



**Approved Minutes
President's Advisory Council
May 13, 2020**

MEMBERS PRESENT *Chair:* Greg Schulz *Deans:* Dan Willoughby *Management:* Jennifer LaBounty, Lisa McPheron *Faculty:* Josh Ashenmiller, Kim Orlijan, Gary Graves *Classified:* Marwin Luminarias *Students:* none *Resource Members:* Rod Garcia, José Ramón Núñez, Joe Ramirez

Members Absent: Cristal Covarrubias, JP Gonzalez, Harutyun Kejejian, Carolyn Whelchel

Guests: Jeanne Costello, Angela Henderson, Elaine Lipiz Gonzalez, Rena Martinez Stluka, Arnetta Smith, Matt Taylor, Dani Wilson

INFORMATION

1. **Approval of Minutes of April 22, 2020:** Approved with minor edits.
2. **Approval of Agenda:** Approved as presented.

REPORTS

1. **President's Report:** President Schulz said that the updated FC Foundation Master Agreement (previously approved by the FC Foundation in December 2019) was presented at the April 27 Board Meeting and was approved by the Board. The next step is for the FC Foundation to sign the approved agreement. Summer enrollment is going well with registrations up approximately 8.5% from last summer at this time. Seat count enrollment is up more than 24% and FTES is up over 21% since last year at this time. Chancellor Cheryl Marshall emailed an update to faculty and staff across the district on the Education and Facilities Master Plan (EFMP), including a link to the draft report. The EFMP Steering committee meets this Friday and will discuss any comments that have been submitted. President Schulz thanked all faculty, staff and students for working so diligently throughout this pandemic and for adapting so quickly and making the changes necessary to allow the College to operate remotely.
2. **Planning & Budget Steering Committee Report:** Vice President Rod Garcia shared that PBSC has not met since the last PAC meeting and as such had no report.
3. **Guided Pathways Report:** Dani Wilson and Matt Taylor presented an update on campus Guided Pathways activities. A campus-wide planning day was held on April 24 via Zoom which included three separate Zoom sessions with over 60 participants. The sessions covered SENSE data results, proposed changes to our Guided Entry process, and the Starfish student information/management system. Dani reported that the Pathways Steering Committee proposed to adding a counseling faculty co-chair to each workgroup. Moving forward, each workgroup will have the following co-chair structure: one instructional faculty member, one counselor, and one classified professional and/or manager.
4. **Study Abroad Report:** Angela Henderson gave an update to PAC on the Study Abroad Program and handed out a report covering their activities from Summer 2019 to Spring

2020. A total of 93 students studied abroad during this time frame. In Summer 2019, 11 students went to Buenos Aires with Michael Mangan. 34 students studied in Kyoto, Japan with Doug Eisner and Noriko Oppenheimer in the fall. The first Intersession program went to Cape Town, South Africa with 16 students. In Spring 2020, 32 students went to London with Marcus Wilson and Tamara Trujillo. Unfortunately, that group had to return to the United States due to the uncertainty of the COVID-19 pandemic status in London. Angela reported that she developed a Canvas page with a video and an electronic interest form that was distributed to classes in Fall 2019. They have also been using Instagram and Twitter to publicize the Study Abroad programs and are promoting an “I Can Study Abroad” campaign using the hashtag #Icanstudyabroad. They have also funded a new scholarship for study abroad students through the Fullerton College Foundation. The trips planned for summer and fall 2020 had to be cancelled, but the committee will soon begin scheduling future study abroad trips. Angela mentioned that there is a lot of interest in study abroad, and they have received 18 faculty proposals for future trips. Two faculty members, Callista Lee and Danielle Fouquette, completed sabbaticals focused on Study Abroad. Callista Lee developed materials for independent study and Danielle Fouquette created an interest survey which collected important data to help in promoting and enhancing the Study Abroad program.

- 5. Professional Development Report:** Jeanne Costello reviewed Professional Development highlights from the 2019-20 academic year. The Flex Day program in the fall was presented in collaboration with the Pathways Steering Committee with a focus on Guided Pathways. The Spring Flex Day covered culturally responsive training. Jeanne remarked that she was proud of the accomplishments made through the training that took place. The Flex Day survey reflected similar comments, with many faculty members saying they wanted more practical advice and equity focused topics. She remarked that staff development is also ready to cover other topics, but equity will be at the center of professional learning at Fullerton College. Adjuncts supported the Adjunct Academy which also covered equity minded training with about 30 instructors attending. 22 new hires participated in a yearlong New Faculty Training program. The Online Teaching Certificate (OTC) has been a big focus recently, and Jeanne wants to be able to deliver this training to as many faculty as possible so that the College can build capacity in this area. She also mentioned that the switch to remote learning has been stressful for many instructors and Staff Development will strive to provide the support they need to become effective and confident teachers in the online space. “First Fridays” learning for Classified Professionals focused on Banner 9 this year. Before the in-person conference was cancelled, over 40 faculty and staff had planned on attending NCORE this year through Professional Development.

6. PAC Member Reports:

President Schulz thanked Faculty Senate Past President, **Josh Ashenmiller**, for his leadership on PAC and other district-wide committees.

Kim Orlijan reported that Faculty Senate recommended that faculty use a consistent measure of 70% to define what a “C,” and, therefore, a “Pass” is, if appropriate for their program. They are also encouraging faculty to complete three Distance Education learning modules or their equivalent.

Marwin Luminarias reported that the Classified Senate meets tomorrow. Some execs are terming out and an election will be held in the near future. They are still working out a way to hold the Classified Professionals recognition awards this semester. Marwin also said that

the Classified Senate used their hospitality funds to provide snacks and drinks for classified colleagues who are working on site at this time.

Eddie Roth reported that DMA membership sent \$750 to Pathways of Hope and are looking to send monetary donations to the college foodbanks as well. Lisa McPheron has been elected the incoming DMA President. He also stated that DMA subcommittees are working on staff development for managers on the topic of working remotely.

OLD BUSINESS

- 1. Update - Coronavirus (COVID-19) & Operations Review Meetings (Schulz, Information):** President Schulz thanked those who are participating in the “Operations Review” team meetings. The Operations Review meetings began before the campus closure to discuss what we were hearing from state and county officials regarding the COVID-19 threat. Initially, there were three meetings a week. The meetings brought forward the needs on campus and discussion on how we could fill in the gaps. President Schulz said that at some point we will cautiously phase in a return to campus when it is safe to do so employees and students. Some of the topics that have been discussed include the federal CARES act funds; creating an efficient process in which to distribute those funds to students within the federal guidelines; the addition of free campus WiFi; and, ordering and distributing 1,700 laptops to students. (Note: The Operations Review team has since been renamed the “Safe Return to Campus Task Force”).
- 2. Educational and Facilities Master Plan (EFMP) – Campus-wide Input (Schulz, Information):** President Schulz announced that the EFMP steering committee is meeting this Friday and will review feedback received to date on the draft report. The link to the draft report can be found on the NOCCCD website. The final report should be completed and approved by the Board of Trustees by the end of June.

NEW BUSINESS

- 1. Student Equity and Achievement Committee (SEAC) Task Force (Lipiz Gonzalez, Smith, Action):**

Dr. Elaine Lipiz Gonzalez and Professor Arnetta Smith provided an update from SEAC and to brought forward several recommendations for approval. SEAC had two virtual meetings since the campus closure and will hold another meeting before the semester ends. During the last two meetings, the committee discussed the SEA Task Force that will address the transition for SEA, ongoing funding for currently equity-funded programs, unspent funds for the 19-20 fiscal year, student equity issues in light of the COVID-19 pandemic, and guidance from the CCCCOC allowing SEA funds to be used for emergency student assistance.

They presented four recommendations for PAC’s review and support. In summary, the four recommendations were:

- Currently funded equity programs should receive funding in the upcoming 20-21 fiscal year matching their 19-20 fiscal year allocation.
- Current equity funded programs anticipating unspent 19-20 funds may repurpose those resources to provide emergency assistance to program participants based on guidance from the CCCCOC.

- Current equity funded programs anticipating unspent 19-20 funds may retain those funds to spend in the 20-21 fiscal year in order to proceed with activities in their proposal that were cancelled or postponed due to the campus closure.
- Some equity funded programs anticipate having unspent funds and have expressed that they do not need to retain these funds. As a result, these financial resources, along with other unspent SEA funds expiring on June 30th, should be utilized to provide emergency grants to students who are not eligible based on federal regulations for CARES/HEERF grants.

A motion was made for PAC to support these four recommendations and they were approved unanimously.

- 2. CARES Act Funding (Schulz, Information):** A document was shared by President Schulz on the CARES Act. Half of the funds (a total of \$4.85 million for Fullerton College) are to be used for direct aid to students. Greg Ryan and the Financial Aid team worked diligently to get these funds out to students, and President Schulz thanked them for doing outstanding work. The amount given out to each eligible student was initially \$500. Over 2,000 students received aid with the first distribution. A second wave of students will also receive funds. Working with the CCCCCO, other funding sources are being permitted for use in making direct payments to students. President Schulz shared a link where additional information can be found on the CARES Act funds - <https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/College-Finance-and-Facilities-Planning/CARES-Act>

President Schulz discussed several ideas on a handout on how to use the remaining CARES Act money and asked for further discussion and input on those items. Some other ideas that PAC members added to the list were COVID-19 antibody testing for staff and students, adding staffing as an additional distance education cost, and funds for more computers for students.

- 3. Budget Update (Garcia, Information):** VP of Administrative Services Rod Garcia reviewed the current and upcoming state budget situation and the impact the COVID-19 pandemic has had on the state budget. He shared several handouts from the last meeting of the Council on Budget and Facilities. He reviewed 2020-2021 Tentative Budget Assumptions and said no assumptions have been made for negotiations, COLA, ongoing funds and expenditures and no carryovers or onetime funds. He also reviewed a Fiscal Alert published by the Fiscal Crisis & Management Assistance Team (FCMAT) describing scenarios with budget reductions from 2% to 15% and the ramifications that would hold for the District. Rod also said that the January budget assumptions will no longer be considered and that we will need to wait for the May revise to get a more accurate picture of budget realities. At this point, FCMAT believes the budget numbers will reflect a negative deficit factor of 2% to 10%, lottery funds will be reduced, and Categorical funds will probably be cut. Another handout Rod went over was the May 11 NOCCCD One-time Funding Discussion sheet which showed unallocated one-time funds currently just under \$50 million. He also mentioned that as a result of the pandemic and campus closure, Fullerton College will experience the loss of revenues from facilities rentals, the bookstore, child development center, parking fees and citations and health services fees.

ADJOURNMENT: The meeting adjourned at 4:10 p.m.

NEXT MEETING: September 9, 2020