



# President's Advisory Council MINUTES

January 28, 2009  
Approved February 11, 2009

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**MEMBERS:** *Chair:* Kathie Hodge *Deans:* Bob Jensen *Managers:* Emilio Perez *Faculty:* Ken Collins, Marcus Wilson, *Classified:* Ericka Adakai, Beverly Pipkin *Associated Students:* Rajan Vaidya, Robin Kim *Absent:* Susan Nack, Jay Seidel

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## HOUSEKEEPING

1. **Agenda:** The agenda was approved with the addition of an introduction at the beginning of the meeting. Dean Dan Willoughby introduced Dani McLean as the Manager of Basic Skills. Ms. McLean will be working with the Basic Skills Steering Committee and report to Dean Willoughby.
1. **Minutes:** The minutes were approved as presented.

## OLD BUSINESS

1. **Smoking Enforcement Committee:** Student Representative Rajan Vaidya reported that the smoke free banners have been placed around campus and the Associated Students had unanimously endorsed the Enforcement Procedure that was presented at the last PAC meeting. Mr. Vaidya explained that the handouts distributed at the meeting were samples of what would be given to those who violate the smoking policy. The handouts would be printed in the size of a business card. Further, Mr. Vaidya invited managers and faculty to assist Campus Safety in enforcing the smoking policy. Since PAC had previously endorsed the Enforcement Procedure, it was formally adopted with a 7-1(abstention) vote (two members were absent).

## NEW BUSINESS

2. **Class Schedules - Printing:** PIO Andrea Hanstein explained that a conversation was taking place across the District regarding the printing of class schedules. The impetus for the discussion was for budgetary reasons, but other considerations such as how the students currently use the schedules and the college's ability to provide an effective online schedule were prompting Fullerton College to evaluate the best way to communicate the information currently in the class schedule. Ms. Hanstein asked each PAC representative to discuss with their constituent groups how the class schedules are used, what the students want, the value of the ads in the class schedule and what happens if class schedules are not printed. Currently the class schedules are printed, available in the Bookstore, made available in the Information Booths at the beginning of the semester and available in an online version on the Fullerton College website. At the next meeting a discussion about what changes are or are not made in the printing of the class schedules will take place based on the feedback from the constituent groups. While there are many ways to reduce the cost of printing the schedules, any changes will be influenced more on how the class schedules are used rather than solely on the basis of cost of printing.
3. **BDC Budget Reduction Process:** Budget Officer Adam O'Connor reported that the budget reduction ideas received from across the District were consolidated into one document and will be the basis for discussion by the Budget Subcommittee of DPC. The document has been posted on the campus server in the following folder: J:\drive\Chancellor's Cabinet-DPC Meetings\2008-2009\01-26-09. It was agreed this document would also be sent to all PAC representatives. Further, Mr. O'Connor stated that the BDC would be reviewing the document and identifying any actions the campus could take in reducing expenditures. President Hodge urged all to put as much detail as possible in any RQ that is input because the Budget Office would be looking very carefully at every expenditure. Faculty Senate President Ken Collins inquired as to whether belt tightening this fiscal year would hurt Fullerton College or if the college would get credit for every savings. Dr. Hodge responded to the question by saying that she didn't have an answer at this time, but that the Budget Office was keeping a record of all savings to

make sure that the college can make a case to get credit for them. Further, Dr. Hodge stated that she was watching very carefully to make sure Fullerton College isn't negatively affected if it achieves FTES growth, as long as growth is achieved without spending more money. She stressed that it was important for everyone to understand that any growth Fullerton College achieves this year should be measured not by our target growth (which was reduced from last year's actual growth) but for our actual growth. While the college is currently showing 6% growth over the target FTES, it is really only 3% over the actual FTES achieved last year and 3% over target. Discussion about the Board's decision to raise non-resident tuition at the January 27, 2009 Board meeting took place. Dr. Hodge explained that the Board is mandated to evaluate its non-resident tuition rate each year and the choices are all formula driven. All choices this year would have resulted in an increase in non-resident tuition.

4. **Accreditation – CCSSE Survey:** VP Toni DuBois and Institutional Researcher Ken Meehan explained in more detail the college's participation in the Community College Survey of Student Engagement. It was noted that the survey would be administered in fall 2009 under the leadership of Dr. Meehan and the college would receive results of its survey and comparisons to peer institutions. While the college has input into some areas of the survey, the survey itself is prepared and scored by CCSSE. In addition to the student survey, the college would also be conducting a faculty survey. Both the student and faculty surveys would be available for accreditation purposes. The survey results may also influence program review. For those who may be interested, all were invited to visit the website where sample surveys are available for review: [www.ccsse.org](http://www.ccsse.org) Dr. Meehan took a moment to announce that the Accountability Reporting for Community Colleges (ARCC) had released their data on January 27, 2009 and the college is asked to submit a self-assessment of the data. The self-assessment will be presented at the next PAC meeting and a presentation of its self-assessment will be made to the Board of Trustees by all three district entities (Fullerton College, Cypress College and SCE) on February 24, 2009.
5. **2008-2009 Unit Objectives Mid-Year Report:** Dean Bob Jensen reported that, based on the Budget and Planning Calendar, a mid-year report of the goals and objectives has been prepared and is being presented to PAC. A year-end report will also be made to PAC prior to the end of the spring semester. It was also stated that at the February 11, 2009 meeting a presentation of the 2009-2011 Objectives will be made to PAC. The Deans and Managers work with their faculty and staff to input into these documents.

#### INFORMATIONAL ITEMS/ANNOUNCEMENTS

1. **BDC Report to PAC:** On behalf of BDC Budget Officer Adam O'Connor presented "Budget Development Principles" for consideration by the President. Following a discussion of the recommendation, President Hodge accepted the recommendation and will respond.
2. **IPEDS Report:** Institutional Researcher Ken Meehan presented the Fullerton College 2008 Integrated Postsecondary Education Data System (IPEDS) report. Dr. Meehan explained that the data in this report is data submitted by the District to the Federal government and directed primarily to 4-year institutions with first time, full time degree seeking students. This specific student population is 10% of the Fullerton College students. Dr. Meehan also explained that peer institutions for the report were selected based on size, type and location. Further, the cohort for this report differed from that of the ARCC report discussed earlier in the meeting. President Hodge encouraged all to be aware of the report and its findings, as it is distributed widely and used by the local legislators.
3. **Title V Grant Proposal:** President Hodge stated that should Fullerton College wish to pursue a Title V HSI Grant it was now eligible to do so. She requested that PAC representatives discuss the subject with their constituent groups and be prepared to discuss further at the next PAC meeting. Questions to be discussed should include, but not be limited to: Do we want to apply for? What would be the focus of the grant? Should we have a consultant assist in the application?
4. **Construction Update – PE:** Vice President Janet Portolan and President Hodge reported on recent inquiries from the college's neighbors regarding the lighting, parking, traffic and noise that they assume would be a problem with the renovation of the football/soccer field and track. Representatives from the college and district met with City of Fullerton staff about the project and residents made comments at the January 27, 2009 Board of Trustees meeting about their concerns. The college is hosting a Community Meeting on January 29, 2009 to hear directly from the neighbors and provide them with information. Dr. Hodge expressed that it is the college's intention to work with the community, as it wants to be good neighbors. Dr. Portolan then gave a brief update on the other active construction projects:
  - a. **Pool –** construction is stopped until grates that are mandated by the Federal government can be addressed. It is anticipated this will be resolved by the end of spring 2009.

- b. **South Gym & Dance Studio** – construction is in progress and should be completed in March 2009.
- c. **North Gym** – construction will begin in January 2010.
- d. **Science Building** – foundations will be poured soon and then steel will be put in place; construction is estimated to be completed January 2011.
- e. **Technology Complex** – planning is being done to renovate the 900 building (Phase I) and then the 700 building (Phase II); swing space at the district-owned La Habra facilities is being explored for the occupants of the 900 building during Phase I and in the Science Village during Phase II. This is currently forecast as a two-year construction project.

#### MEMBER REPORTS

1. **Deans:** Dean Bob Jensen reported that the Deans are currently working on the 2009-2011 Objectives and the Summer Schedule.
2. **Managers:** No report.
3. **Faculty:** No report.
2. **Classified:** Classified Senate President Ericka Adakai reported that a questionnaire was recently distributed to all Fullerton College classified staff to survey their needs and thoughts. Results of the survey will drive the work of the Classified Senate to meet the needs and address concerns raised. The Classified Senate is also preparing to publish a newsletter three times a year and the Classified Senate website is being entered into a statewide competition. Ms. Adakai announced that the Classified Recognition nominations were being solicited soon and all are encouraged to make nominations. Finally, it was announced that a 17-week Weight Watchers program has begun and those interested are invited to participate on Tuesday from 12:30 – 1:30 p.m.
3. **Associated Students:** A.S. President Rajan Vaidya introduced the new A.S. Vice President, Robin Kim, who will also serve as representative to PAC. Mr. Vaidya announced that the A.S. would be conducting its survey soon and that Teacher of the Year nominations are due by February 4, 2009.
4. **President:** Dr. Hodge announced the upcoming Student Success Summit III to be held on February 27, 2009. All are invited to participate in this event.

Adjournment: 3:50 p.m.

Debra Gerard, Recording Secretary