

DISTRICT CONSULTATION COUNCIL October 27, 2025

SUMMARY

MEMBERS PRESENT: Karen Bautista (for Karla Frizler), Byron D. Clift Breland, Steven Estrada, Brandon Floerke, Bridget Kominek, Candace Lynch, Flavio Medina-Martin, Cynthia Olivo, Khaoi Mady, Kathleen McAlister, Jaclyn Magginetti, Michelle Patrick Norng, Valentina Purtell, Irma Ramos, Joel Salcedo, Kai Stearns, Scott Thayer, Jennifer Vega La Serna, Annalisa Webber, and Fred Williams.

VISITORS: Erika Almaraz, Danielle Davy, Tyler Deacy, Dawn Fortin Mattoon, Gabrielle Stanco, and Rick Williams.

ABSENT: Elaine Loayza, Marlo Smith, and Pamela Spence.

Chancellor Byron D. Clift Breland called the meeting to order at 2:07 p.m. and welcomed Steven Estrada, Brandon Floerke, and Joel Salcedo as new members to DCC.

MEETING SUMMARY

Summary: The summary of the September 27, 2025 meeting was approved. **There was consensus to approve the summary with five abstentions** (Karen Bautista, Steven Estrada, Brandon Floerke, Jaclyn Magginetti, and Joel Salcedo). Vice Chancellor Fred Williams noted that AP 3440, Service Animals would return to the November DCC meeting for further discussion.

STRATEGIC GOALS & PLANNING

Ruffalo Noel Levitz Strategic Enrollment Planning Project Update: Upon completion of the year-long Strategic Enrollment Planning (SEP) project in partnership with Ruffalo Noel Levitz (RNL), a national leader in strategic enrollment management. This initiative engaged more than 100 individuals representing NOCE, Cypress College, Fullerton College, and District Services, the resulting Draft Districtwide Strategic Enrollment Plan was shared with DCC for feedback and discussion on the proposed action plans and next steps.

Dawn Fortin Mattoon, with RNL, provided an overview of the project to develop a data-informed, districtwide Strategic Enrollment Management Plan designed to guide enrollment growth and alignment with campus and community needs over the next five years which encompassed:

1. Enrollment Projection Modeling to forecast the impact of demographic changes using institutional and county data.
2. Academic Program Demand and Environmental Scan Analyses to identify market trends, degree demand, and employer needs to inform program development.
3. Strategic Enrollment Planning Consultation to develop measurable goals, key performance indicators (KPIs), and strategies supported by districtwide workshops and professional development.
4. Student Satisfaction Inventory (SSI) survey administration to assess student priorities and satisfaction.

Key priorities and ideal outcomes identified through the process also included:

1. Establishing balanced enrollment goals and ensuring capacity to support growth
2. Aligning program development with community and labor market needs
3. Positioning NOCE as a feeder for the credit colleges and ensuring progressive credentialing
4. Expanding opportunities for adult learners
5. Strengthening data-sharing agreements with local high schools and universities

The resulting Strategic Enrollment Plan also includes key performance indicators aligned with the Districtwide Strategic Plan. Eight enrollment strategies were developed with detailed action plans for implementation. The strategies are listed below and are described in more detail in the Draft Plan.

1. District-Wide Customer-Relationship Management (CRM) System Launch and Implementation
2. Recruitment Culture
3. Automate Application Processes
4. Dual Enrollment with an Equity Lens
5. Reimagining Orientation
6. Course Scheduling and Planning
7. Student Completion – Analytics and Interventions
8. CTE Earn and Learn

During the discussion, members noted the following:

- Clarification on the information used to establish enrollment targets in light of staff beginning to work on the January budget and if those projections will be used for the 26-27 budget.
- A reminder to factor in that the campuses also currently have strategies that have been implemented.
- At Fullerton College, they are spending \$30,000 more per month to offer the current number of sections needed for the 3% enrollment growth, which is more than the College projected in their budget. Is there a way to develop cost projections in order to budget for increases?
- Clarification on where certain initiatives fall under the strategies listing (E.g., the student advocates).
- Status of the campus launch for implementation status.

Dawn Fortin Mattoon commended the District for its great participation levels and noted that it was wonderful to work with everyone involved.

OPERATIONAL REVIEW

Sustainability Action Plan Annual Report: Tyler Deacy, District Special Projects Director of Sustainability, presented the annual progress update on the District's Sustainability Action Plan (SAP) as recommended in BP 3580, Sustainability Plan and AP 3580, Environmental Sustainability. The presentation highlighted the District's 2025-26 priorities and their relation to the California Community Colleges Chancellor's Office Vision 2030 goals and objectives; plans to form a districtwide sustainability committee; benchmarking efforts; microgrid progress; planned solar projects; purchasing and waste streams; exploration of spaces for wellness on campus; and efforts to pilot a Sustainability Across General Education (SAGE) initiative.

Chancellor Clift Breland expressed his appreciation for the District's sustainability efforts noting that not every district has implemented processes as defined by the State.

Members praised the report and suggested that the proposed districtwide committee include current campus committees collectively. Tyler Deacy also provided clarification to inquiries regarding solar panel maintenance, electricity costs, and student input.

The Sustainability Action Plan Report will be presented to the Board at the October 28, 2025 meeting.

Districtwide Sustainability Committee: DCC discussed a recommendation, presented by Tyler Deacy, to create a districtwide Sustainability Committee to help coordinate large-scale implementation of district sustainability initiatives. Currently, committees exist on each of the three campuses and meet monthly from September through May. Those committees focus on campus events, policy, and related matters. In contrast, a districtwide committee would function as a workgroup for implementing Sustainability Action Plan goals, meet quarterly to discuss specific topics, and its composition would include campus group members.

During the discussion, members expressed support for the idea and looking at existing campus groups to garner membership, but were concerned that infrequent meetings could lead to a loss of momentum.

Vice Chancellor Fred Williams shared that an action plan was developed that includes several steps over an extended period of time, but cautioned that one staff person may not be enough. He noted that Tyler Deacy is a temporary contract employee and that the District may need to dedicate resources for sustainability efforts of approximately \$500,000 per year.

In response to how the group should be formed, it was suggested that a one-year workgroup of the Council on Budget and Facilities be developed, which could be formalized in the future, with participants from campus sustainability committee since they are already involved.

POLICY

Policy Review and Development Process: The District's Policy Review and Development Process was revisited to ensure clarity, consistency, and alignment with the District's participatory governance framework. The process was presented so members can share the process with their constituency groups for review and comment, after which a final version will return to DCC for endorsement and subsequent submission to the Board. Upon review by the full Board, implementation of the revised process is anticipated to begin in spring 2026.

Chancellor Byron D. Clift Breland shared that the Board is currently working on developing several policies in that there has been interest in. The first draft of those policies will be shared with the Board first before being presented to DCC, which is in keeping with past practice related to the development of new Board policies initiated by the Board.

During the review of the process chart, members requested that the development of new administrative procedures be added to the chart which will be incorporated. There was also a suggestion to develop a request form to a policy review is requested.

Revised AP 7400, Employee Travel and Conference Attendance: DCC received a second reading of AP 7400 which included further revisions based on the discussion at the September 22, 2025 DCC meeting. The additional changes included:

- Updated Reference section;
- Section 5.2.7 – Changed 10 consecutive hours to 12 consecutive hours.
- Section 5.2.7 – Changed IRS rates for the high-low method to the GSA meals per diem rate for the applicable location.
- Itemized receipts are only required for travel expenses over \$75, with the exception of travel advances and meals.
- Included the Business Necessity Form

During the discussion, members provided feedback which included language suggestions from the Fullerton College Professional Learning Committee (to be shared after the meeting), frustration about what expenses are/aren't allowable, clarification on what "most economical" means with so many variables involved, the inclusion of reimbursement timelines, and discounted conference registration being available if attendees are members of the host organization.

Erika Almaraz, Executive Director of Fiscal Affairs, noted that the intent of the policy is not to become burdensome, but to have guidelines for travel that are reasonable and practical, and welcomed revised language suggestions.

Members recommended the development of a workgroup, to include representatives from the professional development committees from each campus, to help develop a procedure that complies with tax laws but includes cleaner language that is flexible and not so reactionary.

OTHER

DCC December 2025 Meeting: DCC discussed the need for a December meeting. After a review of potential dates, conflicts with other meetings, and the end of the fall semester, it was agreed to forgo a December meeting.

Next DCC Meeting: The next DCC meeting will take place on Monday, November 24, 2025 in Room 105 at the Anaheim Campus.

ADJOURNMENT: The meeting was adjourned at 4:06 p.m.