



# President's Advisory Council MINUTES

October 27, 2010  
Approved November 10, 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 **Absent:** Ashley Glass

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## HOUSEKEEPING

1. **Agenda:** The agenda was approved as presented. It was noted that a Diversity Committee attachment was inadvertently included with the agenda packet and should be discarded. This information will be placed on the agenda when the Diversity Committee has completed their discussion.
2. **Minutes:** The minutes of both the September 22 and October 13 meetings were approved as presented.
3. **Introduction:** Director of Institutional Research Dr. Ken Meehan introduced Henry Hua, a district Information Services employee, who is working with him for the day.

## PRESIDENT'S UPDATE

Prior to the discussion of the agenda, Fullerton College President Dr. Rajen Vurdien provided updates that included:

1. Hiring of new Fullerton College faculty has begun. Fullerton College will be hiring ten new faculty who will join the college in fall 2011.
2. Hiring committees for the VP of Instruction, VP of Administrative Services and Dean of Physical Education are being formed and will meet later this semester.
3. During spring 2011 committees will be formed to finalize job descriptions for the Director of Distance Education and Academic Computing and the Director of Grants, Economic & Workforce Development. Once the job descriptions are finalized, hiring committees will be formed to recruit for these new positions.
4. The college is hosting the Closing the Latino Achievement Gap Summit on November 5 which will bring participants from throughout Southern California to the college. Food service will be closed to faculty, staff and students that day to accommodate the requirements of the Summit.
5. The 2011-2012 academic calendar has been agreed upon by the faculty and will soon be published to all district employees
6. The district is doing well in spite of the budget situation. Neighboring districts are experiencing furlough days that we haven't yet had to implement. Dr. Vurdien expressed his appreciation to all Fullerton College employees for their hard work on behalf of our students during these very difficult times.

## OLD BUSINESS

1. **Accreditation Update:** Accreditation Liaison Officer Dr. Toni DuBois reported that the final draft of the Self Study is almost complete and a printed copy will be given to the Board this week for their review. The Self Study will be formally presented to the Board at the November 9, 2010 Board of Trustees meeting. The Self Study will then be sent to the Accrediting Commission for Community and Junior Colleges in December. The Accreditation Team Visit is scheduled for March 14-17, 2011.
2. **PAC Structure:** Faculty Senate President Dr. Marcus Wilson requested that the Faculty Senate proposal regarding the restructure of PAC be withdrawn at this time. Citing the upcoming accreditation visit and work that will need to be done in connection with the visit, Dr. Wilson suggested that the proposal be placed on the PAC agenda after the accreditation team visit. It was agreed that the PAC restructure proposal and revised PAC guidelines will be placed on the April 13, 2011 PAC agenda. Classified Senate President Ericka Adakai asked that the Resource Member proposal to appoint the Classified Senate

President as a Resource Member to PAC in the event they are not appointed by CSEA as a PAC representative be considered because it was not a part of the Faculty Senate PAC Restructure proposal. Ms. Adakai and the Classified Professionals representatives spoke as to why this proposal should be supported by PAC. After further discussion it was agreed that all PAC representatives would take the Resource Member proposal to their constituent groups for discussion and feedback. This item will be placed on the November 10, 2010 PAC meeting agenda.

#### NEW BUSINESS

1. **Centennial:** Centennial Committee Co-Chairs Dean Bob Jensen and PIO Andrea Hanstein then presented to PAC the proposal developed by the Centennial Committee for the college's Centennial which will be celebrated during the 2013-2014 academic year. All PAC representatives were asked to share with Dean Jensen and Ms. Hanstein any comments relating to the presentation.
2. **Staff Development Committee Composition:** On behalf of Staff Development Committee Chair, Manager Representative Chris Kiger presented a proposal to add students to the Staff Development Committee. After discussion, it was determined that all PAC representatives would take this proposal to their constituent groups for discussion. This item will be placed on the November 10, 2010 PAC meeting agenda.
3. **Campus Mass Email Guidelines:** PIO Andrea Hanstein presented formal Email Guidelines distributed with the agenda. The guidelines formalize existing practice which follows guidelines put in to effect in May 2003 after PCC approval. Ms. Hanstein explained the many ways available to communicate with Fullerton College staff and the rationale for the guidelines presented.

#### COMMITTEE REPORTS/INFORMATIONAL ITEMS

1. **Planning & Budget Steering Committee:** No report.
2. **Deans:** Dean Lisa Campbell reported that the Deans have been discussing the 16 week calendar and that VP of Instruction Scott McKenzie will be sharing their thoughts with the faculty.
3. **Managers:** Health Services Director Chris Kiger reported that the results of the National Health Survey in which Fullerton College students participated last spring are now available. Dr. Vurdien asked that Ms. Kiger present the survey results at the November 10, 2010 PAC meeting.
4. **Classified:** Classified Senate President Ericka Adakai reported that the Classified Senate is working with CSEA to outline specific procedures as to how classified professional appointments are to be made to campus committees.

#### ANNOUNCEMENTS

1. **Evening Flu Vaccine:** Health Services Director Chris Kiger reported that another evening flu vaccine clinic will be held on November 10.
2. **Classified Senate "Meet and Greet":** Classified Senate President Ericka Adakai invited all to attend this event to be held on November 16.

Adjournment: 3:50 p.m.

Debra Gerard, Recording Secretary