



# President's Advisory Council MINUTES

October 8, 2008  
Approved October 22, 2008

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**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:*

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## HOUSEKEEPING

1. **Agenda:** The agenda was accepted as presented.
2. **Minutes:** The minutes were approved with minor corrections.
3. **Suggestion:** It was suggested that information distributed to PAC representatives which is to be shared with their constituents be distributed to all employees as well. It was agreed that a PAC folder will be added to the J:drive with these items. PAC representatives will then be able to refer their constituents to the information and solicit their feedback.

## OLD BUSINESS

1. **Dedicated Testing Room for Online Classes:** In response to a request from faculty, arrangements have been made to have a classroom available at the Anaheim Campus for onsite testing. VPI Larry Buckley reported that beginning with the spring 2009 semester Room 301 at the Anaheim Campus will be available on Tuesdays and Wednesdays from 8 a.m. to 9 p.m. The faculty will be advised of the procedures to reserve the room for testing as soon as they are finalized.
2. **Student Equity Plan:** After additional discussion about the new Student Equity Plan prepared by the faculty, PAC gave its endorsement of the Plan. The Plan will be finalized and presented to the Board of Trustees at the November 25, 2008 meeting. After the Board meeting, it will be posted on the campus server (J:drive). In the future the Student Equity Plan will be prepared by a campus-wide committee.
3. **Educational Master Plan:** Dr. Hodge reported that it is the Chancellor's intention to process the development of an Educational Master Plan through the District Planning Council (DPC). It is his vision that the district will be the umbrella under which the three entities (Fullerton College, Cypress College and School of Continuing Education) will present their plans. It is anticipated that a consultant may be hired to assist the district in this process. Since an update of the 1999 Educational Master Plan is also in the best of interest of the college, Dr. Hodge suggested that the college proceed with reviewing and updating the elements of the 1999 plan. As requested at the September 24, 2008 PAC meeting, Dr. Hodge again asked that all representatives review with their constituents the Educational Philosophy section that was included in the 1999 plan (page 105, which was attached to the agenda). Dr. Hodge reiterated that the voice of the faculty is especially important related to the Educational Philosophy. Simultaneously, the Deans were asked to review and update the program information of the 1999 plan (page 106 through 140 of the document distributed to PAC representatives in September 2008). Dean Bob Jensen suggested that the college's Mission, Vision, Core Values and Statement of Ethics be included in the updated Educational Master Plan.
4. **2009-2011 Goals:** Discussion took place regarding the 2009-2011 goals which were presented to PAC at the September 24, 2008 meeting. Faculty Senate President Ken Collins reported that he had not yet presented the goals to the Senate and would do so at their next meeting. A marked-up copy of the goals reflecting the discussion at the meeting will be placed on the J:drive in the PAC folder.
5. **Accreditation Timeline:** Dr. Hodge asked for feedback on the Accreditation Timeline that was distributed at the September 24, 2008 meeting. Faculty Senate President Ken Collins stated that the Faculty Senate did not want to recruit for a faculty Chair for the Accreditation Institutional Self-Study until Goal 5.1 (Write formal procedures to codify institutional planning and decision making process.) of the

proposed 2009-2011 goals was completed. Dr. Hodge responded that all elements of the planning process are in place and that she has asked the Vice Presidents to begin work on this goal. Further, she suggested that preparation for accreditation could be on a parallel track to working on Goal 5.1. Dr. Hodge opined that the work of the Chair of the Accreditation Institutional Self-Study was time consuming, lengthy and because of this didn't anticipate that there would be a large number of applicants. For this reason, she suggested that we not delay the appointment of the Chair to ensure the college stays on track in the accreditation process. Vice President Janet Portolan reported that the duties and compensation of the Chair as outlined in the handout were the same as those used during the last accreditation self-study and had been approved by the Planning and Consultative Council (PCC). Dr. Collins reported that the past Chair, Dr. Joe Carrithers, confirmed that the duties and compensation as outlined in the Accreditation Timeline document were accurate. Dr. Hodge asked for endorsement of the timeline and the Chair duties and compensation. Faculty Senate President Ken Collins reported that there was no time to discuss this at the last Senate meeting and would do so at their next meeting.

6. **Exit Procedure:** Budget Officer Adam O'Connor presented the Employee Exit Check Out Form which was revised based on the comments from the September 24, 2008 PAC meeting. PAC endorsed the adoption of the use of the Employee Exit Check Out Form. Mr. O'Connor advised that the form will be posted on the J:drive and Managers notified of the exit procedure.

#### NEW BUSINESS

1. **No Items:**

#### INFORMATIONAL ITEMS/ANNOUNCEMENTS

1. **Functional Map:** Dr. Hodge reported that another requirement of accreditation was the creation of a "Functional Map", which is required of all multi-college districts. This document outlines the operational responsibilities between the colleges and the district. A draft has been presented to the Chancellor's Staff and will be placed on the agenda for the next meeting.
2. **Smoking Enforcement Committee Meeting:** A.S. President Rajan Vaidya announced that regular meetings of this committee are scheduled for the 2<sup>nd</sup> and 4<sup>th</sup> Friday. The next meeting is scheduled for October 10. He also asked assistance of all PAC representatives to take down any "Designated Smoking Area" sign posted in a classroom or public area.
3. **Recording Special Campus Events:** With the addition of a classified employee in ACT dedicated to instructional support, Dr. Hodge encouraged all to consider the recording of campus events for the archives. These recordings will be archived in the Library.
4. **Campus Activities:** Dean Bob Jensen announced that: 1) the Day of the Dead Art Exhibit opens on October 14; 2) *Romeo & Juliet* taking place in Afghanistan is being staged October 9 through 12, with matinee performances on Tuesday and Wednesday for 1500 high school students; and 3) the North Atlantic Jazz Alliance performed on Tuesday in the Wilshire Auditorium.

#### MEMBER REPORTS

1. **Deans:** No report.
2. **Managers:** Campus Safety Director Emilio Perez reported that: 1) the Health Center began offering flu vaccines at no charge for students and \$20 for faculty and staff; 2) the Child Development Center received accreditation by the national Association for the Education of Young Children and is hosting their annual Harvest Festival on October 24 and 3) the Associated Students is hosting a blood drive on October 8 and 9. Director Perez addressed the concerns raised about various safety issues and reported that an Emergency Planning Committee exists and will address emergency training soon. He directed all to the Campus Safety website for emergency preparedness resources and information: <http://campussafety.fullcoll.edu/>. Dr. Hodge opined that it may be time to have Director Perez make another presentation to PAC on emergency procedures and will add this to a future agenda.
3. **Faculty:** Faculty Senate President Ken Collins reported that the State Academic Senate meeting was being held November 6-8, 2008. He advised that he would send out the resolutions being addressed at the meeting. Please forward any input on the resolutions to Dr. Collins prior to the meeting.
4. **Classified:** Classified Senate President Ericka Adakai announced that nominations for the Classified Recognition Program were due by October 31. She announced that the Classified Senate was sponsoring a Halloween decorating contest again this year.

5. ***Associated Students:*** A.S. President Rajan Vaidya announced that Adrian Boluarte Chong will be taking over the position of A.S. Vice President and Lorena Cadena will assume the Presidency of ICC vacated by Adrian's move to A.S. Vice President. Additionally, Mr. Vaidya reported that he would be attending the Leadership Conference on October 17 and General Assembly on October 24.

Adjournment: 3:40 p.m.

Debra Gerard, Recording Secretary