



# President's Advisory Council MINUTES

April 14, 2010  
Approved April 28, 2010

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

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## HOUSEKEEPING

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

## OLD BUSINESS

1. **Centennial Steering Committee:** PIO Andrea Hanstein proposed that a Steering Committee be formed to oversee the planning for the college's centennial. Membership on the committee would include individuals with a specific expertise and who are interested in devoting extra time to this effort. A discussion took place in response to the draft committee structure which was distributed with the agenda. It was noted that "Classified Representatives" should replace "Classified Senate Representatives" on the document. It was also noted that the formation of this committee would not preclude any and all staff from becoming involved in this effort. PAC endorsed the formation of this Steering Committee and all constituent groups were asked to forward the names of their representatives to Andrea Hanstein by April 23. This would allow for the group to meet at least two times before the end of the 2010-2011 academic year. Dean Bob Jensen stated that the development of a plan for the college's centennial will be done around four overarching themes – History, Celebration, Outreach and The Future.
2. **Newspaper Racks:** PIO Andrea Hanstein reported that she and Jay Seidel had met to discuss alternatives to the kiosks presented at the March 10 PAC Meeting. An alternative rack design and a campus map with locations where the racks would be located were distributed at the meeting. The benefits of the alternative racks were that the college owned them and could control what was on them, were smaller and the design would complement the architecture of the campus. It was proposed that 14 racks be purchased. If the four free kiosks proposed at the March 10 meeting were selected, the campus would keep 12 of the existing racks and still have the issues discussed at the March 10 meeting. After discussion among the group, it was decided that Andrea Hanstein and Jay Seidel would decide on which racks the college will use.
3. **Five Year Construction Plan Update:** Vice President Janet Portolan reported that since the Five Year Construction Plan was presented at the March 10 PAC meeting, the college was asked to prioritize the two projects submitted – the 1100 building renovation and the 300/500 building renovation. After consultation with affected areas it was determined that the 300/500 building renovation would be given top priority. This decision was made because it was more likely to get State funding and that more examination of the 1100 building was being done in the Educational Master Plan process. This decision has nothing to do with the use of future local bond funding; this only affects the projects funded by State bond funds.

## NEW BUSINESS

1. **Staff Development Goals & Objectives:** Manager Chris Kiger requested that PAC representatives share with their constituent groups the 2009-2011 Staff Development Goals & Objectives distributed with the agenda. Staff Development Coordinator Alix Plum-Widner will be at the April 28 to lead a discussion with PAC.

2. **Accreditation Self Study:** Accreditation Self-Study Faculty Chair Sean Chamberlin reported that the current draft of the Self-Study was posted on the Accreditation website and encouraged all to review it and provide him with comments and feedback. Dr. Chamberlin also presented the Self-Study Abstract that was distributed with the agenda and explained the process for creation of the Self-Study. A clarification of what is included in the self-evaluation and as a planning agenda item was provided to PAC. A dialogue of what the college is doing, what is going well, what could be improved and what is being done to make those improvements is part of the self-evaluation. A Planning Agenda item is one where the college feels it is significantly missing the mark in meeting the standard and needs a focused effort to address the item. It was stated that it was important the campus community “buy in” to any planning agenda items, as the college will be expected to report on progress on these items in reports following the Accreditation Visit. Discussion of concerns regarding the college’s efforts toward diversity took place and it was agreed that this should be included in the self-evaluation. Discussion also took place as to whether or not the Classified Senate planning agenda item should be included in the self-evaluation or as a planning agenda item. All PAC representatives were encouraged to discuss the Self-Study with their constituents and be prepared to discuss further at the April 28.

Accreditation Self-Study Co-Chair Toni DuBois introduced another component for PAC consideration – Institutional SLOs. Dr. DuBois reported that in September 2009 Institutional SLOs were presented to PAC for consideration. One follow up meeting was held on this topic and no work has been done since. The college is expected to have Institutional SLOs and a draft was presented to PAC for consideration. All PAC representatives were asked to discuss these with their constituent groups and be prepared to discuss at the April 28 PAC meeting.

#### COMMITTEE REPORTS/INFORMATIONAL ITEMS

1. **Accreditation Update:** Accreditation Self-Study Chair Sean Chamberlin reported that the draft of the Self-Study will be provided to the Board at the May 11, 2010 Board meeting. During the summer the Self-Study will be revised to address any comments from the Trustees, as well as from the campus community.
2. **Budget Development Committee:** Budget Director Adam O’Connor reported that the BDC is still discussing how to address overcap FTES and carry over funds. It was also reported that, while the 2010-2011 budget did not include any reduction in personnel costs, these costs will certainly need to be addressed in the 2011-2012 budget. A handout was distributed at the April 12, 2010 DPC meeting listing items for consideration in reducing personnel costs. While many on PAC may have seen this document, it will be distributed to PAC with the April 28 agenda for their information and reference. It is important to note that these items will require negotiation and discussion during 2010-2011.
3. **Banner Steering Committee:** Dean Albert Abutin reported that a number of issues were being discussed in Banner Steering Committee including:
  - Credit Cards – processing no longer interfaces with Banner; they are working to find a replacement by July 2010
  - Server Issues – capacity is an issue and the district is changing their processes to provide more capacity for student use and interface; there is discussion about replacement of servers taking place at the district
  - Staff Pictures in Banner – there is discussion on who should have access to pictures of staff that can now be included in Banner from the pictures taken for campus identification
  - Online Grad Applications – it is anticipated that in July students would be able to apply for graduation online
  - Waitlists – a survey at the end of the summer of faculty and students will be done quickly to ascertain if there will be full implementation of waitlists in fall 2010
  - SEPs – before online Student Education Plans are available, the district would have to purchase new servers
4. **Educational Master Plan Committee:** Vice President Janet Portolan reported that the Educational Initiatives for the Educational Master Plan were approved at the Campus Educational Master Plan Committee meeting on April 13. Also at that meeting the consultants presented options to the facilities issues on campus. More discussion of the options will take place at the May 4 meeting.

## MEMBER REPORTS/ANNOUNCEMENTS

1. **Deans:** No report.
2. **Managers:** Manager Chris Kiger made a number of announcements of upcoming campus activities.
3. **Faculty:** No report.
4. **Classified:** Classified Senate President Ericka Adakai reported that Vice Chancellor Fred Williams attended the April 8 Classified Senate meeting to answer questions relating to the district budget. Ms. Adakai announced that she had received one of two scholarships awarded by the CCLC to attend the Classified Senate Leadership Institute in June. It was also announced that elections were taking place in April and all are encouraged to support their classified staff's involvement in Classified Senate activities.
5. **Associated Students:** Student Affairs Director Darlene Jensen reported that the A.S. Student Survey was conducted with 897 students participating – a great turn out this year. Copies of the survey were distributed to all PAC representatives. Ms. Jensen also announced that Humanities (English) Instructor Sheilah Stokes-Dobyns was selected at the 2010 Teacher of the Year. A.S. elections were taking place this week and on the ballot is an initiative to change the student government constitution. Finally, the Men and Women of Distinction have been announced and all will be honored at the Men and Women of Distinction Dinner on May 14.
6. **Announcements:** Journalism Instructor Jay Seidel reported that ten students attended the Journalism Association of Community Colleges conference and all earned recognition for their work. Also, for the sixth year in a row, *The Torch* won the General Excellence Award.

Adjournment: 4:04 p.m.

Debra Gerard, Recording Secretary