



President's Advisory Council MINUTES

September 13, 2017
Approved

MEMBERS Chair: Greg Schulz **Deans:** Dan Willoughby **Management:** Jennifer LaBounty **Faculty:** Josh Ashenmiller, Robert Gamboa, Pete Snyder, Marcus Wilson **Classified:** Sharon Kelly, Marwin Luminarias **Associated Students:** Taylor Gaetje **Resource Members:** Carlos Ayon, Gilbert Contreras, Rodrigo Garcia, Lisa McPheron, Jose Ramon Nunez

INFORMATION

1. **Agenda:** The agenda was accepted as presented, moving New Business #1 to be heard between Old Business #1 and #2.
2. **Minutes:** The minutes from the May 10, 2017, meeting were accepted as presented.

OLD BUSINESS

1. **Action on PAC Recommendations –** There were no action items needing President's recommendation.
2. **Student Learning**
 - a. **Addressing the Needs of Underprepared Students:** Vice President Contreras shared an update provided to Student Services staff September 1. José Ramón Núñez gave an update on winter session planning. As part of DEMAC's work, he has gathered information from the Fullerton campus and plans to combine the Fullerton information with information from Cypress. He will share the information with constituent groups on campus and later the information will be shared with Chancellor's Staff. The final decision about a winter session will be made by the Board of Trustees. He asked PAC members with information to send it directly to him in bullet point format, and all ideas and areas providing the ideas will be included in his report. The costs of support services (in addition to instructional costs) will be included. The group discussed areas that might be affected and the impact of spring break on a winter session. When discussing spring break, students will need to be included in the discussion along with other groups. Proposals may include a schedule with and without spring break. Ultimately, the calendar is negotiated by UF and the district.
 - b. **Curriculum:** Marwin Luminarias reported the Chancellor's office new system for curriculum inventory is still not up and running, and expectations are for a date in late fall.
 - c. **SLOs:** Dr. Núñez reported SLO Coordinator Nora Spencer ran a report for May 2017 which shows the percentage of courses with SLO assessments completed. The report will be available for the accreditation site visit.
 - d. **Other:** President Schulz distributed a proposal for a new subcommittee of PAC: Educational and Community Partnerships Committee. The draft was discussed by the council and the purpose of the committee was changed from a "steering" to "advisory" committee. An electronic copy will be sent to council members to gather constituent feedback to bring back for discussion at the next PAC meeting.
3. **Accreditation:** Dean Dan Willoughby presented a PowerPoint presentation with Danielle Fouquette, updating the council on the accreditation timeline. The site visit will be October 9-12, 2017. The Self-Evaluation Report (SER) is available on the website. Everyone is encouraged to review the report, particularly section(s) that pertain to their area(s). Some hard copies are available if needed. Pre-visit preparations are underway, including the update of the Program Review website. Administrative access to online classes in Blackboard and Canvas will be given to visiting team members. President Schulz and ALO co-chairs Dr. Núñez and Danielle Fouquette will be meeting with the team Chair and Assistant on September 19 to discuss logistics and finalize

planning for the October visit. A Guide to the Accreditation Site Visit is being prepared and some printed copies will be provided to deans, managers and various programs and committees. A web version will be posted as well. Includes: letter from President, tips for a successful visit, the Mission Statement, and names & photos of the visiting team. Described visit: classrooms, other campus sites to observe activities; individuals may be asked to meet with team members to discuss elements of the SER; several informal open sessions will be held for any member of the campus community to attend and ask questions and provide info to team; closing forum Thursday campus theatre when chair will provide an oral report. Time TBA (late morning, early afternoon); commission will meet in January to determine the accreditation status and approve recommendations.

4. **Budget:** Vice President Garcia reported on the 2017-2018 budget, which was approved at last night's Board meeting. He shared highlights from the presentation, including but not limited to the following: ongoing revenues & expenses, (currently in a deficit), and ways the district plans to address the deficit; FTES comparisons; adjustments to ongoing revenues; COLA effect; salaries; enrollment management; district and campus staffing; and, bringing salaries and benefits in line with other districts. The state budget is a good budget; unfortunately, enrollment has declined district-wide. President Schulz added Fullerton College is already working on aligning expenses to revenues. When positions have been vacated, some have not been filled. We are using a position justification form and reviewing in both the President's office and Chancellor's staff. As a district, we are currently projected to be 13 positions over FON and next summer we could be over by 20. It is highly unlikely we will be hiring full-time faculty positions next spring. Exceptions will be on a limited basis, based on need/program hardship. In addition, we anticipate hearing details for a retirement incentive sometime in October from the district.
5. **Institutional Effectiveness:**
 - IEPI Plan – Director Ayon distributed the IEPI plan, revised since presented at PAC last spring, and reviewed changes. The most recent version of the plan was presented to Faculty Senate and accepted by that body last week. PAC reviewed the document and no additional comments or suggestions were shared.

NEW BUSINESS

1. **Diversity Committee Update:** Director Cecilia Arriaza and Carl Stanaway presented the 2016-2017 Diversity Committee report and recommendations. During 2016-2017, the committee revisited their mission and purpose and how the committee can be most effective in achieving a welcoming and inclusive environment. As a result, the committee proposed three recommendations to PAC: changes to the committee name, mission statement, and composition; campus maps be updated to indicate where all-gender restrooms area located and that they be clearly designated with permanent signage; and campus administration should ensure all-gender restrooms are available in buildings being renovated or built in the future. The committee recommended changing the committee name to Diversity Advisory Committee to reflect their advisory role. A revised mission statement was distributed for consideration and the committee recommended the leadership be changed from one Chair to two co-chairs and that a secretary be added to the committee makeup. The committee will be expanding their meeting times by ½ hour to 2 hours and they would like to add a community resource member, e.g., someone from OC Human Relations. During discussion at PAC, it was suggested the co-chairs come from different constituent groups. It was decided the recommendations will be sent electronically to all PAC members for distribution and feedback from the campus constituent groups. Responses will be needed in time for the next PAC meeting, when this item will be brought back under Old Business. The suggestion to have co-chairs represent different constituent groups will be included when the information is emailed to PAC members.
2. **Fullerton College Web Advisory Group:** Campus Communications Director Lisa McPheron said this was once an active group on the Fullerton College campus. She is considering introducing it back on campus, with a modification in membership makeup and is recommending the membership follow the format of other campus committees. This group will act as an advisory group. This item will be added to Old Business on the next PAC agenda to offer more time for discussion.

COMMITTEE REPORTS/MEMBER REPORTS/ANNOUNCEMENTS

1. President Schulz said he is proud of our campus, particularly our response in support of our DACA students. We will continue to track policy discussion and support our DACA students. This year the Veterans Day holiday will be observed on campus Friday, November 10. On the actual day, November 11, the City of Fullerton Veterans Day Parade will conclude at the Fullerton College campus where the city will hold their Veterans Day ceremony. (This is normally held at Hillcrest Park but needs to be relocated this year due to park reconstruction). President Schulz announced Fullerton College won the "Key to the County" game over Santa Ana College on September 2, 2017!
2. Marwin Luminarias announced the Classified Staff lounge is now open.
3. Taylor Gaetje reported the Quadchella concert was held last evening on campus with a good turnout.
4. Gilbert Contreras announced the Fullerton College homecoming football game will be October 21. The football team plans to recognize faculty and staff who have made a difference in their lives.

Adjournment: 4:00 p.m.

Melinda Taylor, Recording Secretary