



President's Advisory Council MINUTES

December 9, 2009
Approved January 27, 2010

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

HOUSEKEEPING

1. **Agenda:** The agenda was approved with the addition of a report from the Staff Development Committee and moving Old Business Item #2 to be included in the Accreditation Update.
2. **Minutes:** The minutes were approved with corrections from the Classified Staff representative.

OLD BUSINESS

1. **Technology Implementation Committee:** The Technology Implementation Planning Committee draft was unanimously endorsed by PAC. This committee will be added to the Committee chart and posted on the Campus Committees website.
2. **College Planning Process Response:** During his report on Accreditation, Accreditation Chair Sean Chamberlin discussed the need to respond to the 2005 accreditation team evaluation report relating to college planning. All PAC members were encouraged to review the handout distributed with the agenda, as he would like to discuss further at the next PAC meeting.
3. **Smoke Free Campus Enforcement:** Dean Jensen introduced Rajan Vaidya, a student representative on the Smoke Free Campus Enforcement Subcommittee who made a PowerPoint presentation on the history of the smoke free campus and introduced the Subcommittee's recommendation on how to improve the education component of the smoke free campus enforcement policy. A handout was distributed with the education component and the subcommittee's proposal. Mr. Vaidya requested that PAC adopt the following aspects relating to enforcement of the college's smoke free campus policy:
 - a. ***The Smoke Free Campus Enforcement Subcommittee proposes that a two year pilot program of smoke-free campus enforcement be implemented and that the highest values be placed on education and the voluntary cessation of smoking on campus grounds.***

Faculty Senate President Marcus Wilson pointed out that the Fullerton College Smoking Policy adopted by PAC in March 2007 in Item V. It was decided to delay further discussion on this item until New Business Item #3 – Proposed Change for Campus Smoking Policy.

4. **Centennial Update:** Dean Jensen reported that approximately 40 people attended the November 20 Brainstorming Meeting where discussion of the centennial activities took on four themes: history, celebration, outreach and the future. Another brainstorming meeting will be held at the beginning of the spring 2010 semester.
5. **Mission Statement Review:** Dean Bob Jensen distributed a handout on the proposal from the Deans to create a regular cycle of college mission statement, vision and core values review. Discussion followed about the recommendation that November be the month for review and constituent dialogue about the mission statement, vision and core values. This would provide time for a reaffirmation by PAC in February, as currently outlined in the Budget & Planning Calendar. It was suggested that a yearly review was a good idea; but because any revision would be a more involved process, revisions be considered midway through the accreditation cycle. The proposal was unanimously endorsed by PAC. The Budget & Planning Calendar will be updated with this addition and all constituent groups were encouraged to have dialogue about the college mission statement, vision and core values for discussion at the February 24, 2010 PAC meeting.

NEW BUSINESS

1. **Advisory Board to Fullerton College Foundation:** Prior to discussion of this agenda item, Dr. Schauerman introduced guests from the Fullerton College Foundation – Executive Director Chuck Allen and Board President Tony Florentine. Dean Jensen then asked Dean Carol Mattson to introduce the agenda item for discussion. Dean Mattson stated that a Memorandum of Understanding between the college and independent Fullerton College Foundation was signed this fall. Since that time the Foundation has formed an Advisory Board to which staff and community members can apply. This Board will advise on how the Foundation can assist the college and work to raise funds. Many management employees are members of the Board and all who were interested were encouraged to apply. Mr. Allen and Mr. Florentine then made statements to PAC about the Foundation and what is done and would like to do to assist Fullerton College and its students. All were encouraged to attend a joint event sponsored by the Fullerton College Foundation and Fullerton College Alumni Association on Friday, December 18, in the Fullerton College Horticulture Area – a “friendraiser” – where Fullerton College Foundation Board member and former Fullerton College Counselor Mary Shaw will be honored. An inquiry was made about the status of the Friends of Fullerton College Foundation. Dr. Schauerman stated that the college is monitoring the relationship with the Fullerton College Foundation under the new Memorandum of Understanding before the Friends of Fullerton College Foundation is dissolved.
2. **Distance Education:** Dean Carol Mattson reported that the Distance Education Advisory Committee (DEAC) has recommended, and the Faculty Senate endorsed without objection, that the college continue using CE6 and hosting its online education for one more year. In other words, doing what we are doing now. Dean Mattson cautioned, however, that the college couldn't continue to cover the costs of doing so with the current resources and a discussion at the college and district needs to take place.
3. **Proposed Change to Campus Smoking Policy:** The Associated Students representatives proposed a change to the campus rules regarding the Campus Smoking Policy as outlined in the handout distributed with the agenda and to create designated smoking areas on campus as outlined in the handout distributed at the meeting. A.S. President Peter Cornett reported that the A.S. Senate supported this proposal. Further Mr. Cornett stated that the Associated Students would be willing to work with the education proposal presented by the Smoke Free Enforcement Subcommittee. Since a student survey began and continued to support a smoke free campus, it was asked of the A.S. representatives if a survey of the students was taken relating the proposal they presented and it was stated that a survey had not been taken regarding this issue. Discussion of the proposals then took place. At the conclusion, PAC unanimously endorsed the Education Component of the Smoke Free Campus Enforcement Policy as revised. Prior to a decision being made about designated smoking areas, PAC representatives were asked to take to their constituent groups the A.S. Proposed Change (p. 10 of the agenda) so that a vote can be taken at the February 24, 2010 meeting.

COMMITTEE REPORTS/INFORMATIONAL ITEMS

1. **Accreditation Update:** Accreditation Chair Sean Chamberlin reported that the last Team Meeting of the semester will be held on Friday, December 11. All drafts of the self-study will be posted on the accreditation website as they are completed. Dr. Chamberlin reminded all PAC representatives that a dedicated focus on the completion of the self-study will be the focus of the spring 2010 accreditation activities. A proposal to hold Town Hall events regarding accreditation is being discussed. He encouraged all to become engaged in this important college activity.
2. **Budget Development Committee:** Budget Officer Adam O'Connor reported that BDC has recommended a change to the budget principle regarding the support of mitigating categorical program cuts. The change is: In the long term categorical programs should live within their state allocation and legally required match; but in the short term, to avoid layoffs, the campus should consider backfilling for needed services. It was also reported that the BDC considered the request from Counseling for additional funding for the 2009-2010 fiscal year and is not recommending additional funding but has put a hold on the request. This recommendation is based on the fact that the PIO's office has agreed to fund some of the outreach activities, the division has the funds to get them through the spring rush and the district has offered to allow the campus to submit a revised budget request for categorical programs and this additional funding may cover the expenses.

3. **Banner Steering Committee:** Dean Bob Jensen reported that the recent "crash" in Banner was due to the fact that Banner does not allow more than 600 on at one time. The Banner Steering Committee is also researching the mailing of parking permits to students.
4. **Staff Development Committee:** Staff Development Coordinator Alix Plum Widner presented the goals and objectives of the Staff Development Committee for 2009-2011. The Staff Development Committee is an active committee that is doing a great deal with reduced funding this year. Professor Plum Widner encouraged all staff to support the activities of the Staff Development Committee.

MEMBER REPORTS

1. **Deans:** Dean Bob Jensen reported that the Deans are working on finalizing their Program Review and preparing an update of their Unit Objectives which will be presented at the January 27, 2010 PAC meeting.
2. **Managers:** Health Services Director Chris Kiger reported that Fullerton College has received H1N1 vaccine and to spread the word to students about its availability in the Health Center.
3. **Faculty:** Faculty Senate President Marcus Wilson reported that the Curriculum Committee and Faculty Senate have agreed that no honors classes will be taught online. Honors classes may, however, be hybrid – which includes up to 40% online involvement. Further, Dr. Wilson reported that a recommendation will be coming soon from the Student Equity Committee and that the Faculty Senate Executive Board is preparing to discuss the Basic Skills Student Success Steering Committee with the Administrative leadership.
4. **Classified:** No report.
5. **Associated Students:** A.S. President Peter Cornett reported that the Associated Students Senate met for the last time this semester and all students are preparing for finals.
6. **President's Report:** Dr. Schauerman reported with pride that the Fullerton College management team swept the awards at the "Cookie Throw Down" competition among Cypress College, SCE and the District Offices. Fullerton College received awards from the Culinary Arts as well as the popular vote. Dr. Schauerman thanked his assistants, Vice President Toni DuBois and Vice President Janet Portolan, for their participation.

Adjournment: 4:30 p.m.

Debra Gerard, Recording Secretary