



# President's Advisory Council MINUTES

June 24, 2009  
Approved

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**MEMBERS:** *Chair:* Kathie Hodge *Deans:* Bob Jensen *Managers:* Chris Kiger *Faculty:* Marcus Wilson, Jay Seidel  
*Classified:* Ericka Adakai, Beverly Pipkin *Associated Students:* Peter Cornett, Garry Suharli *Absent:* Ken Collins, Sean Chamberlin

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## HOUSEKEEPING

1. **Opening Remarks:** President Hodge opened the meeting expressing her appreciation to all for coming to this special summer meeting. She stated that it was "above and beyond" for everyone to gather together, but very helpful so that the college could talk about its strategies relating to the budget.
2. **Agenda:** The agenda was approved as presented with the addition of "Institutional SLOs" in the New Business Section.
3. **Minutes:** The minutes were acknowledged as approved via email in May.

## OLD BUSINESS

1. **Governance Document:** President Hodge reported that subsequent to the last meeting when the governance document was approved she received approval from CSEA of the classified staff sections of the document. The document will be revised to reflect no pending approvals and posted to the PAC folder on the J:drive.
2. **Campus Committees:** Debra Gerard reported that the committee information has been posted to the PAC website and that all updates should be directed to her. A handout with the website url was included in the agenda packet. Dr. Hodge stated that if there are any discrepancies between the information provided by the governance groups and the Committee Chairs regarding membership, the governance unit information will be posted.

## NEW BUSINESS

1. **Budget Update:** Director of Budget & Finance Adam O'Connor presented the District Tentative Budget that had been presented to DPC on June 22 and the Board of Trustees on June 23. A handout of the presentation was distributed at the meeting. Highlights for this budget included: \$157.6 million in revenues/ \$162.2 million in expenditures resulting in a deficit of \$4.6 million. This deficit will be offset by the faculty vacancies that were not filled this year and the PERS medical premiums increase that was less than anticipated when the budget was pulled together. These offsets result in a revised deficit of \$283,000. He cautioned, however, that many of the 2009-2010 cuts were offset by one-time federally funded items and there is concern about the 2010-2011 year and beyond. Mr. O'Connor reminded the PAC representatives that this was not a final budget and would be reworked and presented to the Board in September 2009 with up-to-date information.

Mr. O'Connor reported that, in preparation for the 2009-2010 fiscal year, the District had asked the college to prepare for reductions in its operating cash allocation. A handout was distributed with recommendations from the Budget Development Committee (BDC) for these reductions. It was explained that the reductions were approached on a program basis and not from an "across the board" basis. PAC was reminded that the District had not yet communicated the exact amount of reductions for 2009-2010 the college would be requested to make. In anticipation of the reductions, Mr. O'Connor presented the plan recommended by BDC to meet the anticipated cuts required. PAC unanimously endorsed the recommendation from the Budget Development Committee for an immediate cash allocation reduction of \$472,177 and the potential to cut position vacancies which represented \$376,169, if needed. President Hodge stated that she would accept the recommendation and appreciated the

endorsement by PAC, as it will allow the college to know its plan of action before the start of the next fiscal year. Further, as outlined in the handout, the college will cover whatever other reductions are required with carryover funds the college has saved for a "rainy day." "It's raining," stated Dr. Hodge and "it's not a one-year storm." The college needs to be careful how it spends its money and that it is important that the college continues to have money for emergencies.

In addition to reductions to its cash allocation, the college was also asked by the District to reduce its Extended Day Budget by \$2.4 million. Mr. O'Connor reported that the Deans had been working on these reductions and would be discussed further in the next agenda item.

A question was raised inquiring about cuts to the categorical programs. It was explained that the categorical programs would have to live within their budget and that, while it is the college's intention to keep all full time employees whose salaries are funded by these programs, the final decisions regarding these programs would depend on the result of the final state budget. Currently the college is planning for the following reductions: EOPS 16%; DSPS 16% Basic Skills 16% and Matriculation 32%. A question was also raised about whether or not the District was cutting their budget. Mr. O'Connor responded that the District is using their carryover funds to cover any shortage in the 2008-2009 funding from the State and would be subject to the reduction model for their portion of the 2009-2010 reductions, similar to the colleges. An inquiry about the funding for International Students was made and Mr. O'Connor explained that this program operates on the tuition received the previous year, not on a general fund allocation. This program, however, will also prepare for a 5% budget reduction.

Dr. Hodge stated that it was important the college continues talking openly about the budget and that everyone works together to get through this difficult time. She further stated that there may be cuts made that we wouldn't normally make, but the college would get through this. It is important that if anyone has questions, they should ask them. In order to provide the college community with as much information on the budget as possible, Mr. O'Connor announced that current budget information will be posted on the Business Office website. A link to this website is on the college home page.

2. **Course Reduction Strategy:** Vice President Toni DuBois reported on the work being done by the Deans to attain the \$2.4 million reduction in the college's 2009-2010 extended day budget that was requested by the District. This was a very difficult task, as it meant that the college couldn't offer its full complement of classes for 2009-2010 and the reduction affected the lives of the college's adjunct faculty. The Deans, however, worked with their department coordinators on this task. The \$2.4 million reduction will be achieved by reducing some of the summer 2009 offerings and reducing course offerings in fall 2009 and spring 2010. Fall 2009 course reductions are difficult because of the constraints of the union contracts. Spring 2010 course reductions will be built into the schedule, again with the cooperation of the department coordinators and faculty of each division. Dr. DuBois further stated that the problem in managing the reductions required to achieve the reduction in the extended day budget involved the balancing of both money and FTES. It is important that the college not cut too much, so that it is poised to grow when the time comes. The task was even more difficult because of not knowing the affect of the proposed increase of fees to \$26 and that applications to the college were up 45%. In summary, the reductions would be achieved by:

- a. Canceling summer low-enrolled classes (only three)
- b. Focusing course offerings on basic skills, career technical education and transfer
- c. Reducing fall FTES by 850 or approximately \$800,000

Finally, Dr. DuBois stated that, while the decisions relating to the fall 2009 schedule are limited, the spring 2010 schedule will provide the opportunity for a more planned approach. The final work on this effort will be accomplished next week and posted on the website.

3. **Additional Summer Meeting:** Dr. Hodge posed a question about the need for another meeting this summer. It was agreed that PAC would meet at 2 p.m. on Wednesday, July 15. If there wasn't new or meaningful information regarding the budget to discuss, the meeting will be cancelled.
4. **Institutional SLOs:** Vice President Toni DuBois presented a handout that included Draft Institutional SLOs for discussion and consideration by PAC. It was explained that these are more generic, overarching

SLOs for the institution that drive the SLOs developed for programs and courses. Institutional SLOs are a component of the requirements for accreditation. Dr. Hodge reiterated that these were presented for consideration and that all PAC representatives should share with their constituent groups for feedback. A more thorough discussion of the Institutional SLOs will take place in September, after the fall semester begins.

#### INFORMATIONAL ITEMS/ANNOUNCEMENTS

1. **Accreditation Update:** Accreditation Chair Sean Chamberlin was not able to attend the meeting. Dr. Hodge reported that Dr. Chamberlin was working on an outline for the self-study that he is planning to present at Convocation in the fall.
2. **2009-2010 PAC Meetings Dates and Membership Listing:** A schedule of the 2009-2010 PAC meeting dates and membership listing was distributed with the agenda and a revised membership listing was distributed at the meeting to add the A.S. representative. This information is also available on the PAC website.
3. **2008-2009 PAC Accomplishments:** A summary of the 2008-2009 PAC Accomplishments was distributed with the agenda for information and reference.
4. **Announcements:** Dean Bob Jensen announced that Saturday, June 27, a patriotic themed "Concerts on the Quad" was taking place at 6 p.m. In addition, the Directors Festival was taking place on campus the week of June 22, with the "Best of Fest" taking place Saturday, June 27, in the Campus Theatre. Dean Bob Miranda announced that Greg Ryan had been recently hired as the college's Director of Financial Aid and he would bring him to a future PAC meeting to introduce him.

#### MEMBER REPORTS

1. **Deans:** Dean Bob Jensen reported that the Deans' efforts have been on the course reductions discussed earlier in the meeting.
2. **Managers:** Chris Kiger announced that the Cadena Transfer Center had a full complement of activities planned for the summer and distributed a handout with a calendar of the activities.
3. **Faculty:** No report.
4. **Classified:** Classified Senate President Ericka Adakai reported that Classified Senate representatives had recently attended the Classified Senate Leadership Institute. At the Institute the Fullerton College Classified Senate received an award for the Website. In addition, Ms. Adakai reported that the participants brought back information and ideas that they will be implementing this year. As a side note, Ms. Adakai stated that the other community college personnel who attended the conference were much more negatively affected by the current budget situation and she appreciated being involved in PAC and the open communication about the affect the budget is having on Fullerton College.
5. **Associated Students:** No report.

Adjournment: 3:30 p.m.

Debra Gerard, Recording Secretary