



**Approved Minutes
President's Advisory Council
September 9, 2020**

MEMBERS PRESENT *Chair:* Greg Schulz *Deans:* Dan Willoughby *Management:* Jennifer LaBounty, Eddie Roth *Faculty:* Jennifer Combs, Kim Orlijan, Marcus Wilson *Classified:* Sharon Kelly, Marwin Luminarias *Students:* Tina Cruz, David Robles *Resource Members:* Gilbert Contreras, Rod Garcia, Lisa McPheron, José Ramón Núñez, Joe Ramirez

Members Absent: JP Gonzalez

Guests: Gary Graves, Aline Gregorio, Megan Moscol, Matt Taylor, Dani Wilson

INFORMATION

- 1. Approval of Minutes of May 13, 2020:** Approved as submitted.
- 2. Approval of Agenda:** Approved as presented.

REPORTS

- 1. President's Report:** President Schulz announced that two learning opportunities will soon be available to all faculty and staff. The book he mentioned at convocation, "*So You Want to Talk about Race*" by Ijeoma Oluo, is available to anyone on campus who would like to request a copy. He also invited the campus to consider participating in a Webinar on September 26 sponsored by the A2MEND organization titled "*Reform or Dismantle?*" Dr. Schulz mentioned that the Fullerton College Foundation Master Agreement that was supported by PAC last spring has not been signed by the FC Foundation. This agreement would have made the foundation an auxiliary foundation. Since the updated master agreement was not signed by the directors, the College and District are moving forward to transition to a separate auxiliary foundation. President Schulz thanked the Student Equity and Achievement Task Force, which met last week. The task force plans to make recommendations to the Student Equity and Achievement Committee, Faculty Senate and PAC by the end of this fall semester. A group of faculty and staff, known as the Black Faculty and Staff Collective, worked over the summer to develop a series of recommendations that would support the College and District in efforts to become antiracist institutions, as well as improve the campus climate for our Black employees and students. As of the third week of the fall term, our fall term enrollment is down compared to fall 2019. Specifically, the unduplicated head count is down 5.4% and resident FTES is down 7.5% compared to last fall. Dr. Schulz remarked that in contrast, the summer term enrollment was positive, with unduplicated headcount up 16.84% and resident FTES up 26.7%, compared to summer 2019.
- 2. Planning & Budget Steering Committee Report:** Vice President Rod Garcia shared that PBSC has not met this semester and their first meeting will be in October.
- 3. Guided Pathways Report:** Dani Wilson and Matt Taylor presented a PowerPoint presentation and update on campus Guided Pathways planning and activities. A campus-wide symposium was held on August 13 via Zoom which included three separate Zoom

sessions on ISLO's & PSLO's, Program Mapping and Guided Entry. Each workgroup reviewed their goals for fall:

- Workgroup 1 will concentrate on pathway names, mapping pathways, and creating 2-3 year maps.
- Workgroup 2 is working on presenting a Guided Entry Proposal to the steering committee, Faculty Senate and PAC.
- Workgroup 3 is defining the First Year Experience Program as well as other items (details can be found in the PowerPoint handout).
- Workgroup 4 is researching high impact teaching practices and professional learning, as well as aligning PSLO's and ISPLO's to SLO's.

The Pathways Steering Committee is working on intentional plans with the Student Equity and Achievement Committee. A fall symposium is scheduled for December 17 and they also plan to send faculty and staff to conferences this fall and spring. Dani also mentioned that the Guided Pathways state grant is scheduled to end effective June 30, 2022.

4. PAC Member Reports:

Dan Willoughby reported that the deans are anxious to continue their work on the spring 2021 schedule. They are currently waiting on some approvals from the Curriculum Committee and other recommendations from the College.

Jennifer LaBounty let the council know that Deniz Fierro was recently hired as the Director of Educational Partnerships and Programs. She also said that Counseling now has an online Chat feature that students can use to make counseling appointments and that informational videos are available on the Student Services website.

Eddie Roth mentioned that DMA President Elect, Ty Volcy, will be attending the Board of Trustees meetings along with Lisa McPherson this year. DMA is also working on the policy and procedures related to manager sabbaticals.

Kim Orlijan reported that Faculty Senate recommended that the grading policy EW with refund be used until the practice is no longer allowed by the state for all withdrawals and that it be made easily available to students until the Sunday before week 16. They also recommended that the Pass/No Pass option also be made available to students for all courses until the end of the semester and going forward until the practice is no longer permitted by the state until the Sunday before week 16, and that this policy be retroactive for Summer 2020. The 2020-21 goals for the Faculty Senate include: Create antiracist/equity task forces; Take action based on the task forces' recommendations; and, revise the senate bylaws and constitution.

Marwin Luminarias said that the Classified Senate will meet next week and will draft resolutions to reflect the College's mission to be an antiracist campus. CSEA is currently in talks with the District to negotiate benefits and salary.

David Robles reported that AS elections are now open, and they have 23 seats to fill.

Lisa McPherson welcomed the students to PAC and will get an email out about the AS elections. The #RealCollege survey will be sent out to students next week and later a survey through Strong Workforce about media preferences will be sent.

OLD BUSINESS

1. **Update - Coronavirus (COVID-19) (Schulz, Information):** President Schulz shared that as of week 3 of this semester the vast majority of instruction is being done online/remotely and student services are working remotely. The college is planning for a spring term that is similar to the fall term in terms of percentage of online and face-to-face class offerings, based on the COVID-19 status in our region and best available data at this time. So far we have zero positive student COVID-19 cases on our campus confirmed. Dr. Marshall shared a Districtwide COVID-19 Plan in August and the Safe Return to Campus Task Force met this summer to work on campus specific plans. The task force is meeting again on September 24 and will continue to work on campus level procedures and protocols.

NEW BUSINESS

1. **Planning Manual Process (Ramirez, Information):** Dr. Joe Ramirez reminded the council that Fullerton College does have a Planning Manual, but that it has been several years since it was reviewed. The current Planning Manual can be found at <https://ie.fullcoll.edu/>. This document was referenced in the last accreditation report as an item needing improvement. He stated that he will be coming back to this body in the near term for input and discussion.
2. **Pathways Steering Committee Starfish Recommendation (Taylor and Wilson, Information/Action):** Matt Taylor represented the Guided Pathways Steering Committee in presenting their recommendation to purchase Starfish software. Matt thanked Gary Graves for his hard work on this project. The recommendation is to purchase two Starfish modules - Early Alert and Case Management. Though Starfish offers many modules, these are the only two being recommended for purchase at this time. Early Alert would let parties know sooner how well a student is doing and if interventions are needed. Matt stated that this is important in certificate and degree completion to guide students on the way to success. Gary Graves said that some case management software is cumbersome when trying to analyze all of a student's records, and after investigating several products the committee is recommending Starfish. Other modules in the Starfish productline can be added later if desired. He stated that the College will need a transition team to work with the vendor, Hobson, to connect this product with Banner and a long-term position dedicated to help facilitate the ongoing use of Starfish. The recommendation is to purchase a 4-year contract at about \$300,000 total, spread over four years, if approved by the end of September. After September, the price goes up substantially per year. During the Guided Pathways five year planning period, Guided Pathways funds can be used to support the work of the transition team and the cost of the software subscription. The contract would start immediately once approved and includes consulting services from Hobson to help with implementation. He foresees that the planning will take about 6 months.

A motion to approve the recommendation was made and seconded, and all PAC members voted to approve the recommendation.

3. **AP 5041 Student Records: Preferred Names and Gender (Schulz, Information):** President Schulz reported that the District Consultation Council supported this new Administrative Procedure at the recent DCC meeting, but there is a need for broader discussion and input. Members of our LGBTQ+ Advocates group on campus have offered some recent input, and others are encouraged to do so as well. Dr. Schulz asked that PAC

members share the draft AP with their constituent groups. He would like to have this item on the next PAC agenda for additional discussion and/or action. Once PAC has had a chance to review the document and offer input, the updated AP would then go back to the District Consultation Council for possible approval, followed by sending the updated AP forward to the Board of Trustees. PAC was asked to email feedback to Nitzya Hamblet before the next meeting.

4. **Black Lives Matter Statement (Contreras, Information):** VPSS Gil Contreras presented a Black Lives Matter Statement developed by the Student Services Leadership Team for consideration as a campus wide statement. For context, Dr. Contreras said that going back to early summer, the Student Services Leadership Team has had frequent conversations about race, our campus and NOCCCD, similar to conversations at other campus departments and divisions. The team would like to collect and gather input on this statement. They welcome the diversity of opinions and also want to move this statement forward as a Fullerton College statement, not just a student services statement. PAC was asked to review the draft and share it with constituent group members, and then bring back feedback at the next PAC meeting.

5. **USC Race and Equity Center California Community College Equity Leadership Alliance (Orlijan and Schulz, Information/Action):** Dr. Schulz and Dr. Kim Orlijan presented a recommendation for Fullerton College to participate in the USC Race and Equity Center California Community College Equity Leadership Alliance. Dr. Orlijan said the USC Alliance would offer 12 e-convenings, one per month. She said that for this opportunity there is a clear purpose statement and set of expectations for each e-convening team. In the recommendation document given to PAC, the Principles for Selection section specifies what each team needs to commit to and how participants will be chosen. Team participants will mostly be a mix of Fullerton College employee groups. Five people will be sent to each e-convening, and each team will be different. This will allow a total of 60 Fullerton College employees to attend. This draft document was endorsed by Faculty Senate last week. Going forward, the Professional Learning Committee will select the candidates for each e-convening. The Faculty Senate chose the attendees for the first e-convening due to the topic and the speed of which a team selection needed to be made.

A motion to approve the recommendation to adopt the USC Race and Equity Center California Community College Equity Leadership Alliance document was made and passed unanimously.

6. **Concept Paper for National Science Foundation Bio Tech Grant (Núñez, Information):** VPI Núñez reported that the Natural Science Division was applying for a National Science Foundation Bio Tech Grant. The grant would be for \$600,000 total over 3 years to expand the reach of bio tech and manufacturing experience to more students in high schools and community colleges. He asked PAC members to refer to the concept paper for more details. PAC members were polled and were in favor of sending this grant request forward to Dr. Cherry Li-Bugg Vice Chancellor of Educational Services and Technology for approval.

7. **Sustainability Committee Board Policy Recommendation (Gregorio, Information):** Professor Aline Gregorio presented a PowerPoint on the Sustainability Committee's board policy recommendation. After researching other board policies related to sustainability policy and planning from across the state, the committee developed a policy statement that they would like the NOCCCD to adopt. President Schulz asked PAC members to take a close look at the proposed board policy and share with constituent group members. He also

asked for PAC members to bring back any feedback at the next PAC meeting for discussion and possible approval to move the recommendation forward. Once recommended by PAC, the draft policy would be reviewed by the Chancellor and District Consultation Council and then presented to the NOCCCD Board of Trustees for final review and approval.

ADJOURNMENT: The meeting adjourned at 4:00 p.m.

NEXT MEETING: September 23, 2020