



President's Advisory Council MINUTES

May 6, 2009
Approved via email 05/13/09

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

HOUSEKEEPING

1. **Agenda:** The agenda was approved as presented with the addition of "Repeat of Classes Policy" in the New Business Section.
2. **Minutes:** The minutes were approved with minor corrections.

OLD BUSINESS

1. **Anaheim Campus Classroom:** Vice President Buckley reported that Anaheim Campus classrooms to be used for distance education onsite class meetings are not blocked automatically. The preferred procedure is for Deans to request a classroom by contacting the Anaheim Campus staff directly. Information to be provided includes: dates, time, class size and preferred classroom layout. President Hodge asked that Dr. Buckley distribute this procedure in written form to all Deans. It was questioned as to whether or not a Fullerton College campus would be dedicated to distance education onsite class meetings. There is no plan to assign a Fullerton College classroom dedicated to these class meetings. It is the preference to use Anaheim Campus classrooms for this use because they have more space available.
2. **Title V Update:** Vice President Buckley reported that the college has received confirmation of its eligibility to apply for a Title V grant. At the present time there is no information relating to the application of grant funding for 2009-2010 on the Title V website. Cypress College began working with a consultant on a grant application in September 2008 and has an application waiting to be submitted. Their grant is related to their work with Trac Dat and the tracking of Student Learning Outcomes. Dr. Buckley suggested that if Fullerton College wished to submit an application for 2009-2010 funding, efforts would have to begin immediately. Dean and Faculty Representatives were supportive of enlisting the services of a consultant and make plans to apply for a grant for the 2010-2011 funding period. Budget Officer Adam O'Connor stated that the Budget Development Committee (BDC) also felt it best to wait to apply for a grant so that a well thought out application could be prepared. Further the BDC cautioned that any grant be carefully prepared to avoid ongoing costs that the college couldn't support. It was agreed that a consultant would be hired to work with a task force formed in fall 2009 to develop a 2010-2011 funded Title V grant.
3. **Smoking Policy Update:** A.S. President Rajan Vaidya distributed the proposed **Smoke Free Enforcement Process** developed by the Smoke Free Campus Subcommittee. After discussion it was agreed by PAC representatives that a more simple process be developed. Mr. Vaidya will take this back to the Subcommittee in fall 2009 to redraft the enforcement process. The motion to test an enforcement process during the summer session which would require Campus Safety officers to escort all students and guests found smoking on campus to an off-campus location was made. The motion failed (4-yes; 4-no; 2-absent).
4. **Governance Document:** Classified Representative Beverly Pipkin reported that CSEA had a problem with the language included in the **Fullerton College Participatory Governance** document which was included with the agenda and that an email was sent to President Hodge outlining their concerns. Dr. Hodge stated that she received an email sent to her approximately one hour before the meeting. She further stated that all revisions previously requested by CSEA were included in the document. Faculty Representatives asked that corrections be made on the Fullerton College Committee Chart

included in the document. Manager Representatives requested minor revisions be made to the document. A motion was made to approve the document with revisions discussed and without the Classified sections. The motion passed (7-yes; 1-no; 2-absent). The document will be revised and posted on the campus server.

NEW BUSINESS

1. ***Institutional Strategic Plan for Research:*** Director of Institutional Research Ken Meehan presented the ***2009-2011 Unit Objectives for the Office of Institutional Research*** which was distributed at the meeting. Dr. Meehan also provided PAC with an update on the status of Program Review.
2. ***Summer Business:*** President Hodge stated that the budget could be an issue during the summer and asked PAC representatives how they wished to handle important business during the summer break. Budget Officer Adam O'Connor reported that the Budget Development Committee would be meeting again before the summer break and the report of their work and recommendations could be sent via email to PAC. After discussion PAC representatives agreed that it was important to put a summer meeting on the calendar in the event important issues needed to be discussed. The summer meeting was scheduled for **Wednesday, June 24, from 2 to 4 p.m.** A meeting announcement will be sent to all PAC representatives.
3. ***2009-2010 Meeting Dates:*** The schedule of ***2009-2010 PAC Meeting Dates*** that was distributed with the agenda was approved unanimously.
4. ***Parking Citations:*** Budget Officer Adam O'Connor reported that the college is required by recent law to send additional fees to the county and state for all parking citations issued on campus. The additional monies to be sent amount to \$5 per citation. Mr. O'Connor reported that parking citation fees will be increased from \$22 to \$27 to cover this additional amount.
5. ***Repeat of Classes Policy:*** Faculty representatives inquired about a report that Banner is allowing students to enroll after failing the same class two times. This is of concern to the faculty, as they did not feel this was a decision for the Banner Steering Committee, but a decision to be made by the faculty. Vice President DuBois explained that in a recent update of Banner that included recent Title 5 changes (Cal B patch) the ability for students to repeat classes was allowed. It was agreed that the Faculty Senate will lead the effort to revise this policy as appropriate for Fullerton College courses.

INFORMATIONAL ITEMS/ANNOUNCEMENTS

1. ***Budget Update:*** Budget Officer Adam O'Connor reported that the BDC have additional meetings this year and will send recommendations to PAC via email.
2. ***Accreditation Update:*** President Hodge reported that Accreditation Chair Sean Chamberlin was in the process of creating committees to begin work on the college's accreditation work. Anyone interested in being involved in the accreditation work should contact Dr. Chamberlin.
3. ***Budget & Planning Calendar Update:*** Budget Officer Adam O'Connor explained an update made to the ***Budget and Planning Calendar*** which was distributed with the agenda. The first progress report on the accomplishment of the college's goals was moved to January. Dean Bob Jensen suggested that the Program Review elements approved at the April 22 PAC meeting be included in this document as well. The document will be revised to include this information and posted to the campus server.
4. ***College-wide Committee Review:*** President Hodge reported that an effort to update the College-wide Committee information is underway. The President's Office, working with the Faculty Senate, will update the information for each committee. This information will be posted on a "Campus Committees" page within the PAC website. It is anticipated this work will be completed during the summer and communicated to the college community in the fall. Updates to the information will be done by the President's Office, with input from the Faculty, Classified and Managers.
5. ***Announcements:*** Public Information Officer Andrea Hanstein announced the following year end activities and encouraged all to attend: Men & Women of Distinction Banquet on May 8; College-wide Classified Staff Appreciation Event on May 13; Transfer Recognition Ceremony on May 19 and Commencement on May 20.

MEMBER REPORTS

1. **Deans:** Dean Bob Jensen reported that the Deans were discussing the allocation of technology including the "food chain", replacement of computers, budget allocations and being careful in how the monies for technology are spent.
2. **Managers:** No report.
3. **Faculty:** Faculty Senate President Ken Collins reported that as of the May 14 Marcus Wilson will be taking over as the Fullerton College Faculty Senate President.
4. **Classified:** No report.
5. **Associated Students:** A.S. President Rajan Vaidya reported that the A.S. held its last meeting on May 5 and thanked all of the PAC representatives for their support of the students.
6. **Announcement:** It was announced that the minutes from today's, May 6, PAC meeting will be distributed electronically for review and approval.

Adjournment: 4:10 p.m.

Debra Gerard, Recording Secretary