



**Approved Minutes  
President's Advisory Council  
February 14, 2024**

**MEMBERS PRESENT** *Chair:* Cynthia Olivo *Deans:* Dani Wilson *Management:* Grant Linsell, Jennifer Merchant *Faculty:* Mike Baker, Jennifer Combs, Ziza Delgado, Jeanette Rodríguez *Classified:* Yadira Aguillon, Amy Shrack *Students:* Isaac Choi *Resource Members:* Pepe Barton, Daniel Berumen, Gilbert Contreras, Henry Hua, José Ramón Núñez

**Members Absent:** none

**Guests:** Phil Austin, Nichole Crockrom, Tyler Deacy, Ramon de Jesus, Danielle Fouquette, Kim Orlijan

### **INFORMATION**

- 1. Approval of Minutes of November 29, 2023:** Approved as submitted.
- 2. Approval of Agenda:** Approved as submitted.

### **REPORTS**

- 1. President's Report:** President Olivo announced that Faculty Senate selected an alternate to attend the meeting today, Phil Austin, and that he will have full voting privileges. She shared that enrollment is up at the college about 5% and the District is up 11%. A Supplemental Early Retirement Plan is being offered as an incentive to help the District keep its footing after Hold Harmless ends as budgets will be tightening. She stated that the college will have a deficit if enrollment does not meet pre-Covid levels. With this in mind, Campus Communications is using targeted ads through social media to attract students and Albert Abutin is overseeing enrollment services and assisting with other strategies. The college lost almost 5,000 students from fall 2023 to spring 2024, and she stated that the college needs to do more to boost enrollment.
- 2. Planning & Budget Steering Committee Report:** VPAS Henry Hua reported that PBSC had not met yet this spring. He also said that Grant Linsell will be a new member of the committee.
- 3. PAC Member Reports:**  
**Jeanette Rodriguez** reported that Faculty Senate met and looked at their goals and passed resolutions on Academic Freedom and the PERB decision.

**Grant Linsell** said that managers are appreciative of the job family study deadline being moved to the end of February and stated that managers have been busy meeting with their staff. He also stated that timelines that come due at the beginning of terms are difficult for the divisions. He would like the district to revise due dates so that they happen after the beginning of the semester. The Strategic Enrollment Management (SEM) Program participants met Monday and elected a faculty co-chair and calendared their meetings for spring.

**Jennifer Merchant** mentioned that DMA is getting ready to award scholarships to the selected Students of Distinction at the end of the semester. They also talked about supporting classified professionals by connecting with Classified Senate execs.

**Ziza Delgado** reported that Pepe Barton went to her division coordinators meeting and discussed how to work together to get information out.

**Isaac Choi** stated that Club Rush is set to happen on February 28.

**Nichole Crockrom** reported on the Classified Senate. They discussed getting the job family study completed and the importance for classified professionals to meet with their managers. They also talked about the new EV charging station time limit constraints and how that affects classified professionals who are using the stations during the workday. She also announced that Danny Gutierrez was announced as the night crew Fall Recognition Award winner.

## OLD BUSINESS

1. **Mission Statement (Olivo, Action):** President Olivo said the college will put forth the existing mission statement with no substantive revisions for the Board of Trustees' approval on February 27. Only two words were edited as reflected in the statement here appearing in blue font:

*Fullerton College advances student learning and achievement by developing ~~flexible~~ **clear** pathways for students from our diverse communities who seek educational and career growth, certificates, associate degrees, and transfer. We ~~foster~~ **build** a supportive and inclusive environment for students to be successful learners, responsible leaders, and engaged community members.*

Everything else will remain the same.

**A motion was made to approve the change of two words to the old mission statement and consider it now complete. The motion was voted on and approved.**

2. **Accreditation Update (Fouquette, Information):** Danielle Fouquette shared this spring's accreditation timeline. She stated that requests for additional evidence from the visiting ACCJC team will be submitted by March 1. The writing team is meeting March 2 to review those requests and formulate the responses. From March 1 to March 6 – everyone on campus needs to be prepared to respond immediately to any requests for evidence from the accreditation team. During the week of March 11, virtual open forums with the ACCJC team will be held. The exact dates and times have not yet been confirmed. March 19, the team will meet in Los Angeles and develop the Core Inquiries based on what they heard in the campus forums and read in the ISER. Danielle said she will share the Core Inquiries sometime in April.
3. **Fall 2024 PDF Class Schedule (Olivo, Information):** President Olivo said that the class schedule PDF on the Fullerton College webpage has been confusing for students and is out of date in many areas. She asked if PAC wanted to make a motion to remove the PDF from the college website. VPSS Contreras mentioned that counselors are more concerned with the catalog PDF being confusing for students, not the schedule. Danielle Fouquette said it is less useful as evidence for accreditation if it is not in a PDF format and that it would be important to keep some type of PDF schedule available to share easily if evidence is requested. It was

discussed that it is the typesetting that takes time and must be done so far ahead that it is out of date by the time it is published.

PAC agreed to entertain the idea of eliminating the typeset PDF schedule from the Fullerton College website. Members were asked to take this suggestion to their constituent groups for discussion and bring back feedback at the next meeting. A vote will be taken at that time.

## **NEW BUSINESS**

**1. Sustainability Update with Action Items (Deacy, de Jesus, Action):** This agenda item consisted of four separate topics – Institutionalization of FC Director of Sustainability, NOCCCD Sustainability Initiative, SAGE Training Course Proposal, and Adopt-a-channel.

- **Institutionalization of FC Director of Sustainability.** Both the Classified and Faculty Senates have already endorsed institutionalizing this new position at the campus level. Roman de Jesus gave further explanation and stated that the district is making their own plans which includes hiring a director who would supervise campus sustainability efforts from the district offices. The draft NOCCCD Sustainability District Plan includes hiring a district director and a campus level Classified coordinator who would be tasked with carrying out the district directives.

**A motion was made and vote taken on the recommendation to institutionalize a campus Director of Sustainability. The vote carried with 1 no, 1 abstention.**

- **NOCCCD Sustainability Initiative for faculty fellows modeled after DEIA program.** This request was made to have the district establish a Sustainability Initiative that would include Sustainability Faculty Fellows. The fellows would report to district professional development; do trainings and workshops; and promote and coordinate programs and committees like the DEIA program.

**A Motion was made, and vote taken to support an NOCCCD Sustainability Initiative with a Faculty Fellows Program. The motion passed unanimously.**

- **Sustainability Across General Education (SAGE) Training Course for Faculty.** This item is to request district resources for Fullerton College Course development. It includes paying faculty as Professional Experts to develop a course that would be facilitated by the new Faculty Fellows. The course would incorporate sustainability principles and pedagogy. The SAGE Training Course would also be used as a Flex Day workshop for Winter 2024.

**A motion was made for PAC to approve the SAGE Training Course for faculty. A vote was taken and the item passed unanimously.**

- **Adopt-a-channel.** This is an opportunity for the college to adopt a .5-mile section of Brea Creek near Hillcrest Park. Adoption requires biannual cleanups of the creek. It is free to adopt the channel and the program provides signage that would help publicize Fullerton College. Volunteers would be needed for the twice yearly cleanup days and could provide volunteer hours and serving learning opportunities for students.

**A motion was made to support the Adopt-a-channel application process and was approved unanimously.**

- 2. Health and Safety Committee (Contreras, Action):** VPSS Gil Contreras asked PAC to consider reviving the Health and Safety Committee. The goals and objectives would be to facilitate input from campus constituents about safety and to monitor perceptions of safety on campus. He also shared a proposed membership composition. He suggested they meet the first Friday of every month in the morning. Topics to initially address could be emergency operations, policies, and procedures.

**A motion was made to support the creation of the Health and Safety Committee and to approve the composition of the committee. The motion of support was approved, and members were asked to take this to constituent groups for discussion.**

- 3. Vision Aligned Reporting (Olivo, Information):** Dr. Olivo reported that the college will soon be required to gather data on students who receive services from categorical programs in order to track how the college is spending its state funding. The data collected would be shared with the State Chancellor's Office. The college currently does not gather this data from students, and Dr. Olivo suggested we use Starfish to gather this information. She explained that Starfish/KIOSK can be used to record reason codes of why students are making/attending various appointments. This data then flows to Banner. The deadline to begin gathering data is fall 2024. She asked that PAC take this mandate back to constituent groups for dissemination. Daniel Beruman and Jennifer Merchant have been tasked with creating an implementation timeline. Several programs have already started to pilot Starfish/KIOSK, and Jennifer Merchant announced that there will be a demo next week for interested parties.
- 4. Educational and Facilities Master Plan (EFMP) Refresh (Olivo Information):** President Olivo remarked that VPAS Henry Hua, VPI José Ramón Núñez, and she have been attending the EFMP Refresh meetings with the rest of the district team. The refreshed plan will go before the Board of Trustees at their next meeting. She reviewed some of the changes and highlights of the plan as related to Fullerton College. Some of the Fullerton College items she discussed were the continuing work to hire a shuttle service for offsite parking; a possible bond in November 2028 for future building; and, wording has been removed that stated the 2000 and 3000 buildings would be demolished.

**ADJOURNMENT:** The meeting adjourned at 3:48 p.m.

**NEXT MEETING:** February 28, 2024