

**DISTRICT CONSULTATION COUNCIL**  
**March 24, 2025**

**SUMMARY**

**MEMBERS PRESENT:** Byron D. Clift Breland, Jennifer Carey, Ziza Delgado Noguera, Karla Frizler, Kyle Hsu, Sharon Kim, Bridget Kominek, Cherry Li-Bugg, Elaine Loayza, Jaclyn Magginetti, Kathleen McAlister, Flavio Medina-Martin, Cynthia Olivo, Michelle Patrick Norng, Jeremy Peters, Valentina Purtell, Irma Ramos, Marlo Smith, Pamela Spence, Scott Thayer, Annalisa Webber, and Fred Williams.

Cynthia Olivo and Michelle Patrick Norng participated remotely and did not vote.

**VISITORS:** Nichole Crockrom, Danielle Davy, Roland Esquivel, Brittany Hamer, Maria Hernandez, Henry Hua, Craig Lee, John Krok, Christian Oleo, Deb Perkins, Gabrielle Stanco, and Bryan Ventura.

**ABSENT:** Christie Diep, Geoff Hurst, and Kai Stearns.

Chancellor Byron D. Clift Breland called the meeting to order at 2:04 p.m.

**MEETING SUMMARY**

**Summary:** The summary of the February 24, 2025 meeting was approved as submitted. **There was consensus to approve the summary.**

**STRATEGIC GOALS & PLANNING**

**One-time Funding Request: Student Advocate Program(s):** Henry Hua, Fullerton College Vice President, Administrative Services, led a presentation regarding a one-time funding request of \$1.4 million for the campuses to support the Student Advocates Program which was approved by the Council on Budget & Facilities (CBF). Each campus—Brittany Hamer and Bryan Ventura from Cypress College; Nichole Crockrom and Christian Oleo from Fullerton College; and Maria Hernandez and Deb Perkins from NOCE—illustrated how they have utilized a comprehensive program of student advocates to help reduce attrition, increase persistence and enrollments, and thereby increasing FTES to meet the needs of each campus. The campuses have seen positive increases in persistence at all three sites from fall to spring semesters with the support of the student advocates and they would like to increase the support of the Student Advocates Program by \$1.4 million to help with continuity through fiscal year 2025-26, and proof of concept for possible institutionalization of this program that is producing positive outcomes for our students while advancing the mission of the District.

The \$1.4 million fund request to continue the Program would be allocated as follows: Cypress College receiving \$518,000 (37%); Fullerton College receiving \$630,000 (45%); and NOCE receiving \$252,000 (18%).

Chancellor Byron D. Clift Breland initiated the discussion by emphasizing the importance of the program, the evident results, and thanked the campuses for undertaking the work.

Vice Chancellor Fred Williams reported that CBF supported the allocation, and clarified that there was no additional revenue for the District as a result of the program, but it did help the District get closer to the hold harmless target. He also noted that there is currently no mechanism in place to replenish funding for the program and suggested future discussion on replenishment.

Members made the following statements during the discussion:

- Whether there is a method in place to track the success of the program (students enrolling full-time and being successful) or if that could be developed.
- DMA support for the program in concept, but concern with it wiping out one-time funds for the District.
- A suggestion that the campuses debrief to evaluate which aspects of the program were successful and which could be eliminated.
- CSEA members noted that a lot of the work that is being performed by the advocates is in classified job descriptions. While the work needs to be done, who is doing it is a problem and the District is starting a new subgroup of classified employees.
- The program is a great example of districtwide efforts to move us out of hold harmless so that the District can receive COLA.
- Students need intentional contact/touchpoints and the program is a great example of that.
- Certainly, the program will cost money, but the fact is that it is working.
- Clarify the persistence figures so that we can see the program impact and also indicate when the funding began to be used so that it can be tracked from that date.
- It would be helpful if the information was shared in a similar format for all three campuses.
- Whether the program will become permanent after the District moves out of hold harmless or if it will be evaluated on an annual basis.

The presentation materials will be shared with members and the item will return to the next DCC meeting for consideration.

## **OPERATIONAL**

**Proposal to Increase Maximum Reimbursement Amounts for Applicant Reimbursement:** Bridget Kominek, Fullerton College Faculty Senate Acting President shared that its March 6, 2025 meeting, the Fullerton College Faculty Senate unanimously adopted a motion to request that the maximum reimbursement amounts detailed in AP 7120-10 Applicant Reimbursement be reviewed and that the total maximum and travel and lodging amounts be increased to reflect contemporary costs of travel and lodging, as this AP was last revised in 2015. It was recommended that DCC direct Human Resources to research what the current average or median price of airfare, rental car, shuttle fares, taxi fares, and parking fees, as well as the current average price of local lodging for one night, and provide suggested revisions to AP 7120-10 at the April 28 DCC meeting if it is found that the amounts currently listed in the AP fall below the average or median prices.

Fred Williams, Vice Chancellor of Finance & Facilities, shared that the reimbursement program (which utilizes staff diversity funds from the State) has been in place for years and few applicants take advantage of it noting that \$5,000 have been spent thus far during the current fiscal year. He also cautioned that airfare costs would be difficult to price out because it's dependent on the departure location.

Chancellor Byron D. Clift Breland asked if there was something that prompted the Fullerton College Faculty Senate request and in response it was shared that the College is currently undergoing a significant amount of hiring and there is a deep commitment to bringing people from outside of the area in order to diversify full-time faculty.

Bridget Kominek suggested that the increase in airfare costs could be addressed by comparing 2015 and 2025 prices and increasing the reimbursement rate by that percentage difference.

The Chancellor suggested that language like “at the request of applicants consider special circumstances” could be added to AP 7120-10 to address concerns.

Irma Ramos, Vice Chancellor of Human Resources, stated that she had no problem looking into the request to gather information.

In response to a comment that applicants may not be taking advantage of the reimbursement because they may not be aware of it, Vice Chancellor Irma Ramos shared that language would be added to the District website and to job announcements.

**There was consensus to approve the recommendation to direct Human Resources to research current average/median prices of travel costs as noted in AP 7120-10 for reimbursement and provide a recommendation at the April 28 DCC meeting.**

**NOCCCD Employee Climate Survey:** Gabrielle Stanco, District Director, Research, Planning and Data Management and Cherry Li-Bugg, Vice Chancellor, Educational Services & Technology, presented information about the NOCCCD employee climate survey including its purpose, content, distribution, and ideas for using results. The survey was locally developed (originally based on the Cypress College Employee Climate Survey) and will help the District gather employee feedback about employee satisfaction in the following areas: general job satisfaction; campus climate; diversity, equity, inclusion, and accessibility, decision-making processes, and planning and program review processes.

NOCCCD is planning to administer the survey to all employees in April 2025. Results will be analyzed and shared in fall 2025. Members of the Institutional Effectiveness Coordinating Council (IECC) and the Equal Employment Opportunity Advisory Committee (EEOAC) as well as campus leadership will review the results to make recommendations about actions the district can take for improvement.

During the discussion, members commented on several aspects of the climate survey which included the following:

- If other surveys were being conducted at the same time due to saturation concerns.
- Where the survey information will go and how it will be used in the future.
- Whether there are national benchmarks for comparison.
- There seems to be an interest in being able to share opinions without being identified. Is there a possibility that respondents can complete sections without including identifiers?
- Why the program planning portion was removed for NOCE and if that would be asked elsewhere.
- Consider listing all of the groups that use the results to outline/plan in order to illustrate the benefits of the survey.

- Potential participation in Survey Day with incentives (like an opportunity drawing or raffle) to maximize participation or adding it to flex day activities for additional faculty participation.
- Interest in seeing the results about what it's like working in the District post-pandemic.
- A suggestion to consider implementing a college hour where no meetings are scheduled in order to build community.

Vice Chancellor Cherry Li-Bugg noted that participation has been impressive for the last two surveys, and encouraged participation in this year's survey.

## **POLICY**

### **Revised Chapter 2 Board Policies & Administrative Procedures – Review Cycle Revisions:**

The following Board policies and administrative procedures were reviewed and revised as part of the District's review cycle. Proposed revisions to these policies include reference section updates pursuant to the 2024 changes to ACCJC Accreditation Standards, and to update legal citations and legal language as recommended by the CCLC Policy Legal Updates Service. Additional revisions include minor grammar corrections in keeping with District practices.

- **BP 2410, Board Policies & Administrative Procedures**
- **AP 2410, Board Policies & Administrative Procedures**
- **BP 2430, Delegation of Authority to the Chancellor**
- **AP 2430, Delegation of Authority to the Chancellor**
- **BP 2431, Chancellor Selection**
- **AP 2431, Chancellor Selection**
- **BP 2432, Chancellor Succession**
- **BP 2435, Evaluation of the Chancellor**
- **AP 2435, Evaluation of the Chancellor**
- **BP 2510, Participation in Local Decision-making**
- **AP 2510, Participation in Local Decision-making**
- **BP 2610, Presentation of Initial Collective Bargaining Proposals**
- **AP 2610, Presentation of Initial Collective Bargaining Proposals**
- **BP 2710, Conflict of Interest**
- **AP 2710, Conflict of Interest**
- **AP 2714, Distribution of Tickets or Passes**
- **BP 2715, Code of Ethics/Standards of Practice**
- **AP 2715, Code of Ethics/Standards of Practice**
- **BP 2716, Political Activity**
- **BP 2717, Personal Use of Resources**
- **BP 2720, Communications Among Board Members**
- **BP 2725, Board Member Compensation**
- **BP 2730, Board Member Health Benefits**
- **BP 2735, Board Member Travel**
- **AP 2735, Board Member Travel**
- **BP 2740, Board Professional Development**
- **AP 2740, Board Education**
- **BP 2745, Board Self-Evaluation**
- **AP 2745, Board Self-Evaluation**
- **BP 2750, Board Member Absence from the State**

During the discussion, members agreed to strike the proposed language in AP 2710, section 4.0 and updated the District positions in section 8.4.1.1 (Executive Director, Information Technology & Services (CTO) and Chief Information & Security Officer (CISO)) and campus positions in section 8.4.1.2 (deleting Manager, Bookstore).

AP 2431 was pulled from the agenda in order to make additional necessary revisions and will return at a later date.

Subsequent to the discussion, **there was consensus to approve the revised Administrative Procedures (with the exception of AP 2431) and post them on the District website and forward the revised Board Policies to the Board for their consideration.**

**Revised AP 4025, Philosophy and Criteria for Associate Degree, General Education, and Bachelor's Degree and AP 4100, Graduation Requirements for Degrees and Certificates:** AP 4025 and AP 4100 were updated to address State-level changes to the Cal-GETC standards and Title 5 updates to local degree General Education requirements. The revisions were reviewed and approved by the campus curriculum committees and the District Curriculum Coordinating Committee.

During the discussion, it was noted that in AP 4025, section 1.1.5.4 “language and rationality” should also be stricken and that changes to AP 4100 might be forthcoming in light of changes that the State is making to baccalaureate degrees. **There was consensus to approve the revised Administrative Procedures and post them on the District website.**

**Revised BP/AP 7600, Campus Safety Officers:** The Council received a second reading of the proposed revisions to BP/AP 7600, Campus Safety Officers developed by the workgroup which incorporated edits received by DCC at the February 24, 2025 meeting and suggestions made by the Campus Safety Directors.

Vice Chancellor Fred Williams introduced the discussion by reporting on the workgroup edits to the proposed policies. In the ensuing discussion, the following was shared by members and the Campus Safety Directors who were also in attendance:

Bridget Kominek shared that there is general support for the draft by the Fullerton College Faculty Senate but had questions on a couple of sections regarding what a consensual encounter is and the bookstore language that could be addressed with some wordsmithing. She also questioned how the use of excessive force is defined in section 3.4.3.5 and suggested replacing “believe is” with “fits the definition of” and noted that the definition should be clarified in the policy or in other materials like Standard Operating Procedures. It was suggested that “as described in section 3.4.3.3” be included to section 3.4.3.5 to connect the dots.

Elaine Loayza, CSEA President, asked what training is currently required for Campus Safety Officers and expressed concern about adding language that they are expected to follow.

The Campus Safety Directors expressed support for Campus Safety Officer training.

Members requested clarification on what a “consensual encounter” is, whether a person that participates in one can leave at any time, and if leaving would lead to a detention. John Krok, Fullerton College Campus Safety Director, responded that a person can leave at any time and

that in theory doing so could lead to an arrest based on the conversation in the same way that a private citizen could make an arrest.

It was recommended that the BP 7600 revisions that were made at the February DCC meeting be included to draft policy.

Craig Lee, Cypress College Campus Safety Director, expressed his support for the revisions and his appreciation for the work that the workgroup has done.

Chancellor Byron D. Clift Breland thanked the Campus Safety Directors for their work and noted his appreciation for their attendance at the meeting, and stated he looked forward to the ongoing conversation.

The workgroup will reconvene to discuss the proposed revisions to BP/AP 7600 and the item will return to the next DCC meeting for action.

**Next DCC Meeting:** The next DCC meeting will take place on Monday, April 28, 2025 in the Chancellors Conference Room at the Anaheim Campus.

**ADJOURNMENT:** The meeting was adjourned at 4:01 p.m.