



Classified Senate Meeting

321 East Chapman Avenue, Fullerton CA 92832-2095

Cruz Reynoso Hall, Room 229

Zoom: <https://fullcoll-edu.zoom.us/j/89133443384>

Website: <https://classifiedsenate.fullcoll.edu>

Email: ClassifiedSenate@fullcoll.edu

10:00 a.m. | March 5, 2026

Roll Call:

Call to Order:

Approval of the Minutes from February 19, 2026

Public Comment (1 minute per person, not to exceed 5 minutes)

APPOINTMENTS

Faculty Senate Classified Rep: Amy Shrack

PRESENTATIONS *(not to exceed 15 minutes each)*

Certificate Application: Jeanne Costello and Jennifer Merchant (proposal included in agenda)

COMMITTEE AND REP UPDATES *(not to exceed 1 minute each)*

- **Faculty Senate (any attendee from last meeting) -**
- **Student Senate (any attendee from last meeting) -**
- **PAC (A.Shellenbarger) -**
- **CSEA (any attendee from last meeting) -**

AGENDA TOPICS

- **Spring Classified Recognition** open! <https://classifiedsenate.fullcoll.edu> - closing March 25.
- **Title V FLEX Updates:** includes full-time faculty, part-time faculty, classified staff, student employee, and administrators in professional learning activities.
- **Woman's History Month** <https://www.fullcoll.edu/womens-history-month/>
 - **Women's Herstory Month: Women Leading Change: Stories From Fullerton College**
Monday, March 23 from 12-1:30 p.m. in Building 200, Reynoso Hall, Rooms 224-226-228
- Digital Accessibility Compliance with ADA - more info to come on next steps
- ICE Protocol and other resources are available at <https://www.fullcoll.edu/cultural-resources/undocumented-students/>

Meeting Adjourned:

Next Classified Senate meeting is Thursday, March 19, 2026 in Cruz Reynoso Hall, Room 229

Next CSEA Union meeting is Wednesday, March 18, 2026 via Zoom

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<https://classifiedsenate.fullcoll.edu/records/>

Certificate Process Proposal

FINAL DRAFT

Problem

The certificate application process is broken:

- It is confusing for students
- It is inconsistent across departments/divisions
- It takes way too long for certificates to be awarded

Impacts

Students:

- Certificates for which students are eligible go unearned
- Delays in awards cost students employment opportunities and wage/salary increases
- Students are made to feel that earning a certificate is a lesser achievement when this process is not prioritized

A & R and Division Classified Staff:

- A & R does not have adequate personnel required to evaluate and process certificate applications in a timely fashion; this includes evaluation of other college transcripts (OCTs), a process for which our college is notoriously slow relative to other colleges (it takes 6-8 months to process at FC while other colleges can get it done in a week), and it will include the need to assess credit for prior learning (CPL) at some point
- Inequitable division of labor across divisions (classified staff in some divisions are doing intensive work processing certificates while in other divisions, students are doing most of the leg work)

Compliance Challenges:

- Official transcripts are required but some divisions have been accepting unofficial transcripts
- Coding in Banner for certificates is supposed to occur 30-60 days after the end of term (A & R sometimes waits as long as a year to get the list of certificate earners from divisions putting the college at risk of violating reporting guidelines)

College:

- FC misses out on SCFF dollars if the true number of certificates earned is not being reported in the years when students earn them
 - a. Biotechnology Department: they saw a reduction of certificates earned but not awarded from 19 (2019-2024) to only 1 during 24-25 when the division partnered with A&R. In Fall 2025 when the process returned to the division, 28 certificates were earned but only 14 were awarded, a dramatic drop. Strong Workforce funding requires departments to show an increase of certificates earned over time. Underreporting makes our applications less competitive which can lead to lost program funding on top of what might be lost via the SCFF for unearned certificates.
 - b. Fine Arts Division: from Fall 21- Spring 24, several certificate memos were never received in Admissions and Records due to miscommunication between the

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President's Office and the Fine Arts Division Office resulting in approximately 214 certificates earned but unawarded

Band-aid Solutions:

- Pilot projects for individual divisions
 - a. Requires training division staff or faculty to do degree audit in DegreeWorks
 - b. This has also required paying current personnel overtime which is obviously extra expensive
- Individual divisions providing additional staffing, but only to process certificates for that one division, a clearly inequitable approach
- Temporary funding (such as previous Guided Pathways money) used to support the labor involved in transcript evaluation, especially of OCTs which introduces an additional problem of hiring professional experts to supplant classified duties.

Proposal

- 1) Move the work of certificate application evaluation and processing entirely to A & R and out of division offices. This will enable a process that is:
 - a) consistent across campus (NextGen form - see image below)
 - b) accurate and compliant with reporting regulations
 - c) streamlined and automated as much as possible so students are:
 - i) informed when they have properly (or improperly) completed the requirements
 - ii) notified when the certificate is awarded (made accessible via Sirtree vault along with a verification letter)
 - d) targeted to students who are close to completing requirements for certificates, based on diagnostic reports to which A & R has access
- 2) Provide adequate A & R staffing—the A & R Director has expressed need for two on the “front end” to process applications and confirm requirements and 2 “on the back end” to do the coding in Banner--so they can evaluate certificate applications (including assessing OCTs and communicating with department coordinators about course substitutions when necessary) and grant certificates in a timely fashion.
- 3) Have a link to this application in the same place where students currently apply for graduation as well as on division websites, the A & R website, and on milestone tiles for certificates in Program Pathways Mapper.
- 4) Centralize printing of certificates with A & R, as well, because they go through a process to check that certificates include each student's chosen name. This requires resources, also, as it can be expensive to do this via District Printing. Some division deans have expressed the desire to provide wet signatures for these certificates.

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Benefits

1. The certificate application process will be clear and transparent to students, staff, and faculty
2. The certificate evaluation process will be more equitably accessible to students in all divisions
3. The certificate evaluation process will be more efficient, accurate, and compliant with regulations
4. Students will be granted certificates in a timely fashion which will allow them to apply for employment opportunities, career advancement, and salary increases.
5. The college can accurately claim certificates earned and improve achievement of SCFF metrics
6. Division classified staff labor hours will be reduced and made available for other priorities
7. Divisions can use staff and faculty labor to promote certificate programs and support students to complete certificate requirements

Certificate Information

Select Department:
* Printing Technology ▼

Select a Certificate:
☐ Advanced Sheetfed Offset Presswork
☐ Digital/In-Plant Graphics
☐ Electronic Imaging
☐ Flexography Skills
☒ Printing Technology (General)
☐ Screen Printing

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