



President's Advisory Council MINUTES

May 11, 2011
Approved September 14, 2011

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

HOUSEKEEPING

1. **Agenda:** The agenda was approved with the addition of Students on Staff Development Committee item in the Old Business section.
2. **Minutes:** The minutes of April 13, 2011 were approved as presented.

OLD BUSINESS

1. **Addressing Needs of Under-Prepared Students** Faculty Member Jeanne Costello and Dean of Humanities, Dan Willoughby, distributed a copy of the recommended make-up of the new Student Success Committee (SSC). The SSC is a combination of the Basic Skills Student Success Steering Committee & the Underprepared Student Task Force. Jean Costello and Dean Willoughby will serve as Co-Chairs of SSC. A review of the committee's mission, recommended membership, and advisory group leadership was presented. PAC approved the development of the Student Success Committee. Committee representatives need to be elected as soon as all constituent groups return for the fall semester. The committee was tasked with providing a mission statement and action plan immediately.
2. **Threat Assessment Team – Revised Response to Faculty Concern:** Health Services Director Chris Kiger presented a revised response from the Threat Assessment Team (TAT) to the faculty concern about being notified of students who may be a potential threat. There continued to be concerns regarding the need to notify instructors when a student poses a threat. Director Chris Kiger continued to address the need for maintaining student privacy. After some discussion it was agreed to add the following sentence to the draft proposal: "During a review of inappropriate behavior by a student, the student's other instructors will not be notified unless there is a specific threat or it is deemed necessary".
3. **Distance Education Strategic Plan:** As charged at the April 13, 2011 meeting, PAC representatives were asked to discuss the Distance Education Strategic Plan with their constituent groups. There was some discussion regarding the success and retention rates, and cost figures associated with on-line courses. There was a suggestion about possible mandatory orientation for students before enrolling in on-line courses. The Distance Education Strategic Plan was approved as presented.
4. **Strategic Plan:** Institutional Researcher Ken Meehan reported on the continued progress of the strategic plan. The PAC Retreat was held on April 27, 2011 and the college goals were finalized. Goal 1 was revised to read: Fullerton College will promote student success. Preliminary objectives still need to be refined. Each constituent group and programs were requested to begin development of action plans to meet the objectives. Action plans are to include the activity, persons responsible, time frame, resource requirements, and evaluation process. Dr. Meehan stated that an evaluation element is being developed by the Research Committee. The college is following the planning calendar which is being reformatted and will be distributed to PAC. President Vurdien reported that he will be meeting with the Vice Presidents, Ken Meehan, and Sean Chamberlin tomorrow to address concerns that came from the accreditation visit. All efforts will be made to meet recommendations from the accreditation team.
5. **Students on Staff Development Committee:** Student representatives Johnwilly Osuji and Joey McIntosh discussed concerns regarding the ability of student representatives to attend the Staff Development Committee meetings. The committee meets at 2:30 p.m. on the second and fourth Monday of the month which is also the schedule for the Associated Student Inter-Club Council. Lexi Medina, the

current Vice President of ICC is also the student representative on the Staff Development Committee. After some discussion it was understood that student representatives may not be able to attend Staff Development Committee meetings on a regular basis.

NEW BUSINESS

1. **Recommendation from PBSC regarding Budget Reductions for 2011-12:** Director of Finance Adam O'Connor distributed on behalf of the Planning and Budget Steering Committee, a copy of the **Fullerton College Proposed Operating Allocation 2011/12**. Director O'Connor reviewed the report in detail and opened the floor for questions. Dean of Physical Education, Sue Beers, addressed her concerns over the 10% reduction in her division's budget allocation. All other instructional divisions received a 5% reduction. PAC representatives did not approve the proposed budget reduction and recommended a 5% reduction to the Physical Education division. Dean of Library, Jackie Boll, addressed her concerns over the 50% reduction to the Library Saturday Services. Her recommendation was to combine both her instructional budget and the Saturday Services budget. This would allow her to make appropriate decisions regarding necessary cuts in library services. PAC approved the recommended changes to the PE and Library budget allocations. The FC Proposed Operating Allocation 2011/12 will be corrected and redistributed.
2. **Strategic Conversation @Cypress College:** No Report.
3. **Classified Professionals Mentor Program:** Classified Senate President Ericka Adakai distributed an informational copy of the **Classified Professionals Mentor Program Handbook**. The program will be implemented in fall 2011.
4. **2011-12 Meeting Schedule:** No Report.

ANNOUNCEMENTS

1. Faculty Senate President Marcus Wilson announced that Dean Bob Jensen was named Administrator of the Year by the Faculty Senate.

Adjournment: 4:03 p.m.

Patricia Sanchez, Acting Recording Secretary