



# President's Advisory Council MINUTES

September 22, 2010  
Approved October 27, 2010

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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:* Pattie Foster, April Ramos *Associated Students:* Johnwilly Osuji, Ashley Glass **Absent:**

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## HOUSEKEEPING

1. **Agenda:** The agenda was approved with the addition of "Scheduled Maintenance" in the Informational Items section.
2. **Minutes:** The minutes were approved as presented.

## OLD BUSINESS

1. **Accreditation Update:** Accreditation Self-Study Chair Sean Chamberlin announced that the Campus Dialogue on the Self-Study will be held on Wednesday, October 13, at 2 p.m. in Room 1018. Dr. Chamberlin encouraged all to attend and to read as much of the self-study as possible before that dialogue. The final review draft is now complete and on the Accreditation website. Any feedback on the draft should be given to him or Vice President Toni DuBois. All were again encouraged to make sure their department/program websites are up-to-date. Accreditation Liaison Officer Toni DuBois reported that the Planning Agenda items are being finalized and will be posted on the website. Dr. DuBois also extended an invitation for as many students as possible to participate in this review. Students were encouraged to, at a minimum, read Standard II, as it directly affects them.
2. **Planning:** A revised Planning Process diagram was distributed at the meeting for review. Concern was expressed that the two-way communication in connection with the Program Review process which was included on the previous diagram was not included on this diagram. It was noted that this two way communication would be a part of the documented Program Review process. A suggestion was made that "PAC Approvals" be changed to "PAC Endorsements" as that is the action PAC takes on agenda items. Dean Lisa Campbell expressed a concern on behalf of the Deans about the two year Program Review cycle being too short a time period. Faculty Senate President Marcus Wilson stated that the faculty felt the more often program review is done, the easier it becomes. The Planning Process diagram as revised in the discussion was endorsed by PAC and will be posted on the campus server.

A discussion of the Program Review Committee resulted in the agreement that the committee composition would include four each of faculty, management and classified to better conduct the work of the committee. It was also suggested that the Institutional Researcher be added as a Resource Member. Suggested revisions to the Mission and Purpose were also made and it was agreed that the Faculty Senate President-Elect Sean Chamberlin will work with Vice President Toni DuBois to finalize the language in this section. This Committee was endorsed by PAC with the revisions as discussed.

In discussion of the Planning and Budget Steering Committee it was suggested that the Vice Presidents be Resource Members rather than voting members. Concern was also expressed about the imbalance in constituent group representation and suggestion that a smaller committee would be more effective. In discussion it was agreed that this Committee would have the same composition as the current Budget Development Committee, which it would replace; that the requirement that a faculty and management representative would need to serve on the President's Advisory Council would be removed and that all representatives would serve for a three year term. This Committee was endorsed by PAC with the revisions as discussed. It was also agreed that this Committee be reviewed to insure it is meeting its purpose after it has been operational for a year or more.

3. **PAC Structure:** Discussion took place on the Faculty Senate proposal to restructure PAC. The proposal included the request that the President not Chair PAC and that two faculty and two managers be added to its composition. The Managers and Classified representatives reported feedback from their constituent groups indicating that the President should continue to Chair PAC. The student representatives inquired that if this suggestion was made as a result of the way a particular President handled PAC, then would a restructure be required whenever there was a new President? The Faculty representatives reiterated their position that a recommending body not be chaired by the person to whom the recommendation is being made. It was proposed that addressing how the meeting is conducted would alleviate concern about the President's chairing PAC. To aid in the decision about the proposal about who Chairs PAC, discussion resulted in the clarification on the PAC guidelines. It was agreed:

- PAC will use consensus to reach agreement.
- The Office of the President will provide administrative support to PAC and its Chair.
- No additional reassigned time will be given to any faculty member who may serve as Chair.

It was agreed that PAC representatives would take the following three options for Chairing PAC to their constituent groups and further discussion will take place at the October 27, 2010 meeting:

- The Chair is elected by and from the PAC representatives and resource members
- The position of Chair rotates among the PAC representatives
- The President serves as Chair of PAC

Discussion to expand PAC membership as proposed by the Faculty Senate also took place. The Classified and Student representatives expressed concern about the imbalance in representation as proposed. During the discussion two alternative proposals were discussed. It was agreed that PAC representatives would take the following to their constituent groups and further discussion will take place at the October 27, 2010 meeting:

- Faculty Senate Proposal: add two faculty representatives and two management representatives
- Classified Senate Proposal: add two faculty representatives, two management representatives, one classified representative and one student representatives
- Leave membership as it is currently constituted

In addition, Classified Senate President Ericka Adakai proposed that, if the Classified Senate President is not appointed by CSEA as a PAC representative, then he/she serve as a Resource Member to PAC.

#### NEW BUSINESS

1. **None:**

#### COMMITTEE REPORTS/INFORMATIONAL ITEMS

1. **Budget Development Committee:** Director of Budget and Finance Adam O'Connor presented the Budget Development Committee's recommendations on the college carryovers. The recommendation was endorsed by PAC. Mr. O'Connor also announced that there is a February 15, 2011 deadline in presenting proposals for funding to the Foundation for items \$1,500 or less. Application forms and instructions can be found on the campus server in the Forms and Procedures/Foundation Funding folder.
2. **Centennial Committee:** A presentation will be made at the October 27, 2010 meeting.
3. **Scheduled Maintenance:** Interim Vice President of Educational Support Larry Mercadante and Budget Officer Adam O'Connor presented a revision to the 2010-2011 Scheduled Maintenance Projects list submitted to the State last year. Because of a recent influx of funding from energy savings for maintenance projects, the college has the opportunity to fund projects in addition to those that are currently being done. Mr. Mercadante reported that the following three projects are being submitted for funding: Work on the Tunnels, Quad Redesign and Restoration and Repaint the Exterior of Buildings 100, 300, 500, 1200, 600 and 1,000. While some of these projects were included in the work to be done in connection with the bond construction projects, it is recommended that since the money is available these maintenance projects be done now. This would allow the money allocated in the bond construction projects to be used for other needs of the project. An inquiry about why there is no recommendation for technology improvements was made and Mr. Mercadante explained a Technology Plan was being developed and money dedicated to technology will be allocated at that time. PAC endorsed the recommended scheduled maintenance projects.

## ANNOUNCEMENTS

1. Faculty Senate President Marcus Wilson announced that the Faculty Allocation Committee met and reviewed the Deans' recommendation for faculty replacements. Both groups agreed on the faculty replacement disciplines; however the order of priority differed slightly.
2. Classified Senate President Ericka Adakai announced that the Faculty Senate President and Classified Senate President have been appointed ex-officio members of the Fullerton College Foundation.
3. Dean Lisa Campbell announced that the waitlist had been piloted and students are directed to monitor their clearance using MyGateway.
4. Health Services Manager Chris Kiger announced that the Health Center will be offering flu vaccines on Wednesdays and Thursdays beginning September 29 at a cost of \$20. In addition Tdap (tetanus, diphtheria, acellular pertussis) vaccines will be offered at no cost.
5. Institutional Researcher Ken Meehan announced that Fullerton College has been designated a Hispanic Serving Institution and an Asian American/Pacific Islander Serving Institution.

Adjournment: 4:15 p.m.

Debra Gerard, Recording Secretary