



President's Advisory Council MINUTES

September 24, 2008
Approved October 8, 2008

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

HOUSEKEEPING

1. **Membership Announcement:** Beverly Pipkin reported that Classified Rep Jim Book had resigned and Ericka Adakai has been appointed to PAC in his place.
2. **Agenda:** The agenda was accepted as presented.
3. **Minutes:** The minutes were approved with one correction in the Deans Report section.

NEW BUSINESS

1. **2009-2011 Goals:** In accordance with the Budget & Planning Calendar, it is time for the college to begin work on its goals for next year. Dr. Hodge presented college goals for 2009-2011 prepared by President's Staff for PAC's consideration that were included as a handout with the agenda. All PAC members were asked to discuss them with their constituents and bring feedback to the next meeting. Faculty Senate President Ken Collins then asked a number of questions seeking clarification of the goals. Minor revisions were agreed to for clarification and it was agreed that an electronic file of the updated goals would be sent to all PAC representatives.
2. **Accreditation Process:** Dr. Hodge presented the handout distributed at the meeting *Accreditation Self Study and Comprehensive Visit 2010-2011* that included a timeline for the activities involved in preparing an institutional self study and for an accreditation team visit in spring 2011. The activities outlined on the handout were standard accreditation activities. Dr. Hodge asked that all PAC representatives share this timeline with their constituents. It was explained that it is common practice to have a faculty member, working with the college Accreditation Liaison Officer, Chair the accreditation effort. Administration will discuss the faculty appointment with the Faculty Senate Executive Committee.

OLD BUSINESS

1. **Student Equity Plan:** Discussion of the Student Equity Plan that was presented at the last meeting took place. Chris Lamm, Chair of the Student Equity Plan Committee, addressed questions and reported that there would be a meeting on Thursday, September 25, to start the work of putting the plan into effect. Instructor Lamm also reported that minor revisions to the plan had been made and a revised copy of the plan would be made available to PAC. Classified representative Ericka Adakai reported that the plan had not yet been shared with the classified staff and asked that PAC endorsement of the plan be postponed until the next PAC meeting to give her time to share with her constituents.
2. **Campus Educational Master Plan:** Faculty Senate President Ken Collins suggested that development of the campus Educational Master Plan be done on a rolling basis where one element is completed and put into effect and then another completed and put into effect. Dr. Hodge reminded PAC representatives that the District is going to begin work on an Educational Master Plan as well and a consultant may very well be hired to assist in its preparation. Until the District has made a decision, Dr. Hodge suggested that it might be best to start with revisions being made to the 1999 plan – specifically pages 105-140. It was agreed that all PAC representatives will review the general educational philosophy presented on page 105 with their constituents and be prepared to discuss at a future PAC meeting. Simultaneously, the Vice Presidents will work with their staff on their specific areas on the remaining pages (106 – 140) and revise them.

3. **Smoking Enforcement Update:** A.S. President Rajan Vaidya reported on the meeting held to discuss ways to encourage a smoke free campus. With many new students on campus, the workgroup agreed that education is important and had the following suggestions: a) adding a check off in MyGateway when students register so they acknowledge their understanding that Fullerton College is a smoke free campus; b) ask faculty to make note of the smoke free campus in their syllabus; and c) signage. Mr. Vaidya then presented a plan for banners to be hung in prominent campus locations reminding all of the smoke free campus initiatives and smaller signs to be posted in division and department offices with this same message. PAC approved providing funding to the workgroup for the banners and signs. It was reported that the workgroup will be discussing enforcement as the next step. Dr. Hodge suggested that County Counsel be contacted to find out our ability to fine those who are not following the smoke free policy. It was also suggested that the Campus Safety officers be recommitted to communicate the policy to those who are found smoking on campus. Campus Safety Director Emilio Perez reminded all that it is a group effort to educate those about our smoke free policy and asked for the assistance of all faculty, staff and students in communicating with those who are smoking on campus. Classified representative Beverly Pipkin reported that she had talked with CSEA about the absence of their endorsement of the No Smoking Policy. She explained that CSEA isn't able to endorse the policy because these smoking restrictions are a change in the condition of employment for classified employees and as such is a mandatory subject for negotiation. CSEA made a proposal to the District to which the District allowed the issue to drop.
4. **Exit Procedure:** Budget Officer Adam O'Connor reported that a workgroup had met on the Exit Procedure during 2007-2008 and distributed a copy of the *Draft - Fullerton College Employee Exit Check-Out Form* representing the work of the group. It was agreed that Mr. O'Connor would revise the form with comments from discussion on this topic and bring back to the next PAC meeting for approval.

INFORMATIONAL ITEMS/ANNOUNCEMENTS

1. **Football Game:** Dean Pete Snyder announced that the college will be hosting its first home football game on Saturday, September 27, at 6 p.m. at the Fullerton High School Stadium. All were encouraged to attend this contest between two undefeated teams.

MEMBER REPORTS

1. **Deans:** Dean Jensen reported that the Deans are exploring ways to use Fridays to satisfy the demand for classes.
2. **Managers:** Campus Safety Director Perez announced that the College Center occupants will be hosting an Open House on Thursday, September 25, from 9 a.m. to 8 p.m. with a "Las Vegas" theme.
3. **Faculty:** No report.
4. **Classified:** Classified Senate President Ericka Adakai reported that the Classified Senate leadership is scheduled to meet with CSEA to discuss how they will work together.
5. **Associated Students:** AS President Rajan Vaidya reported that elections were held recently resulted in the appointment of 18 new Senators. They were especially pleased with the student participation in the process. There were 24 students vying for 18 Senate positions and a record 638 ballots cast compared to 238 ballots cast in fall 2007. Election of a new A.S. Vice President will take place the week of September 29. ICC President Adrian Boluarte Chong reported that there are three new clubs being formed this fall, which will bring the total number of student clubs to 19.

Adjournment: 3:30 p.m.

Debra Gerard, Recording Secretary