



President's Advisory Council MINUTES

September 10, 2008
Approved September 24, 2008

MEMBERS: *Chair:* Kathie Hodge *Deans:* Bob Jensen *Managers:* Emilio Perez *Faculty:* Ken Collins, Susan Nack, Marcus Wilson, TBD *Classified:* Beverly Pipkin *Associated Students:* Rajan Vaidya, Adrian Boluarte Chong
Absent: Jim Book

HOUSEKEEPING

1. **Agenda:** The agenda was approved with two additions – Scheduling Rooms for Online Testing and 2007-2008 Carryover Items.
2. **Minutes:** No minutes were presented for approval. The May 9, 2008 minutes were approved prior to the end of the spring 2008 semester.

NEW BUSINESS

1. **Student Equity Plan:** Faculty Senate President Ken Collins reported that the Faculty Senate has endorsed the Student Equity Plan prepared by the faculty in spring 2008 and is presenting the plan for review by the rest of the college community. He then introduced Instructor Chris Lamm, Chair of the Committee, who presented the plan to PAC. Instructor Lamm explained that the preparation of the plan was a collaborative effort with a broad scope. The goal of the Committee was to look at the existing and new programs for student success, as well as data, to develop a plan with three areas of focus: Advising, Academic and Affective. Instructor Lamm distributed a revision to page 6, which should make more sense to those reading it. Dean Bob Jensen provided some preliminary feedback on the plan. Dr. Hodge thanked those involved with the development of the plan for their efforts and asked that the PAC representatives share this document with their constituent groups. Discussion of the plan and the possibility that the Student Equity Plan be developed on a college-wide basis under PAC rather than faculty only will be placed on the September 24 PAC meeting agenda. Once PAC has endorsed the Student Equity Plan, it will be presented in concert with the College's Annual Report at the November 25, 2008 Board of Trustees meeting.
2. **Planning Process:** Dr. Hodge presented the narrative describing the Fullerton College Planning Process and the Budget and Planning Calendar. Both documents are included in the 2008-2009 Resource Documents distributed to all Divisions. According to the schedule it is time to begin setting goals for 2009-2010. President's Staff will develop draft goals for discussion at the next PAC meeting. Dr. Collins suggested that, in light of discussion at the District Planning Council meeting held this week, the college consider beginning work on an Educational Master Plan. Dr. Hodge felt that it was important to review the existing plan created in 1999 before any work begins and committed to distributing the document to PAC members. Also, because the District will be taking the lead in the development of these plans, Dr. Hodge suggested we move cautiously until we receive clearer direction from the district. Dr. Collins was asked to survey the faculty and advise how they wish to proceed on the development of a new Educational Master Plan for the college.
3. **Scheduling Rooms for Online Testing:** Dr. Collins stated it was brought to the attention of Faculty Senate that there is a need for the assignment of a specified campus location for testing required by online classes during the course of the semester. Instructor Susan Nack presented the issue and suggested that a room be dedicated for this purpose either at Fullerton College or at the Anaheim Campus. Dr. Hodge reported that it is her understanding the Anaheim Campus may be able to accommodate this need and asked that VP Larry Buckley look into this and provide an resolution to this issue as soon as possible so that information may be included in the spring 2009 schedule.

OLD BUSINESS

1. **Smoking Enforcement Update:** Associated Students President Rajan Vaidya reported that the student-led Smoking Enforcement Subcommittee which met during spring 2009 primarily concentrated their efforts on researching what others were doing in this area. The Subcommittee is currently working with Campus Safety Director Perez and will be meeting again Friday, September 12, to continue its goal of providing a recommendation on enforcement to PAC. PIO Andrea Hanstein reported that new signage stating we are a smoke-free campus has been ordered and should be in place soon. Dr. Hodge thanked the students for their efforts and shared that there is support on the campus for enforcement of the policy.
2. **2007-2008 Carryover Items:** Inquiries were made on the resolution to the issue of baseballs hitting cars parked in the lot adjacent to the field and the key policy/exit policy to be used when employees are no longer employed at the college. VP Janet Portolan reported that no solution has been developed on the baseball issue, but that she will again look into possible ways to solve the problem. Budget Officer Adam O'Connor reported that the exit policy has not been completely developed. Dr. Hodge asked that he report back to PAC at the September 24 PAC meeting about the exit policy. With respect to an inquiry about what should be done with those who have building 400 keys, it was decided that the keys may be discarded.

INFORMATIONAL ITEMS/ANNOUNCEMENTS

1. **2008-2009 PAC Meeting Dates:** PAC reviewed the schedule of meetings for 2008-2009 and it was decided to cancel the November 26 meeting scheduled on the day before Thanksgiving.
2. **Accreditation Mid-Term Report – Accepted by ACCJC:** Dr. Hodge announced that the Mid-Term Report submitted in spring 2008 was formally accepted by the Accrediting Commission. Because notification of this was received during the summer, she wanted to share the news with PAC members. This is very good news for Fullerton College. The work now begins in preparation for the upcoming self-study and spring 2010 comprehensive visit by an accrediting team.
3. **Chancellor's Reception:** PIO Andrea Hanstein invited all to attend the campus reception for the new Chancellor to be held Thursday, September 18, from 9 a.m. to 11 a.m. in the Historic Library Courtyard. Dr. Hodge asked all the PAC members to extend the invitation to attend this reception to all their constituent groups, as the Chancellor is very interested in meeting all members of the college community.
4. **Housekeeping Items:** Recording Secretary Debra Gerard stated that if members wished to add an item to the agenda, they were asked to forward the request to Ms. Gerard the Wednesday prior to the meeting date.
5. **Faculty Art Show:** Dean Jensen announced that the Faculty Art Show opens in the Art Gallery on September 11 and encouraged all to visit.

MEMBER REPORTS

1. **Deans:** Dean Jensen reported that the Deans have been working to enhance the efficiency of delivery of instruction through scheduling and other methods. During these budget times, this is a very important effort. It was also reported that the Deans are working with their Divisions on the purchases relating to the Instructional Materials money allocated to them.
2. **Managers:** Campus Safety Director Perez introduced the new VP of Student Services, Toni DuBois. He then reported that a health fee increase of \$1 was approved by the Board at the September 9, 2008 meeting. This increase will assist in providing important services to our students. The increase will take effect in spring 2009. Dr. Hodge thanked the students for their support of this increase. Director Perez also announced that the college's first home football game will take place Saturday, September 13, at 1 p.m. in the Fullerton High School Stadium and encouraged all to attend and support our team.
3. **Faculty:** No report.
4. **Classified:** Beverly Pipkin introduced Classified Senate President Ericka Adakai who provided an update on Classified Senate activities. Ms. Adakai reported that she was working with CSEA in providing additional information to those interested in serving on hiring committees which will assist CSEA in making their appointments to the committees. She stated that as the new Classified Senate President she will be meeting with CSEA President to discuss working together toward better representation of

classified staff. The first meeting of the semester of the Classified Senate is Thursday, September 11, and all are invited to attend.

5. ***Associated Students***: AS President Rajan Vaidya reported that orientation of the new AS Senators was taking place during the first weeks of school. ICC President Adrian Boluarte Chong reported that elections were to be held Tuesday and Wednesday, September 16 and 17, in conjunction with Constitution Day and Nite.

Adjournment: 3:00 p.m.

Debra Gerard, Recording Secretary