



# PRESIDENT'S ADVISORY CABINET

September 14, 2023 - 1 p.m.  
Approved Minutes

**PRESENT:** JoAnna Schilling (Pres), Stephen Schoonmaker (VPAS), Kathleen Reiland (VPI), Paul de Dios (VPSS), Bryan Ventura (Dir IRP), Marc Posner (DirCampCom), Damon de la Cruz (AcSen), Kathleen McAlister (AcSen), Arjun Ayyappan (Assoc Students), Angela Haugh (CSEA), Aaron Pilkey (CSEA) Marbelly Jairam (CSEA); Margaret Fernandez (DMA)

**ABSENT:** Christie Diep (UF)

**GUESTS:** Brady Miller-Wakeham

**RECORDER:** Kristi Valdez, Executive Assistant

## REVIEW OF MINUTES

The minutes of the last PAC meeting were reviewed. Kathleen McAlister motioned for approval, seconded by Angela Haugh. Damon de la Cruz, Aaron Pilkey, and Bryan Ventura chose to abstain. **VOTE:** The committee approved the May 11, 2023 minutes with no corrections made.

## PRESENTATION

Brady Miller-Wakeham presented the new **Guided Pathways Steering Committee (GPSC) Charter**. The purpose of the GPSC is to guide the campus efforts in Guided Pathways work. The GPSC is a campus committee that makes recommendations to the President through the shared governance process when required and has one sub-committee – Caring Campus. Brady also covered voting and non-voting members and meeting dates and times. GPSC has no bylaws and is not a Brown Act committee. Kathleen McAlister motioned for approval, seconded by Bryan Ventura. **VOTE:** The GPSC Charter was approved.

Celeste Phelps presented the comprehensive restructuring plan for the **Charger Assessment Team (ChAT)**, which involves establishing three distinct branches within the organization: 1. Conduct Cares, under the supervision of Troy Davis 2. ChAT Cares, led by Celeste Phelps herself. 3.ChAT Threat Assessment, supervised by Craig Lee. Individuals will now have the flexibility to choose from various reporting forms based on the specific situation or incident. In alignment with this, as part of our focus on threat assessment, we've observed instances where certain behaviors don't warrant a care referral. Recognizing this gap in our capabilities, seven members of the ChAT team underwent specialized training and have now attained proficiency in the structured professional framework of threat assessment. Last year's annual report was shared covering number of students we served, resources we provided, and

challenges we faced. This annual report will be uploaded to the ChAT website as well once it has been modified for accessibility.

Celeste shared highlights of some of the challenges faced. In 2022, ChAT had 37 student referrals; this past year they had 100. Referral numbers are increasing significantly and are expected to continue increasing. 31% of all the referrals were for “other concerning behavior.” It was also noted that the highest number of referrals are received in the months of October and November, followed by February and April. Some of that stress and anxiety may be attributed to the approach of finals. The highest number of referrals were for female students versus male or other genders. The highest reporting for ethnicity was Mexican, Mexican American Chicano and the other one was unknown. It was also pointed out that ChAT does not currently have a standing budget. Paul de Dios consistently provides funding as needed, but it would be beneficial to establish an annual budget to provide clarity regarding available funds and facilitate more effective planning.

JoAnna Schilling raised the idea of potential interventions aimed at reducing the stress levels students experience during peak referral months on campus. In a recent meeting with the Equity and Mental Health Steering Committee, the concept of providing professional development training for our faculty and staff concerning students' mental health was explored. She will share this report with EMHC committee for their consideration.

## **PRESIDENT UPDATE**

New Board Policy, BP3830, regarding the flying of State, National, and Commemorative Flags was presented. Feedback from PAC is sought to bring to the DCC for further deliberation. The primary focus of the discussion revolved around section 3.2, which specifically addresses history/heritage months. JoAnna raised concerns about the effectiveness of listing numerous history/heritage months, as it may inadvertently exclude some. Board policies are intended to be broad in scope, with more flexibility available in Administrative Policies for campus-specific implementation. The conversation covered the significance of the policy's wording, the designation of a flagpole specifically for this purpose, the necessity of campus-level approval, and adherence to flag etiquette. To ensure comprehensive input, it was decided that BP3830 will be uploaded to the PAC SharePoint site. This will allow everyone to provide comments and feedback before the next PAC Meeting.

It is time again for faculty prioritization. We are currently 54 faculty above our faculty obligation number (FON) for the District. For Fall 2023, the current number for the district is 495.2. For Fall 2024, the projection is for us to go as a district down to 467.2 FON is only calculated at the district level. It is not calculated at the individual campus level, although we do have a general distribution between the 3 campuses based on our overall enrollments and class schedules.

There are fines and penalties to colleges and districts that fall below 2 key numbers. One is the FON, and the other is the 50% rule which states that at least 50% of your budget needs to be dedicated to instruction. There are definitions of what can be categorized as instruction and what is excluded from your budget from that calculation.

Our district's faculty prioritization for this year has exceeded the FON. While we have exceeded FON for the past three years, we've have made some hires during this time. The Faculty Prioritization Committee is asked to focus their prioritization efforts only on programs that absolutely cannot function without a full-time faculty member. JoAnna anticipates that, despite exceeding the FON, there may still be a need to hire a few faculty members. However, extensive hiring, as we have done in the past, is not expected. While this situation is unfortunate, it underscores how enrollment impacts the decisions and operations of the college.

We received an update on the Charger Food and Book Pass program. The ad and opt-in/opt-out period has been closed. We are currently allowing some flexibility for students who are still requesting to opt out, although very few have made such requests. Students who are fully enrolled in classes with zero textbook costs are automatically excluded from the program. No students have been billed yet; Stephen will be collaborating with Dao Do next week to address this. Marc shared that he had the opportunity to hear from numerous students due to the communications we sent out to them. Despite some minor issues, the vast majority of students have expressed appreciation for the college's efforts and the support provided by faculty in navigating the program. Stephen expressed his gratitude for the collective campus-wide effort that has been put into making this initiative a success. Kathleen McAlister inquired about the possibility of continuing this program beyond the current year, raising concerns about students who may not have access to laptops. JoAnna said that we currently lack the funding to purchase laptops and provide them without cost to students as we have done in the past. However, the College has purchased ~~will be~~ a substantial inventory which will be available through the LLRC for students to ~~rent~~ borrow for the semester.

## **INSTITUTIONAL RESEARCH AND PLANNING UPDATE**

Bryan Ventura gave an accreditation update and provided the following Shared Governance schedule:

Associated Students – Oct.16th

Academic Senate – Oct. 12th (First Read); Nov. 9th (Second Read)

Classified Senate – Oct. 26th

PBC – Oct. 19th (First Read); Nov. 2nd (Second Read)

PAC – Oct. 12th (First Read); Nov. 9th (Second Read)

BOT – Oct. 10th (First Read); Nov. 14th (Second Read)

JoAnna thank Bryan and Jill Bauer for the tremendous amount of work they have put into Accreditation.

## **VPSS UPDATE**

Basic Needs has officially been renamed the Basic Needs Resource Center and Food Pantry. Several great organizations assist us with food including Costco, Trader Joe's, OC Food Bank, and Northgate.

The Asian American Native Hawaiian Pacific Islander (AANHPI) has been granted \$150K for a 2-year window and for the upcoming year were granted \$129K. Romeo

Garcia is leading that effort until he finds a special project coordinator to assist him so we can start doing programming beginning in the spring semester.

## **VPI UPDATE**

This morning, the faculty prioritization announcement was distributed to the deans, who will subsequently share it with the faculty chairs, instructing them to complete the request forms and include their program review information. The timeline for the faculty prioritization committee to complete the ranking process was outlined. The focus will be on selecting critical positions primarily related to accreditation and program stability. The ranking done by the faculty prioritization committee will progress through several levels including PBC, PAC, President's Staff, Chancellor's Staff, and ultimately to the Board for consideration.

For the winter intersession, there have been 56 class requests, but approximately 21 of them, particularly those in programs with pedagogical concerns, may not be offered due to the short timeframe. The district is exploring the possibility of extending the intersession duration in the future. Discussions and decisions will be made about which classes to offer, and there is a plan for a robust marketing campaign to support the 36 classes currently planned.

Several meetings are scheduled with the California Virtual College (CVC) in the upcoming week with the primary objective to have the CVC operational before the commencement of the next set of eight-week classes scheduled for October 16. Efforts are being made to accelerate this timeline from an initially projected launch date of October 28. This will be beneficial not only for our last 8-week classes, but also for our winter intersession courses that we can offer through CVC. A noteworthy point was the consideration of accommodating veterans by including at least one on-campus session for eligible courses, ensuring veterans' participation in winter intersession classes.

POCR (Peer Online Course Review), a certification process employed by the CVC to uphold specific standards of rigor, accessibility, and quality in courses offered through their platform. Approximately nine to ten faculty members at their institution have already obtained POCR certification, with plans to extend this certification to more faculty in the future. The district introduced a substantial financial incentive for faculty members who complete the POCR certification process, offering \$1,000 for the first certified course, \$750 for the second, and \$500 for the third. Additionally, there was discussion regarding a potential payment of \$5,000 for faculty members who develop and share a course with colleagues, fostering collaboration and course sharing. Questions regarding the sustainability and equity of this payment structure were raised, particularly for faculty developing courses with fewer sections. The response clarified that the intention is to reward faculty for their development efforts, regardless of the number of sections, as all faculty members undergo a similar development process.

## **VPAS BUDGET**

Dr. Stephen Schoonmaker provided an update on the budget for the fiscal year 2023. August saw the finalization and approval of the current fiscal year's budget by the board. Key highlights included an 8.22% cost-of-living adjustment (COLA) for

apportionment and specific categorical funds. Additionally, the district experienced a significant reduction in funds from the state for deferred maintenance and instructional equipment projects, resulting in some project postponements.

Detailed was the budget's overall financial status, including a beginning balance of approximately \$143.5 million and projected ending balance of about \$100.6 million for the fiscal year. Notably, the district's reserve policy increased from \$14.9 million to \$44.21 million due to emergency conditions allowance requirements. The Resource Allocation Model (RAM) allocates funds among different centers within the district.

There is the ongoing development of a district-wide sustainability plan, with workshops and listening sessions scheduled for various sustainability topics like energy, water and waste, academics, wellness, and resiliency during the week of October 2, 2023. These sessions aim to gather input from stakeholders with expertise in each area to shape the sustainability plan effectively.

## **COMMUNICATIONS UPDATE**

It was reported that there has been funding allocated from the state, the district, and campus to support a comprehensive reengagement effort. This effort aimed to rebuild enrollment, primarily through digital and broadcast campaigns. Over the summer, there were 151 spots run during a 9-week campaign on KSFM. These broadcast campaigns were intended to complement other initiatives, such as email campaigns that reached an audience of over half a million, with a 60% open and interaction rate from students.

There has been success of the enrollment campaign, with an emphasis on a significant enrollment growth of 7% by census date. Additionally, a very focused stop out campaign with a company called Modematic resulted in 111 new applications, with a 50% re-enrollment rate for previously stopped-out students. The goal remains to increase enrollments further for the winter intersession and spring semester.

## **CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT**

CSEA is still negotiating for the IT job reclassification job study that the district did. The next CSEA general meeting is September 20, 2023.

## **ASSOCIATED STUDENTS (AS) REPORT**

Arjun reported that the welcome back was amazing, but especially club rush. The average enrollment for clubs is 30 students per club. One main focus for Associated Students leading up to election day, November 7, is civic engagement. AS is planning to work with the Social Sciences division as of right now and possibly expand to other divisions. Arjun said the Charger Book Pass was feedback was definitely negative in the beginning of the year because everyone was very confused about whether it was opt-in opt-out and issues with certain classes not having the proper book. But in the past couple weeks, the feedback has been really good. For the Food Pass, Arjun said student feedback was that they would like everything loaded onto the student ID rather than having a separate load card.

## **DISTRICT MANAGERS ASSOCIATION (DMA) REPORT**

No report at this time.

**ACADEMIC SENATE REPORT**

Senate meets later today and plans to cover winter intercession, governance charter approval, approving our full POCR team and BP3830.

**UNITED FACULTY (UF) REPORT**

No report at this time.

**ADJUNCT FACULTY UNITED (ADFAC) REPORT**

No report at this time

**Meeting adjourned at 1:43 p.m.**