



President's Advisory Council MINUTES

February 9, 2011
Approved February 23, 2011

MEMBERS Present: *Chair:* Rajen Vurdien *Deans:* Lisa Campbell *Managers:* Chris Kiger *Faculty:* Marcus Wilson, Sean Chamberlin, Markus Burger, Jim Book *Classified:* Pattie Foster, April Ramos *Associated Students:* Johnwilly Osuji **Absent:** Ashley Glass

HOUSEKEEPING

1. **Agenda:** The agenda was approved as presented.
2. **Minutes:** The minutes were approved as presented.
3. **President's Comments:** President Rajen Vurdien took a moment at the beginning of the meeting to read a short article about why students go to college. He suggested that this is a reminder that we need to keep up with the changing student population and their needs. Dr. Vurdien also updated PAC on the Foundation's request for a major funding proposal for which they can raise funds. A number of suggestions have been received and will be presented for discussion at the February 23 PAC Meeting. All ideas should be sent to Debra Gerard in the President's Office.

OLD BUSINESS

1. **Campus Diversity Committee:** Diversity Committee Chair Lily Espinoza explained the proposed changes to the Campus Diversity Committee information sheet. All PAC representatives endorsed the changes and the information sheet will be revised and posted to the college website. Ms. Espinoza announced that the Campus Diversity Forum will be held on Wednesday, May 4, at 3 p.m. All are invited to attend the Forum where a dialogue of the progress and future efforts of the Campus Diversity Committee will take place.
2. **Accreditation Update:** Dr. Toni DuBois reported that she is finalizing the logistics for the team visit the week of March 14, but doesn't have a final schedule yet. Dr. Vurdien reported that recent decisions of the Commission were to put colleges on warning because of issues at the district level. Further Dr. Vurdien stated that, while the college should feel good about the self-study and what we're doing, we should be aware of what is happening to other colleges seeking reaffirmation of accreditation.
3. **Task Force to Address Needs of Under-Prepared Students:** Dr. Ken Meehan reported that the task force had met again and determined that expanding the Entering Scholars program currently being developed by the Basic Skills Committee would be the most efficient way to move quickly in achieving the goal of having a cohort in fall 2011. It is anticipated that the Basic Skills Committee and the task force will meet to work out the logistics of this idea. Further, the task force will discuss other things that could be done institutionally to assist these students. A report of the task force's recommended actions will be presented at the February 23 PAC meeting. During this discussion Dr. Vurdien announced that he was hosting a luncheon meeting on March 24 with the local high school principals and superintendents where it was his intention to discuss this topic. The agenda is yet to be finalized, but it is anticipated this meeting will be a brainstorming session of ways to help students be ready for the transition from high school to college.
4. **Planning Calendar:** Dr. Ken Meehan discussed the elements of planning and how they worked together. In addition he presented a draft planning calendar which was referred to the Planning and Budget Steering Committee for fine tuning. With respect to the development of the 2011-2013 college goals, Dr. Meehan suggested that the college draw from the college initiatives developed in the Educational Master Planning process and the completed program reviews to bring draft goals to the college community. Dr. Meehan also suggested that the college consider preparing "strategic" unit objectives for 2011-2012 rather than the "operational" unit objectives prepared for 2009-2011. This shift would be in line with how the District approached their strategic plan reporting this year. To examine

how the college did with the 2009-2011 goals and unit objectives, Dr. Meehan reported that he is currently working on a year-end report of the unit objectives which will be presented to PAC.

5. **Classified Needs Assessment Process:** All constituent group representatives endorsed the proposed process. Concern was raised about how this would affect hourly assistance and it was reiterated that this is a process for new, full time assistance and did not affect the hourly help used on occasion by divisions and departments. The President approved the endorsement by PAC of this process. The process will now be posted on the college server and website.
6. **Proposed Date for PAC Retreat:** Dr. Vurdien proposed that the PAC Retreat begin at 12 noon with lunch and conclude at 5 p.m. The proposed date of April 13, however, was not a good date for the entire group. Dr. Vurdien will propose another date for PAC's consideration.

NEW BUSINESS

1. **Strategic Conversation:** President Vurdien requested the constituent groups to discuss the 15 suggestions that came from discussion at the October 2010 Strategic Conversation and be prepared to discuss this at the March 9 PAC Meeting. Dr. Vurdien will report on the college's discussion at the next Strategic Conversation Subcommittee meeting.
2. **Strategic Conversation – Fall 2011:** Dr. Vurdien reported that focus of the fall 2011 Strategic Conversation would be the implementation of those suggestions supported by the district community.

COMMITTEE REPORTS/INFORMATIONAL ITEMS

1. **Planning and Budget Steering Committee:** Director of Budget & Finance Adam O'Connor reported that while it's anticipated that the taxes will be extended and there will be a \$10 fee increase, there is no certainty at this time about the 2011-2012 State Budget. The DPC Subcommittee, however, will be meeting to discuss the budget and Dr. Vurdien reported that the decision on hiring faculty for fall 2011 will be discussed at the February 14 DPC meeting.
2. **Centennial Committee:** Committee Co-Chair Bob Jensen reported that a marketing plan for the College's Centennial is being developed and interviews are currently being conducted. Dean Jensen announced that the Committee meets once a month and all are invited to attend and become involved in this effort.
3. **Threat Assessment Team:** Health Services Director Chris Kiger reported on the efforts of the college's Threat Assessment Team and distributed reference information. Ms. Kiger reported that the documents distributed are on the campus server in the Student Discipline Documents and Student Resources folders. Faculty Senate President Marcus Wilson voiced the concern of some faculty members who have had experiences with students who have violent tendencies and the possibility of alerting faculty to this potential. A discussion followed relating to student rights and faculty safety. It was then decided that the Threat Assessment Team would study this issue and bring a recommendation to PAC on how to handle.
4. **Faculty:** No report.
5. **Deans:** No report.
6. **Managers:** No report.
7. **Classified:** No report.
8. **Students:** No report.

ANNOUNCEMENTS

1. **Basketball:** Interim Dean of PE Sue Beers announced that the women's and men's basketball teams were playing games against Cypress College on February 9 and encouraged all to attend.
2. **February 23 PAC Meeting:** Dr. Vurdien announced that he would be out of the office on February 23 and that Faculty Senate President Marcus Wilson will chair the PAC Meeting.

Adjournment: 4:00 p.m.

Debra Gerard, Recording Secretary