



# President's Advisory Council MINUTES

January 27, 2010  
Approved February 10, 2010

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**MEMBERS:** *Chair:* Sam Schauerman *Deans:* Bob Jensen *Managers:* Chris Kiger *Faculty:* Marcus Wilson, Ken Collins, Sean Chamberlin *Classified:* Ericka Adakai, Beverly Pipkin *Associated Students:* Peter Cornett, Brandon Collins *Absent:* Jay Seidel

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## HOUSEKEEPING

1. **Agenda:** The agenda was approved as presented.
2. **Minutes:** The minutes were approved with a minor correction.

## OLD BUSINESS

1. **College Planning Process Response:** Accreditation Co-Chair Dr. Sean Chamberlin explained that, in connection with the preparation of the college's Institutional Self-Study, a response to the recommendations made by the visiting team during the 2005 Accreditation Team Visit was being prepared. As the college's governance council, Dr. Chamberlin solicited feedback from PAC on the recommendation involving the college's planning process. Discussion of how the college's goals and objectives are created, monitored and reported took place. PAC members familiar with the planning process provided additional input. Dr. Chamberlin stated that it was important that the college also have an assessment element included in its planning process. It was agreed that the college was on track with the elements of planning that were put into place in recent years, is making adjustments as necessary and work on assessment is being done.

## NEW BUSINESS

1. **Goals & Objectives Mid-Year Report:** Dean Bob Jensen introduced the Mid-Year Report on the college's goals and objectives that was distributed with the agenda. While not going through the entire report, Dean Jensen asked Deans in attendance to speak to highlights in the report. Dean Ann Hovey, Business Division, spoke to the Career Pathways program which bridges high school students with our vocational programs. Dean Jackie Boll, Library Division, spoke to the program in which basic skills students are introduced to the library and its instructional support areas. Dean Pete Snyder, Physical Education, reported that the Division's SLOs are completed and assessments are almost done. Vice President of Student Services spoke to the progress on providing students with online student support services including counseling, orientation and financial aid. Dean Lisa Campbell, Counseling and Student Development, spoke to the first year program developed for students. Interim Vice President of Instruction Scott McKenzie spoke on behalf of the Technology and Engineering Division about the success of its collaboration with the School of Continuing Education in generating new grant funding for the college. Dean Bob Jensen spoke about the many ways the Fine Arts Division is involved in the community and the fact that many managers are members of the newly created Fullerton College Foundation Advisory Committee. Dean Boll shared that the entire second floor of the library is wireless and that a large amount of work has been done to digitize the library archives to insure preservation of this important information. Deans Jensen and Snyder also spoke to the outreach activities in their divisions to the local high school students. A year-end report on the goals and objectives will be presented to PAC in April.
2. **College Sponsorships:** On behalf of the Diversity Committee, Diversity Committee Chair Lily Espinoza presented a proposal that was distributed with the agenda relating to college sponsorships. The proposal stated that "*all future event sponsorships at Fullerton College must be with organizations that are accessible and available to all members of the college community, including students who are minorities and underrepresented as described by the protected classes of the California Education Code.*" Discussion followed about how careful consideration of those who sponsor college events could possibly

be put into place. It was stated that whatever is put into effect should not make it more difficult to obtain sponsors. It was agreed that a "Sponsorship Form" would be created to outline, prior to the event, the expectations of both the college and the sponsor. This form would be a part of the event planning package.

3. **National College Health Assessment Survey:** Director of Health Services Chris Kiger announced that the college would be participating in the National College Health Assessment Survey. The survey would be administered in classes at the invitation of faculty. Ms. Kiger asked that the faculty PAC representatives encourage their faculty to participate in this assessment. The target number of students required to complete the assessment is 950. The survey is administered every two years and Fullerton College has participated in 2005 and 2007. Data from this year's survey will provide valuable information to Health Services to develop programs and services for our students.

#### COMMITTEE REPORTS/INFORMATIONAL ITEMS

1. **Accreditation Update:** Accreditation Chair Sean Chamberlin distributed a hard copy of the current Institutional Self-Study to all PAC members and PAC resource personnel. The document is also posted on the Accreditation website. Dr. Chamberlin reported that the college had a great amount of work to do to complete the self-study in time for its presentation to the Board in May and requested that all encourage their constituent group members to take the time to review the document. Dr. Chamberlin announced that Town Hall meetings have been scheduled to review the self-study as follows: March 3, 9, 17 and 23. All Town Hall meetings would be held from 3 to 5 p.m. The entire campus community is invited and encouraged to attend and provide feedback and input into the self-study.
2. **Budget Development Committee:** Budget Officer Adam O'Connor distributed the handout of a presentation made to the DPC and Board of Trustees regarding the state budget. Bottom line – community colleges were treated well in the budget. However, it is anticipated that the budget will change not to our benefit and planning is being done for a budget with \$5 million, \$10 million and \$15 million reductions. Due to the fact that mid-year cuts were not anticipated, Mr. O'Connor presented a recommendation from the BDC on a vehicle replacement plan. A decision by PAC on this plan will be made at the February 24, 2010 PAC meeting.
3. **Banner Steering Committee:** Dean Bob Jensen reported that, because of demand on the district's server, a discussion at all levels is taking place regarding replacement. This is a costly decision.
4. **Educational Master Plan Dialogue:** President Sam Schauerman reported that the consultants hired by the district to develop an Educational Master Plan (EMP) presented their findings work to-date to the Campus EMP Committee. An opportunity for the entire college community to review the findings and participate in a discussion with the consultants about them is scheduled to take place at the next regularly scheduled PAC meeting. In place of a regular meeting, a Campus-wide EMP Dialogue will take place on February 10 from 2 to 4 p.m. in Room 1440. All constituent representatives were asked to share the news of this opportunity with their constituents and encourage them to become involved in this process. Announcements of the campus-wide dialogue will be made as the date draws closer.

#### MEMBER REPORTS

1. **Deans:** Dean Bob Jensen reported that the Deans are working on Program Review and Planning.
2. **Managers:** Health Services Director Chris Kiger reported that, to better serve students, book advances were being processed online for students. This meant students did not have to wait in line to apply for and obtain their book advances. Teacher of the Year nominations are currently being solicited and all nominations are due February 10.
3. **Faculty:** Faculty Senate President Marcus Wilson reported that the Faculty Senate will be at a retreat on January 29 and their first meeting of the semester is February 3.
4. **Classified:** Classified Senate President Ericka Adakai reported that the Classified Senate now had an office on campus – Room 128. On behalf of all Classified Senate, Ms. Adakai thanked everyone for providing this space to the Classified Senate.
5. **Associated Students:** A.S. President Peter Cornett reported that the Associated Students were conducting a blood drive and looking into a bone marrow drive. In addition, the A.S. were coordinating with Cypress College on a Haiti Disaster Relief effort.

Adjournment: 4:15 p.m.

Debra Gerard, Recording Secretary