



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: Met Quorum

Call to Order: 10:01 a.m.

Approval of the Minutes from February 19, 2026 – Matthew first, Victor second

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

- Eli Hebert and Miranda Bates solicited feedback on proposed campus map changes from classified, faculty, and student senates. They will present suggested changes at the next Classified Senate meeting on Thursday, March 19. The deadline to provide feedback is March 27, 2026.

APPOINTMENTS

Faculty Senate Classified Rep: Amy Shrack

- Matthew first, Denise second. Motion passed. Annika will clarify whether Amy serves as a voting member or as a resource member.

PRESENTATIONS *(not to exceed 15 minutes each)*

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

- The committee is developing program maps for Program Mapper and has identified the certificate application process as a barrier to the student experience, including inaccurate milestone tiles and delays in awarding certificates. The Pathways Steering Committee is exploring a standardized certificate application process, as well as moving this process to Admissions and Records to improve accuracy and compliance, which may require additional staffing.
- The proposal is undergoing a second read at Faculty Senate and PAC, with a vote to be determined at PAC next week. The proposal will be added to the March 19 agenda for a second read.

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

- **Faculty Senate (any attendee from last meeting)** - Senate will vote on the certificate application proposal, bylaw amendments for adjunct faculty to serve as division representatives, and the Professional Learning Committee's student drop survey.
- **Student Senate (any attendee from last meeting)** - N/A
- **PAC (A.Shellenbarger)** - Associated Students are developing a scenario-based video regarding ICE as well as a blanket first right of refusal with Sodexo for AS events. They are also looking to appoint a new student trustee for the next academic year. The women's caucus event will take place tomorrow, featuring remarks from the owner of Portos and the former mayor of Tustin. Those interested in attending but unable to cover the cost should submit the expense to President Olivo's office. The MOU with CSUF regarding transfer pathways and student support is being finalized. Scholarships will open March 15 through the Friends of

Classified Senate: meeting dates, agendas, and minutes:

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

Fullerton College Foundation. NCORE's conference will now be known as SWCHRS Higher Ed Hive. Photo updates provided by the DAC committee were shared at PAC, pending feedback.

- **CSEA (any attendee from last meeting)** - Job family study descriptions will be released to CSEA to start negotiations. Faculty Senate is working on a joint collaborative document with the union. Chancellor shared with the union that they are exploring having classified professionals teach in the district again.

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. **Union is going with six hours. From their proposal, they will include Edvantage trainings.**
- **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/> cynthia guardado working on trainings, annika can share out if interested.

Meeting Adjourned: 10:53 a.m.

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

Classified Senate: meeting dates, agendas, and minutes:

<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

Classified Senate: meeting dates, agendas, and minutes:

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

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.

Classified Senate: meeting dates, agendas, and minutes:

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

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

Classified Senate: meeting dates, agendas, and minutes:

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