



President's Advisory Council MINUTES

November 12, 2008
Approved December 10, 2008

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:*

HOUSEKEEPING

1. **Agenda:** The agenda was accepted with an addition to the Informational Items section – Smoking Enforcement Update. It was also questioned why “Independent Contractors” was an agenda item. Budget Officer Adam O’Connor explained that it was an information item only. A complete report of the discussion on this topic is included in the minutes below.
2. **Minutes:** The minutes were approved as presented.
3. **Note:** Dr. Hodge was escorting the Chancellor on a campus tour and not in attendance at the beginning of the meeting. VP of Student Services Toni DuBois chaired the meeting until Dr. Hodge arrived.

OLD BUSINESS

1. **Educational Master Plan/Educational Philosophy Statement:** Dean Bob Jensen reported on the work of the Subcommittee who met to further discuss the statement. It was stated that the Subcommittee did not feel that they should author the statement and instead presented a collection of items to be taken into consideration in the development of the statement. These items included: the college Mission Statement, Vision Statement, Core Values, Statement of Ethics and the Educational Philosophy Statement and Mission Statement that were included in the 1992-1993 Fullerton College catalog. As had been stated in the last PAC meeting, the Faculty Senate believes that the Educational Philosophy Statement should be specific to Fullerton College and express what makes Fullerton College unique. Dean Jensen asked that all representatives discuss this further with their constituent groups. Faculty representative Marcus Wilson questioned how far along we wanted to go with developing this statement until the District sets the direction on an Educational Master Plan. It was agreed that we would look to Dr. Hodge for further direction. **Educational Master Plan/Program Update Status:** Dean Bob Jensen presented the first draft of the Educational Program Updates prepared by the Deans. All feedback regarding the draft should be directed to the Division Dean. It was agreed that we would look to Dr. Hodge for further direction.
2. **Planning Process:** Vice President Larry Buckley led a discussion on the document that was distributed at the last PAC meeting. Classified representative Beverly Pipkin stated that all references in the document to “Classified Senate” should be changed to “CSEA.” She stated that this is in compliance with Title 5 and the contract stating that CSEA is the representative of the classified staff in governance. Classified representative Ericka Adakai stated that she was unaware of this issue and would talk with CSEA President Rod Lusch about the matter. Ms. Adakai stated that she thought the role of the Classified Senate was resolved with CSEA in that CSEA appointed the Classified representatives to PAC and was the voice of the classified staff in work conditions and contract matters, but that the Classified Senate was the vehicle used to communicate with the Fullerton College classified staff on college related issues. It was decided that the two classified representatives will discuss and provide input on the matter. Faculty representative Susan Nack suggested that the third sentence in #6 be deleted, as the PAC is an advisory body not a determining body. Faculty Senate representative Marcus Wilson stated that the Faculty Senate role in #5 was not accurately defined. Further it is the position of the Faculty Senate that they review and have input into the application of any new funding given to the college by the District and that all construction plans be approved by the Faculty Senate before they are sent to the District. Dr.

Wilson reported that the Faculty Senate discussed these positions in a meeting with the College Administration and they were waiting for a response from the President.

3. **Accreditation:** Vice President Toni DuBois reported that in spring 2009 the college will be administering a student survey conducted by the Community College Survey of Student Engagement. This survey will be specific to community college students and focuses on student learning and retention. A faculty survey will also be conducted. As a result of participating in these surveys, the college will get the national reports that will compare us with other institutions. The faculty asked about the faculty survey and Institutional Researcher Ken Meehan responded that the survey centered on student engagement. These surveys will be the first step in preparing our institutional self study.

NEW BUSINESS

1. **Governance:** Dr. Hodge presented a draft of the Fullerton College Participatory Governance structure that was prepared jointly with the Faculty Senate Executive Committee for review and discussion. Dr. Hodge explained that this document was prepared to put in writing the principles of the governance model. Classified representative Beverly Pipkin stated that the Classified Senate should be replaced with CSEA. Dr. Hodge responded that the document is correct in that the Classified Senate represented the classified in the college governance and CSEA represented the classified in contract and work conditions. Clarification was requested about a Distance Education Committee being under both the Faculty Senate and PAC and Dr. Hodge explained that the Distance Education Program Advisory Committee under the Faculty Senate related to program issues and the Distance Education Advisory Committee under PAC related to the support for Distance Education required of other areas of the college. It was suggested the PAC Distance Education Advisory Committee name be changed. Prior to making any changes, Dr. Hodge asked that all representatives discuss the document with their constituent groups. She specifically asked that the groups review the chart which was prepared by the Faculty and be prepared to provide feedback and input on the document and chart at the next PAC meeting.

INFORMATIONAL ITEMS/ANNOUNCEMENTS

1. **Budget Update:** Budget Officer Adam O'Connor reported that the Governor's proposed budget presented this week to the legislature meant that mid-year cuts would be required. While not finalized, it appears that reductions of approximately \$10 million would be required of the District. Further Mr. O'Connor reported that the Legislative Analyst Office is also suggesting fee increases and reduced funding for specific courses. The District may be able to cover the 2008-2009 budget reductions using carry over funds, but that permanent reductions may be required in 2009-2010. Dr. Hodge reported that the Chancellor, Dr. Doffoney, will be attending the December 10, 2008 PAC meeting to discuss the budget.
2. **Independent Contractors:** Budget Director Adam O'Connor reported that the District has instituted new procedures and forms in connection with the employment of outside contractors. The procedures and forms have been posted to the J:drive and the purpose of sharing this information with PAC was to create awareness of the new procedures and forms. Any issues relating to this topic should be directed to Mr. O'Connor. Associated Students President Rajan Vaidya asked about the Honorarium forms for student leaders and Mr. O'Connor stated that those forms have not yet been finalized, but the Associated Students will be notified when they were finalized and the forms will also be posted on the J:drive.
3. **Smoking Enforcement Update:** Associated Students President Rajan Vaidya announced that the banners purchased regarding the Smoke Free Campus were ready to be displayed and brought one to the meeting to share with PAC. It is the subcommittee's plan to have an enforcement proposal ready to present to PAC in spring 2009.

MEMBER REPORTS

1. **Deans:** Dean Bob Jensen reported that the Theater Department will be hosting a boot camp Saturday, November 15, for high school drama teachers conducted by retired drama teachers in preparation for the upcoming Theater Festival. In addition, he reported that the Deans have made new faculty recommendations which have been sent to the Faculty Senate for their review and comment. Once the Deans receive feedback from the Senate, a final recommendation will be sent to the President. Dr. Hodge explained that this year the President will not be making the final decision, but that Chancellor's Staff will be making final decisions on which faculty will be hired.

2. **Managers:** Campus Safety Director Emilio Perez announced that the college would be participating in the Great Southern California Shake Out on Thursday, November 13. Many activities will be conducted simultaneously between 10 and 11 a.m. to create awareness of the importance of earthquake preparedness.
3. **Faculty:** Faculty Senate President Ken Collins reported that he and Marcus Wilson attended the Statewide Academic Senate meeting in Los Angeles last week. He reported that he was made aware of a governance document created by Miramar College that he felt would be of interest to PAC.
4. **Classified:** Classified Senate President Ericka Adakai reported that the Classified Senate received more than 30 nominations for recognition of classified staff. The committee is reviewing the nominations and will be making a decision soon. Further Ms. Adakai reported that the Classified Senate has discussed ways to recognize all that are nominated in addition to the recognition given to the classified employee selected to receive the award. Ms. Adakai announced that Counseling won the Halloween decorating event and encouraged all to participate in the Holiday decorating event.
5. **Associated Students:** Associated Students President Rajan Vaidya reported that the A.S. sponsored Halloween costume contest was a huge success. The Homecoming event which took place Wednesday was a lively precursor to the football game being placed at 1 p.m. on Saturday, November 15, between the Santa Ana Dons and Fullerton College Hornets. This "Key to the County" game is a long standing rivalry and he encouraged all to attend.

Adjournment: 3:25 p.m.

Debra Gerard, Recording Secretary