minutes of November 29, 2006 were approved after minor corrections were received and accepted.

NEW BUSINESS

1. Purchasing Preparation: Dorothy Owens-Whitehurst, District Director of Purchasing reported on the current district purchasing policies and procedures. Some of the areas she covered included bid limits and requirements, special circumstance form for bids over \$5,000, CMAS vendors, and piggy-back bids. She encouraged everyone to contact the district purchasing office if they should have any questions or need assistance. A copy of the ***NOCCCD Purchasing Handbook*** dated October 6, 2006 was distributed.
2. Budget Development Committee – Update and Recommendation: As requested at the last PAC meeting Adam O'Connor outlined the recommendations from the Budget Development Committee regarding fund allocations for the 2007/2008 budget process. The BDC is recommending that a condensed process be used during the spring semester for allocation of funds for all one-time or on-going requests. This includes all requests submitted via the new Ongoing Fund Request form, the Institutionalization Request Report, and the Dynamic Fund. Most importantly, the BDC is recommending that PAC and the President outline detailed college goals and priorities before any fund requests are approved. The BDC recommendations are outlined in their ***Budget Development Committee Report to PAC dated December 13, 2006***. It was recommended that a PAC retreat should be considered for next semester to assist with the implementation of college goals and priorities.
3. Instructional Equipment and Other Enhancement Allocations: Adam O'Connor reviewed the ***2006-2007 Allocations by Division*** report that was distributed at the meeting. The report outlines all fund allocated to divisions to include Base Budget, Growth Beyond Extended Day, Dynamic Fund, Instructional Materials, Instructional Equipment, VTEA, and Career Tech Funds. The report only lists the funds allocated to the academic divisions but does not list funds allocated to student services and operations. Adam also reported that in addition to the funds listed on the report, \$450,000 was also allocated for technology upgrades to "ugly classrooms." Under separate discussion inquiries were made regarding the \$2.3M non-allocated funds that were distributed to the campus by the District. Dr. Hodge reported that that this is one-time money and no plans on how to spend it have been finalized.

OLD BUSINESS

1. Master Calendar Task Force: As approved at the last PAC meeting, a new Master Calendar Review Committee has been established. The committee members include Andrea Hanstein, Carolyn Whelchel, Bob Jensen, Sally Clausen, Ed Huber, Darlene Jensen, Anita Ward, Co Ho, Brad Rippe, Shauna Fisher, and Miguel Miranda. Nilo Niccolai and Chris Figuera will serve as resource members. Campus Safety and Classified Senate will forward the name of their representative to Andrea Hanstein as soon as available. The first meeting is scheduled for January 2007.
2. Spring Marketing Sign-Ups: As reported at last PAC meeting, the District has once again allocated funds for short term projects to assist with the enrollment enhancement activities for the spring semester. Dr. Hodge reported that several of the activities currently underway include mailing of 170,000 8-fold/mini

schedule, radio campaigns on KROQ, KIIS FM, and QUE Buena, "Apply Now" banners displayed on key locations on campus, building signs and construction maps, information tents during first week of school, open class list, targeted print advertising for vocational education classes, and student ambassadors. She also reported that Andrea Hanstein will coordinate the sign-up sheets for volunteers working the informational tents.

INFORMATION ITEMS/ANNOUNCEMENTS

1. Spring Convocation: Dr. Hodge reported that Spring Convocation is scheduled for Friday, January 12, 2007 from 9:00-11:00 a.m. There will be tours of the College Center construction site following convocation.
2. 2005 Classified Needs List – DRAFT: A draft copy of the **2005 Fullerton College Classified Needs List** was distributed for informational purposes. The list was compiled from submissions that were received from all division deans. It was reported that the District has made a request for an updated list. During the discussion, Chrystal Van Beynen reported that the Classified Senate has had some preliminary discussions on this topic and that they will be reviewing the list. A copy of a **concept proposal** developed by the Student Services Manager's ad hoc Classified FTE Subcommittee which supports an equitable and objective process to allocate new and/or reinstate classified staff was distributed to PAC members. It was requested that PAC continue discussions on this topic.

MEMBER REPORTS

1. Deans: Bob Jensen reported that the deans are preparing their goals to align with the new college goals. The deadline for completion is February 1, 2007. He reported that the Banner Steering Committee will continue to implement password changes to Banner users. The Board of Directors approved the purchase of a new district portal called Luminus. District IS will begin testing of the new system to include navigation and customizing issues. The consulting firm of EMS (Peter Morrison) has been hired by the district to assist in enrollment management. Their work will provide more accurate and real-time data about enrollment. He reported that new decoders will be provided for videos and DVDs to allow closed caption capabilities. The decoders will be in place by end of next year.
2. Managers: Emilio Perez encouraged everyone to attend a Disaster Survival Skills workshop scheduled for Tuesday, January 9, 2007 in the Faculty Lounge. He mentioned that several incidents involving students and depression have been reported in the last week. This is due to students experiencing high levels of stress during finals and the upcoming holidays. If anyone encounters a student in this situation please refer them to Chris Kiger at the Health Center. Emilio also explained the Drop-For-Non-Payment process for spring semester and expressed the Student Services Managers' support of the concept proposal regarding classified FTE.
3. Faculty: No Report.
4. Classified: Monica Hagmaier reported that the Classified Senate is currently working on updating the current constitution and by-laws specifically the areas related to Election procedures. This is in anticipation of new elections beginning in May 2007. She reported that Anita Ward won the 3rd Quarter 2006 Classified Employee Recognition award.
5. Associated Students: No Report.

ANNOUNCEMENTS

1. A copy of the Fullerton College annual report titled **Report To The Fullerton College Community 2006** was distributed.

Adjournment: 3:30 p.m.

Patricia Sanchez, Recording Secretary