



# President's Advisory Council MINUTES

October 22, 2008  
Approved November 12, 2008

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**MEMBERS:** *Chair:* Kathie Hodge *Deans:* Bob Jensen *Managers:* Emilio Perez *Faculty:* Ken Collins, Susan Nack, Marcus Wilson, Jay Seidel *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. It was agreed that New Business Item #4 – Emergency Preparedness would be moved to the beginning of the meeting to allow for Campus Safety staff to return to their duties.
2. **Minutes:** The minutes were approved as presented.
3. **Note:** In Emilio Perez's absence, Chris Kiger attended the meeting representing the Managers.

## NEW BUSINESS

4. **Emergency Preparedness:** Campus Safety Officer Sgt. Jim McKamy distributed the *California Public Employee Disaster Service Workers* brochure and reminded all that each Fullerton College employee is considered a Disaster Service Worker during a time of a major emergency. Sgt. McKamy also reported that the Emergency Response Guide which is posted in each classroom and conference room has been updated with current information. Current guides will be replaced with updated guides in all areas within the next few weeks. In coordination with the District office, the college has created an *Incident Command Structure* identifying the employees who will be involved at the campus level with responding to a major emergency. The incident command structure is in place for all district campuses. Under the direction of the Campus Safety Director, specific training requirements will be communicated to those employees who are listed on the chart. A current campus map outlining evacuation areas was also distributed at the meeting. Sgt. McKamy stressed that each emergency will call for a different evacuation plan. If evacuation is necessary, appointed Building Marshals will be contacted via radio by Campus Safety to evacuate a building. In addition, should there be a need for an all campus evacuation; Campus Safety can activate a central fire alarm which would send a notice to all campus facilities to be evacuated. Campus Safety Officer Irma Bonilla then demonstrated how to access the Campus Safety website (<http://campussafety.fullcoll.edu/>) and encouraged all employees to explore the website for important emergency procedures and emergency preparedness information. Finally, Sgt. McKamy announced that the college would be participating in the Great Southern California Shake Out – the largest earthquake preparedness activity in U.S. history on November 13, 2008. Further information about the Fullerton College activities will be forwarded to all employees as plans are finalized.

## OLD BUSINESS

1. **Educational Master Plan/Educational Philosophy Statement:** Faculty representative Dr. Marcus Wilson reported that the Faculty Senate reviewed the Educational Philosophy Statement included in the 1999 Educational Master Plan. The Faculty Senate felt that the Educational Philosophy Statement was too generic and a statement should be developed which more clearly describes how Fullerton College is unique from other institutions. It was agreed that a subcommittee would develop draft language for a new Educational Philosophy Statement that would be presented at the next PAC meeting. Subcommittee members included: Dr. Marcus Wilson, Dean Bob Jensen, Beverly Pipkin and Dr. Ken Meehan. All PAC representatives were encouraged to send their thoughts regarding this statement to Dr. Wilson. **Educational Master Plan/Program Update Status:** Dean Bob Jensen reported that the program statements included in the 1999 Educational Master Plan were distributed to the Deans. The Deans will work with their faculty to create a technical update of this information. The program updates will be

presented at the next PAC meeting. **District Educational Master Plan:** Dr. Hodge reported that a subcommittee of DPC is doing research and will be developing a recommendation to DPC regarding a District Educational Master Plan.

2. **Approval of 2009-2011 Goals:** Discussion took place regarding the 2009-2011 Fullerton College Goals. Suggestions for changes were made and agreed to by all PAC representatives. The 2009-2011 Fullerton College Goals, as modified in the meeting, were unanimously endorsed by all PAC representatives. The final goals will be posted on the J:drive.
3. **Planning Model:** Vice President Larry Buckley distributed a draft of the *Fullerton College Planning and Decision-Making Process*. This document was created to outline what the college does with respect to planning and decision-making and the roles each of the college constituent groups have in that process. The document is based on the fact that PAC is the central participatory governance body of the college. Faculty representatives requested that all committee recommendations be given to the Faculty Senate for review and revision prior to presentation to PAC. Dr. Hodge asked all the constituent groups to review the draft document distributed at the meeting and to be prepared to discuss it more fully at the next PAC meeting.
4. **Accreditation Timeline and Chair:** Faculty representatives reported that the Faculty Senate would appoint the Accreditation Self-Study Chair rather than follow the Campus Wide Position with Reassigned Time Procedure. A call for approval of the accreditation timeline was then made. Faculty representatives stated that the timeline would not receive faculty approval and the appointment of an Accreditation Self-Study Chair not be made until the faculty's role in planning is redefined. Dr. Hodge emphasized that work on the college planning process and accreditation are two distinctly separate issues and not linked. Dr. Hodge further stated that the entire campus is affected by accreditation and it is very important to the college that we begin the accreditation process. In addition to the faculty, who are relied upon very heavily in accreditation, all campus constituencies are involved. A motion was made to approve the Accreditation Timeline and Accreditation Self-Study Chair responsibilities. The motion carried on a vote of 5 – yes; 4 – no; 1 – abstain.
5. **Procedure for Reserving Room at Anaheim Campus for Testing:** Vice President Larry Buckley presented the *Distance Education/Anaheim Campus Reservation Procedures* developed to reserve the dedicated room at the Anaheim Campus for distance education instructors to conduct orientation class sessions and testing.
6. **Smoking Enforcement Subcommittee:** Associated Students President Rajan Vaidya shared the research done and quotes to purchase the smoke free banners that were approved by PAC at the last meeting. A discussion of the process to obtain quotes and the fiduciary responsibility of the college regarding the purchase took place. It was then unanimously decided that the Smoking Enforcement Subcommittee should make the decision on which vendor to use for this purchase.

#### NEW BUSINESS

1. **Annual Report:** Public Information Officer Andrea Hanstein reported that the college 2007-2008 Annual Report was currently being prepared and will be presented to the Board of Trustees at the November 25, 2008 Board meeting. The format for this year's Annual Report is to tie the accomplishments of the college community with the goals and objectives. Ms. Hanstein further reported that PAC would receive copies of the completed document prior to its presentation at the Board meeting. It was agreed that the elements of the Annual Report be posted to the PAC folder on the J:drive for review. Comments regarding the graphs included in the report should be directed to Dr. Ken Meehan and comments regarding the narrative included in the report should be directed to Ms. Hanstein.
2. **Functional Map:** Dr. Hodge presented a draft of the District-Wide Functional Map and explained that this document is an accreditation requirement for all colleges in multi-college districts. Dr. Hodge reported that she shared this document with Chancellor's Staff so that each college would have a document in similar format. It was agreed that the functional map will be posted to the PAC folder on the J:drive for review. Corrections/edits to the document should be directed to Mary Molina in the President's Office.
3. **Update of 1999 Master Plan:** Vice President Janet Portolan distributed a draft Progress Report of the 1999 Facilities Master Plan. Dr. Portolan described the effort to complete this progress report and move forward with a new facilities master plan. The final update will be presented at the December 10, 2008 Board meeting. After it is presented to the Board, it will be posted on the J:drive. Any corrections to the draft should be directed to Dr. Portolan.

4. **Emergency Preparedness Update:** See above.
5. **New Faculty Hires:** Vice President Larry Buckley reported that it is anticipated 12-14 faculty will be hired district-wide this year. Dr. Buckley stated that the Deans have made recommendations on which faculty to be hired and distributed a list of the *Deans' Recommendations*. This recommendation will be forwarded to Faculty Senate, who will be asked to provide the Deans with their feedback on the recommendations. A final recommendation will be forwarded from the Deans to the President. Discussion of how the district will handle its Full Time Faculty Obligation took place. Dr. Hodge reported that the College Presidents recommended to Chancellor's Staff that, while not obligated to do so, the colleges be allowed to hire faculty this year. It is anticipated that the district will direct how many faculty the college will hire.

#### INFORMATIONAL ITEMS/ANNOUNCEMENTS

1. **Budget Update:** Dr. Hodge announced that the Governor is asking the state legislators to convene a special session to discuss the state budget, which will more than likely be convened after the November 4, 2008 election. What this means to the college is unknown at this time. In addition, Budget Officer Adam O'Connor reported that it is anticipated that there will be mid-year budget cuts after January 1, 2009. Good news for the college, however, is that the district received three unexpected allocations from the state resulting in Fullerton College receiving an additional \$612,743 (\$139,525/Block Grant; \$181,297/Instructional Equipment and \$291,921/Scheduled Maintenance). The *Budget Development Committee* discussed the college's allocation of these funds and made the *recommendation* to distribute the Block Grant funds by adding \$108,079 from the Block Grant to Scheduled Maintenance and adding \$31,446 from the Block Grant to Instructional Equipment. The BDC further recommended that \$287,257 from college carryovers be added to Instructional Equipment. This additional augmentation from carryovers will provide the Instructional Equipment allocation to be maintained at the \$500,000 level funded during the past five years. PAC unanimously endorsed the recommendation of the BDC. Dr. Hodge advised she will take the recommendation into consideration. A decision will be made sometime in November after the conclusion of the state legislature's special session to discuss the state budget.
2. **Institutional Research Bulletin:** Director of Institutional Research Ken Meehan presented the highlights of his September 2008 *Institutional Research Bulletin*. Highlights included: (a) the fall 2008 headcount of 22,157 is the highest in the college's history; (b) the college has a female majority; (c) the college has a Hispanic plurality (35.4%); (d) 50% of our students come from Orange County high schools; (e) two-thirds of our students express a goal of transfer; (f) 60% of our students attend part time (9.1 units/average) and (g) Liberal Studies is the most popular major. The electronic file of this document will be distributed to PAC representatives.
3. **Distance Education Standards of Student Conduct Language:** Vice President Larry Buckley reported that the Higher Education Act requires colleges to verify the identification of students taking online classes. The Accrediting Commission has required new language be in place for all students relating to standards of conduct. This will be a requirement beginning with comprehensive evaluations conducted in 2010 and later. A meeting is scheduled for October 31, 2008 with all online instructors to discuss how best to meet these requirements. Dr. Hodge reported that the System Office is also looking for ways to assist the colleges in meeting this requirement.

#### MEMBER REPORTS

1. **Deans:** Dean Bob Jensen reported that the Humanities Division won the "Show Your Colors" contest sponsored by the Transfer Center.
2. **Managers:** Health Services Director Chris Kiger reported that two new groups – Alcoholics Anonymous (AA) and Narcotics Anonymous (NA) – which are open to the entire campus community will begin meeting on Fridays.
3. **Faculty:** Faculty Senate President Ken Collins reported that Chancellor's Cabinet approved the administrative procedure on Recognition of Academic Rank policy at its October 13, 2008 meeting.
4. **Classified:** Classified Senate President Ericka Adakai encouraged all to nominate a classified staff member to be considered for recognition. Nominations are due October 31, 2008.
5. **Associated Students:** Student representatives had to leave the meeting and did not provide a report.

Adjournment: 4:55 p.m.

Debra Gerard, Recording Secretary