



# President's Advisory Council MINUTES

February 11, 2009  
Approved February 25, 2009

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

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## HOUSEKEEPING

1. **Agenda:** The agenda was approved as presented.
2. **Minutes:** The minutes were approved as presented.

## OLD BUSINESS

1. **Class Schedule - Printing:** PIO Andrea Hanstein began the discussion about printing class schedules by answering two questions that had been raised by many: (1) The college will always print class schedules and (2) The college no longer sends the class schedules to residents in communities within our service area. Discussion took place that expressed support for printing class schedules for many reasons: it is a good marketing tool for the college; it can be a self-help guide for students because it contains information about college rules and processes; and the abbreviated version (8-fold) can be misleading about the courses we offer giving readers the idea that our course offerings are limited to those in the abbreviated version. It was suggested that a post card be sent to all service area residents announcing classes will be starting and the opportunity to get a free class schedule at the Bookstore with the post card. The post card has many benefits: it would be less expensive to mail; remind the community about the existence of the college and encourage prospective students to come to campus. The students stated that the online schedule was not often used, as most preferred to have a hard copy with which to work out their schedules. Discussion of the costs to print the schedule included the fact that whatever money is collected from the sale of the schedule is credited back to future printing costs and a caution that, because it is the college's marketing tool, it not be reduced to a "low cost" "cheesy" looking document. Ms. Hanstein thanked the group for its comments and will be using them to guide in the future production and distribution of class schedules.
2. **Title V Grant:** Discussion of the possibility of the college applying for a Title V grant took place. While the opportunity to take advantage of utilizing outside resources to achieve the college goals is very attractive, caution was raised about moving forward with an effort that is without purpose and the costs involved in applying for and institutionalizing aspects of a grant. The use of a consultant to obtain a grant was supported, with the understanding that the consultant doesn't create a grant to get funds that doesn't match the college goals. It was agreed that someone to drive the grant with a passion for the stated purpose was critical. It was acknowledged that the Title V funds are very permissive and most projects could be funded by a Title V grant. If the college wished to submit a grant proposal, it must first certify as a Hispanic Serving Institution (HSI). The deadline to do this is February 20, 2009 and there is no cost involved. The cost to apply for a grant would include a consultant to assist in writing the grant and the analysis of the institutionalization of any aspects of the grant. It was decided that: (1) the college would certify itself a HSI by February 20, 2009; (2) seek campus input as to projects that may be a part of the grant application and (3) before submittal in April 2009 have the Budget Development Committee analyze the financial implications of a grant.

## NEW BUSINESS

1. **ARCC Self-Assessment:** As was discussed at the last PAC meeting, Institutional Researcher Ken Meehan presented the self-assessment that is required in response to the 2009 Accountability Reporting for Community Colleges. Dr. Meehan briefly explained how the report is developed and highlighted that

the college is above average in all areas except vocational courses and basic skills. A discussion of why the vocational courses were low took place and Dr. Meehan was asked to look into further the possible reasons for the scores. Since the Board of Trustees is required to "interact" with the data from the report and approve the self-assessments, an agenda item will be placed on the February 24 Board of Trustees Meeting agenda. Cypress College, Fullerton College and the School of Continuing Education will present their self-assessments at that time. Prior to the Board meeting, Dr. Meehan will be sharing the report and self-assessments with the Faculty Senate and Deans Council.

2. **2009-2011 Goals & Objectives:** Dean Bob Jensen presented a rough draft of the unit objectives to support the 2009-2011 College Goals adopted by PAC. Mr. Jensen explained that the document was compiled by the Deans with input from faculty and staff. There were two areas inadvertently missing from the summary document and those unit objectives were distributed separately. Since this is a two year plan, all PAC representatives were asked to review and discuss with their constituent groups. Any suggestions for additions, corrections or deletions should be directed to the area Dean. A revised document will be distributed for discussion at the March 11, 2009 PAC meeting.

#### INFORMATIONAL ITEMS/ANNOUNCEMENTS

- a. **No Announcements.**

#### MEMBER REPORTS

1. **Deans:** Dean Bob Jensen reported that the Deans had discussed the proposed procedure of involving the BDC in the hiring of replacement positions and strongly disagreed with the involvement of the BDC. The Deans feel the procedure is cumbersome, it would slow down an already long hiring process and that the manager/dean/vice president have a good sense of what is required in their areas. Budget Officer Adam O'Connor reported that the BDC had worked on a revised procedure that would address the concerns of timeliness. Mr. Jensen also reported that Dean Bruce Cordell has once again developed a Center for the Future speaker program which begins in late February. The Deans began inputting classes for the fall 2009 schedule. While acknowledging that there may be required changes, they did not feel this effort should be delayed. Mr. Jensen further stated that, in the development of the schedule, the Deans were working with their Faculty Coordinators to evaluate the course of each program and develop a plan in the event a reduction is required. Dr. Hodge reported that at the February 9 DPC meeting, the colleges were given a green light to schedule fall 2009 with no reductions or growth – a "status quo." Mr. Jensen announced that the new adjunct faculty contract changes will take effective in fall 2009 allowing a higher percentage of adjunct to full-time faculty ratios. The Dean are also discussing the importance of a management communication plan in the event of an emergency and addressing a new Legal Advisory concerning the faculty assignments in TBA labs relating to credit courses.
2. **Managers:** Chris Kiger announced a number of upcoming campus activities: (1) Men and Women of Distinction nominations are due February 19; (2) all managers are invited to a joint staff development workshop to be held on February 20; (3) a Red Cross drive is scheduled for February 17 through March 3; (4) the deadline to apply for graduation is February 23 – all were encouraged to spread the word and (5) the Student Center is hosting an Open House on February 25 – all are invited.
3. **Faculty:** Faculty Senate President Ken Collins announced that Bookstore Manager Nick Karvia is working with the faculty to put into effect a Guaranteed Book Buy Back Program. The program requires that faculty commit to using the same textbook for two consecutive semesters and, if they do, the Bookstore will commit to buy back the textbook for 50% of its original/new cost. A textbook rental program is also being investigated. All agreed that it is encouraging that ways to assist students in addressing the high cost of textbooks are being explored. Dr. Collins also announced that the Board has approved the award of sabbaticals to seven Fullerton College faculty.
4. **Classified:** Classified Senate President Ericka Adakai reported the classified questionnaire that was distributed to all Fullerton College classified employees resulted in a number of responses. The Classified Senate will be reviewing the input, which will provide direction to them as how to best meet the needs of the classified staff. Ms. Adakai announced that the newly formed Weight Watchers program is working very hard at being healthy and lost 43 pounds in the first week!
5. **Associated Students:** A.S. Vice President Robin Kim announced that they hosted a successful NiteLife on February 10, which was moved inside the Student Center because of the weather. Mr. Kim also reported that Fullerton College Associated Students is hosting a Region 8 Student Government Meeting

on February 28 and Fullerton College students are participating in the Students' Pasadena Rally on February 13 in support of community colleges from the State Budget. Dr. Hodge was pleased to encourage Mr. Kim to report that he had just learned he had been selected for the Phi Theta Kappa All California Academic Team. Congratulations were extended to Mr. Kim on this honor.

Adjournment: 3:20 p.m.

Debra Gerard, Recording Secretary