



# President's Advisory Council MINUTES

April 13, 2011  
Approved

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

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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. **Task Force to Address Needs of Under-Prepared Students:** President Vurdien reported that in a meeting between the Executive Staff and the Faculty Senate Executive Committee it was agreed the Basic Skills Student Success Steering Committee (BSSSSC) would be given the opportunity of taking on the responsibility of addressing the needs of the under-prepared students. The BSSSSC accepted this responsibility. After discussion it was determined that the charge to the Committee is: develop strategies that will move under-prepared students to completion. The Committee was asked by PAC to prepare a proposal to include, but not be limited to: a timeline, expectations, additional committee members required and how to address student input. This proposal is to be presented to PAC at the May 11, 2011 PAC meeting.
2. **Planning Calendar:** Institutional Researcher Ken Meehan reported that, while work was being done on the Institutional Effectiveness part of the calendar, there is no change to the calendar distributed to PAC at the last meeting. Dr. Meehan stated that an evaluation element is being developed and the Research Committee is working on this. Further, Dr. Meehan assured PAC that the college is following the planning calendar. The calendar will be reformatted to begin with planning and distributed to PAC.
3. **2011-2013 Goals:** In preparation for the April 27, 2011 PAC Retreat, Institutional Researcher Dr. Ken Meehan made a presentation on the definition of the elements involved in planning – goals, objectives and action plans. Dr. Meehan explained how all elements worked together to develop a strategic plan. A handout was distributed that included these definitions and the proposed goals. After discussion it was agreed that Goal 1 would be revised to read: **Fullerton College will promote student success.** All PAC representatives were asked to discuss the proposed goals with their constituent groups and bring feedback for discussion at the April 27, 2011 PAC Retreat. It is important that all discussions be documented with minutes or notes.
4. **Threat Assessment Team Response to Faculty Concern:** Health Services Director Chris Kiger presented a response from the Threat Assessment Team (TAT) to the faculty concern about being notified of students who may be a potential threat. Because of concern for student privacy, it was reported that faculty would not be notified of a student in their class who may have had an issue previously. All are encouraged to use the Student Discipline process to have incidents investigated and appropriate action taken. Other members of the TAT in attendance provided support for this decision. The faculty representatives felt the written response was unclear, so the TAT was asked to bring a revised response to the May 11, 2011 PAC meeting. All were invited to a training session regarding incident reports and student discipline by the TAT to be held on May 6 from 12:30 – 2:00 p.m. in Room 224.

## NEW BUSINESS

1. **Distance Education Strategic Plan:** Faculty Senate President Marcus Wilson presented for endorsement the Distance Education Strategic Plan that was approved by the Faculty Senate and Deans. All PAC representatives were asked to discuss with their constituent groups and be prepared to discuss at the May 11, 2011 PAC meeting.

## COMMITTEE REPORTS/INFORMATIONAL ITEMS

1. **President's Report:** Dr. Vurdien announced that the draft Educational Master Plan is available on the website for the college community to review. Comments should be directed to Interim Vice President Larry Mercadante by Friday, April 15. Faculty Senate President-Elect Sean Chamberlin reported that the Faculty Senate voted not to support the plan because of reservations they had relating to missing elements and additions that had not been discussed with the campus. Dr. Vurdien reminded all that this was a draft plan and there was time to make changes, so he encouraged all to communicate concerns to Mr. Mercadante. Dr. Vurdien also reported that a decision was made by the district to support the 2011-2012 extended day budgets as currently planned. The college will need, however, to look at 2012-2013 for possible changes to accommodate an uncertain budget. Some good news was shared with PAC: the Dance Team recently were named National Champions at a competition comprised primarily of four year schools, Journalism Instructor Jay Seidel was named Instructor of the Year and the student publication "The Torch" won awards in a journalism competition. While the budget is a concern, the entire college community should be celebrating the work we do and successes we have.
2. **Planning and Budget Steering Committee:** Director of Budget & Finance Adam O'Connor reported because new sources of money were likely not available to the college, the Planning and Budget Steering Committee was examining the current budgets for possible cuts that could be made to provide funds for activities that support the college's strategic plan.
3. **Centennial Committee:** Centennial Committee Co-Chair Andrea Hanstein reported that the website was close to being launched and a brochure and donation catalog were close to completion. In addition plans for the gala are close to being ready for submission to the President.
4. **Faculty:** Faculty Senate President Marcus Wilson reported that at the recent Faculty Senate meeting elections were held and the following officers were elected: Treasurer – Sam Foster; Secretary – Josh Ashenmiller; President – Sean Chamberlin and Past President – Marcus Wilson.
5. **Deans:** Dean Lisa Campbell reported that the Deans were working on the reduction of extended day budgets.
6. **Managers:** Health Services Director Chris Kiger reported that the Student Services areas were looking at providing to all Student Services personnel for their reference information about resources available to students.
7. **Classified:** Classified Representative April Ramos announced that CSEA was sponsoring a breakfast during School Employees week on May 16 from 8:00 – 9:30 a.m. and encouraged all to attend. Senate President Ericka Adakai announced that that the Classified End of the Year event will be held on April 28 and nominations are currently being taken for officers of the Classified Senate.
8. **Students:** A.S. President Johnwilly Osuji reported that elections are being conducted this week. The Associated Students are also working on plans for Commencement, the Hands Across California event on April 17 and the Festival of Diversity on April 28.

## ANNOUNCEMENTS

1. VP of Student Services Toni Du Bois announced that all classified employees were invited to participate in the Classified Staff Development Day on April 18.

Adjournment: 4:20 p.m.

Debra Gerard, Recording Secretary