



# President's Advisory Council MINUTES

September 8, 2010  
Approved 09/22/2010

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**MEMBERS Present:** *Chair:* Rajen Vurdien *Deans:* Lisa Campbell *Managers:* Chris Kiger *Faculty:* Marcus Wilson, Sean Chamberlin, Markus Burger, Jim Book *Classified:* Ericka Adakai, Bev Pipkin *Associated Students:* Ashley Glass **Absent:** Johnwilly Osuji

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## HOUSEKEEPING

1. **Agenda:** The agenda was approved with the addition of an item requested by Faculty Senate President Marcus Wilson – PAC Structure – which was placed under “Old Business.”
2. **Minutes:** There were no minutes to be approved at this meeting. The May 12, 2010 meeting minutes were approved via email at the end of the spring 2010 semester.

## OLD BUSINESS

1. **Accreditation Update:** Accreditation Self-Study Faculty Chair Sean Chamberlin announced that the Accreditation website had been updated throughout the summer and is available to the campus community. Dr. Chamberlin described how the evidence to support the narrative in the self-study was to be included and available to the visiting team. All comments relating to the self-study should be sent to Dr. Chamberlin who advised that other than correction of facts, more substantive changes should be supported with evidence. And finally, Dr. Chamberlin made an appeal to all the campus community to update their websites, as it is anticipated the Accreditation Team will be relying on the website to obtain information they may require. Accreditation Liaison Officer Toni DuBois reported that the Deans are meeting September 10 to review the self-study and planning agenda items. Following this meeting each of the Standard Committees will meet to review the self-study one more time before it is published. A campus-wide forum to discuss the self-study has been scheduled on Wednesday, October 13, in Room 1018. This forum will replace the regularly scheduled PAC meeting. The self-study will then be presented to the Board on November 9, 2010. Dr. DuBois reported that Dr. James Meznek, Chancellor of the Ventura CCD, has been appointed Chair of the Team who will visit the college March 14-17, 2011. Additional team members have not yet been identified. Fullerton College President Dr. Rajen Vurdien expressed his appreciation for the work that has been done on the self-study and was pleased that so many in the campus community were involved. Dr. Vurdien echoed Dr. Chamberlin's appeal to the campus to be sure all webpages are up-to-date and committed his support in seeing this is done.
2. **Web Advisory Group:** PIO Andrea Hanstein presented for a second read the draft description of the Web Advisory Group. It was suggested that language be added to the document that clearly states the group's purpose is to advise the PIO and Academic Computing and would be guided by Federal and State guidelines relating to webpages. With these additions, PAC unanimously endorsed the document. Ms. Hanstein reported that she will make a call for volunteers to serve as a member of this group and schedule a meeting as soon as possible.
3. **Website Posting Guidelines:** The Website Posting Guidelines distributed with the agenda were unanimously endorsed by PAC.
4. **PAC Structure:** Faculty Senate President Marcus Wilson asked that consideration be given to the recommendation from the Faculty Senate to amend PAC to include two more faculty representatives and two more Deans and that the President not Chair the meetings. Dr. Vurdien stated that this topic related to the New Business Item – Planning and asked that the recommendation be discussed at that time.

## NEW BUSINESS

1. **Planning:** Dr. Vurdien announced that Institutional Researcher Ken Meehan has been asked to lead the planning effort for the college. In his absence Dr. Vurdien explained that during the summer a “modified Wilson model” was developed with the Vice Presidents to more succinctly describe the college's planning

and budgeting efforts. An explanation of the planning and budget process depicted in the flowchart/ellipse distributed with the meeting agenda then followed. There were two corrections to be made to the document: (1) there will be a two year program review cycle and (2) college-wide initiatives were to be added to the list of items following the college mission to be used in the preparation of the program reviews. Dr. Vurdien also noted that a timeline will be added to this flowchart. Comments during the discussion about the flowchart/ellipse included: (1) in the past the college aligned its goals with the district goals and this illustrated that the college sets its own; it was agreed that the district goals would be included in the list of items following the college mission; (2) the model illustrates that planning drives budget, but who does the evaluation; Dr. Vurdien reported that Dr. Meehan is working on a proposal for evaluation and (3) the college mission is the starting pointing point – how is that reviewed. Dr. Vurdien stated that, while a subcommittee agreed the college mission statement should be updated, this effort should involve more people and guidelines should be set on how it was to be done. It was pointed out that when the mission statement was developed it was not meant to stand alone, but to be included as a part of the Vision, Mission Statement and Core Values. Dr. Vurdien suggested that posters with the Vision, Mission Statement and Core Values be placed in all areas of campus.

In connection with the Planning and Budget Process two new committees are proposed to be formed: the Program Review Committee, which reports to the Faculty Senate, and the Planning and Budget Steering Committee, which reports to PAC. Drafts of these two committee structures were distributed with the agenda packet. Faculty Senate President Marcus Wilson suggested that because of the intense work schedule of the Program Review Committee, students not be included as members, but rather have a voice when the work of the committee reaches the President's Advisory Council. Dr. Vurdien stated that the Director of Institutional Research should be added as a resource member to the Planning and Budget Steering Committee. Dr. Wilson also suggested that verbiage from the current Budget Development Committee be added to the purpose of the Planning and Budget Steering Committee. All PAC representatives were asked to discuss the Planning and Budget Process flowchart/ellipse, Planning and Budget Steering Committee draft and Program Review Committee draft with their constituents and be prepared to discuss at the September 22, 2010 PAC meeting.

Faculty Senate President Marcus Wilson then asked that the Faculty Senate recommendation to amend PAC to include two more faculty representatives and two more Deans and that the President not Chair the meetings be considered. Classified Senate President Ericka Adakai requested that if the Classified Senate President is not appointed as a classified representative to PAC, then the Senate President would serve as a resource member. Dr. Vurdien requested time to consider this recommendation and asked that this topic be placed on the September 22, 2010 PAC meeting agenda for further discussion.

2. **Educational Master Plan:** Interim Vice President of Educational Support Merc Mercadante reported that the completion of the District Educational Master Plan (EMP) is now scheduled for January 2011. This extension of time was added to allow for community engagement about the plan. Mr. Mercadante also reported that Dr. Nancy Byrnes had been hired to oversee the work of the EMP. It was announced that the next meeting of the Campus EMP Committee will be held October 5 and that a Community Advisory Group meeting has been scheduled October 21 to provide community input.
3. **State of Technology:** Interim Vice President of Educational Support Merc Mercadante reported that he and Director of Budget and Finance Adam O'Connor have been asked to develop a Technology Plan for the college. Because there are three different committees addressing technology it appears the college's efforts in this area are fragmented; however, these committees will be involved with developing the plan. It was also noted that the Technology Plan should be added to the Planning and Budget Process flowchart/ellipse in the boxes following the college mission.
4. **Campus Communication:** This item will be carried over, as PIO Andrea Hanstein needed to leave the meeting for another appointment. It was announced that an Open Forum with the President will be held on Monday, September 20 at 2 p.m. The campus community is invited to attend this forum to take advantage of the opportunity to share thoughts with the President. Additional forums are scheduled throughout the academic year.

#### COMMITTEE REPORTS/INFORMATIONAL ITEMS

1. **2010-2011 Meeting Dates:** As schedule of the meeting dates for the 2010-2011 academic year was included with the agenda packet.
2. **Budget & Planning Calendar:** A copy of the Budget & Planning Calendar endorsed by PAC in spring 2010 was distributed with the agenda packet. It was noted that review of the college's mission statement should have been included in the Institutional Effectiveness column. The document will be revised, distributed to PAC members and posted on the college server (J:drive/Planning).
3. **Facilities Update and Campus Bond Oversight Committee:** Interim Vice President of Educational Support Merc Mercadante provided a brief update on facilities and construction. Mr. Mercadante also requested that new representatives be appointed to the Campus Bond Oversight Committee so he may convene a meeting.
4. **Budget Development Committee:** Director of Budget and Finance Adam O'Connor reported that there is still no budget from the State and the district budget will be presented to the Board at the September 14, 2010 meeting. Mr. O'Connor stated that there is carry over included in the budget and the Budget Development Committee will be making a recommendation on how that should be allocated (if at all). All representatives were reminded that agendas and notes from the Budget Development Committee are posted on the Business Office website.
5. **Centennial Committee:** President Vurdien reported that the college Centennial will be celebrated over a year-long timeframe. There will be three major events: (1) Kick off event during Convocation; (2) Signature Gala event; and (3) family event in June.

#### MEMBER REPORTS/ANNOUNCEMENTS

1. **Deans:** Dean Lisa Campbell reported that the Deans had been working on a priority list of faculty to be hired during the 2010-2011 academic hiring cycle. The Deans have also reviewed AP4225/Course Repetition and are recommending a limit of two course repetitions before intervention is required.
2. **Managers:** No report.
3. **Faculty:** Faculty Senate President Marcus Wilson reported that at its September 2 meeting, the Senate approved the Distance Education Plan, reviewed the recommendation of the Academic Computing Technologies structure, approved the recommendation from the Curriculum Committee on SLOAs and made a number of committee appointments. They will be working on wait list, flex contract and the technology plan in future meetings.
4. **Classified:** Classified Senate President Ericka Adakai announced that the first meeting for the 2010-2011 academic year will be held on September 9. Ms. Adakai also reported that CSEA should be making its appointments to PAC next week.
5. **Associated Students:** A.S. Recorder Ashley Glass reported that Associated Students was finalizing its appointments to committees and "tying up loose ends."
6. **Announcements:**
  - a. It was announced that Fullerton College won the "Key to the County" football against Santa Ana College on September 4.

Adjournment: 4:20 p.m.

Debra Gerard, Recording Secretary