

SAC COLLEGE COUNCIL RETREAT SUMMARY  
January 13, 2016

PRESENT:	Erlinda Martinez Michael Collins James Kennedy Sara Lundquist Carlos Lopez Bonita Jaros Elliott Jones Cher Carrera Tom Andrews Leslie Wood-Rodgers	ABSENT:	Oscar Cortes Monica Porter
		LIAISON:	Mike Colver
		GUEST(S):	George Sweeney

**I. Call to Order**

Dr. Martinez called the meeting to order at 9:00 a.m. with brief introductions noting the addition of new alternate classified representatives. Dr. Martinez commented that this is not the normal meeting of college council, but an opportunity to step away and look at the program looking at what works and how things can be improved. Any adjustments will be made at the end of the year. Each constituency representative has a different perspective and it is important to share those perspectives.

**II. APPROVAL OF MINUTES – November 18, 2015**

The minutes of the November 18, 2015 meeting were presented for review and approved with no comments or corrections.

**III. Accreditation Standards**

Dr. Martinez shared that Standard I discusses integrated planning as an institution and SAC has done a terrific job for student success, student equity and planning. SAC has all kinds of measurements for outcomes in the classroom and the Senate is working with faculty on TracDat, but the college overall must have integrated planning and demonstrate how that occurs. What evidence do we have that we have integrated planning; that we have connected the dots? One way is to produce a set of minutes that demonstrates we had dialog. SAC has the Educational Master Plan and the Facilities Master Plan, but **how** do we integrate planning? The next comprehensive site visiting team for accreditation will ask that question.

1. Institutional Effectiveness

We need to combine institutional effectiveness and accreditation – there are a lot of moving parts; Educational Master Plan is one and Strategic Planning is the other.

2. Integrated Planning

a. Educational Master Plan

Dr. Jaros explained that in response to the site visiting team recommendations, there are a few things that we have agreed to work on including the recommendation of establishing an effective planning process. This spring Dr. Jaros and Vice President Lopez will review the Educational Master Plan and look at how the integrated planning module will work with the update.

b. Strategic Plan

Jim Kennedy suggested taking the three core elements: BSI, Student Equity, and 3SP to develop the strategic action plan. Dr. Jaros added the need to include the institution-set standards as well.

Dr. Martinez confirmed that she would like to review what SAC has and what SAC does not have as the cabinet and others prepare to attend a workshop on Friday, January 22 on integrated planning. It is our shared governance structure along with integrated planning and strategic plan that will be discussed.

Mr. Kennedy added that another element is the annual updating of the enrollment management plan. Dr. Martinez confirmed the governance structure is in alignment with the plan; it is good. The question is does it need to change?

3. Accreditation

A discussion continued at great length with a draft drawing of the planning process developed for further consideration. This attached chart of integrated planning can become a framework for how the most current information is disseminated to constituency groups thus creating a diagram-graphical structure to inform the stakeholders that drive the strategies.

For accreditation the college will be asked to write an essay about 2-3 things that we are focused on and must include 5,000 word limit related to the standards; to address academic quality, improvement and excellence. Dr. Jaros provided an overview of standard I and the re-focus of the other standards. Bonnie will send out additional documents related to this presentation.

The annual report will be due soon. Mid-term Report is due October 2017 with Comprehensive Report and Visit in Fall 2020. Dr. Jaros reviewed handouts and offered to assist governance committees with the intertwining of accreditation in the committee minutes. She will meet with any group to help understand the standards and processes.

**IV. GOVERNANCE REVIEW**

College council could be the body that reviews each of the annual plans and create the strategic action plan. Mr. Andrews noted that classified employees have a difficult time attending committee meetings. Dr. Collins suggested creating more effective meetings to encourage more participation.

Dr. Martinez will bring back this discussion to college council but asked that all constituent representatives to have a recap discussion with their respective groups about some of the changes being talked about; to make it better; how to improve the process.

**V. FACILITIES UPDATE**

Dr. Collins discussed the recent rains and how the SAC buildings held up as a result of the many repairs and replacement of roofs to various buildings on campus. There was a minor issue with campus road flooding but that was addressed with the clearing of the drains by M & O staff.

- Campus Construction Projects and Disruption/Detours  
Due to the passing of Measure E and Measure Q, the campus will be disrupted for the next 3-5 years and stress will occur due to the construction projects. There just isn't any way to bring in a new building without first addressing the infrastructure.

Dunlap Hall – looks fantastic; especially at night with the new LED lighting. Twenty-five classrooms have been mediated for technology which brings SAC up to 80% of classrooms are mediated (this is part of the strategic plan). Dunlap Hall will be open for spring semester classes.

- Central Plan Infrastructure  
Campus Drive is a maze of fencing and one-way traffic. It is going to be intense to direct traffic the first two weeks of the semester. Fencing and phasing will continue to roll out over the next 24-26 months. Dr. Martinez noted that she is looking to the constituency representatives to lead the positive message during the difficult detours, fencing and phasing processes. It is going to improve, it is difficult but it won't be forever. Everyone needs to carry the message...every day...all the time. This is \$200 million going back into the college. Everyone was encouraged to show the phasing video that is available on the SAC website, to discuss phasing and progress of each of the projects. We continue to meet with teams so that we can get students to classes. We need to put a happy face on and be positive for this critical work that is being done. This work will be for the next 50-60 years. Dr. George Sweeney discussed concern for student life and activities when office from Johnson Center move to the Village. Dr. Collins briefly discussed the proposed Johnson Center replacement which will not include a culinary arts program. He confirmed the phase drawings of the science center moving along very well.
- Update of the Master Plan  
Groundbreaking for science center will be in May. FPPs and IPPs have been submitted to State for funding. Currently we have the Health Science project and it is on the funding list but not in the highest slot. With the Governor passing a bond for educational facilities, we would be able to get half the funds needed. That is the other challenge – Health Science would replace Russell Hall.

IPP for Fine and Performing Arts Center, Phillips Hall and Library. We are working on evaluating the IPP and what the potential is for the projects to be funded. Nothing is approved or set in stone.

Scheduled-Maintenance Projects for 2014-15 have been closed out at \$1.85 million with a lot of that being roof repairs and getting the campus water tight. In 2015-16 we have \$1.6 million for scheduled maintenance projects and 2016-17 a few scheduled maintenance projects to include rekeying, along with mechanical and electrical upgrades. Restrooms need repairs – tired toilets, sinks and “beefing up” restrooms is planned. Dr. Jones asked if the rekeying project included the feature of locking doors from the inside. A brief discussion followed.

## VI. BUDGET UPDATE

Dr. Collins announced the good news (not being great news or bad news), but good news. Last years' budget was ridiculous, with revenues are up, the Governor being very cautionary suggesting agencies not overestimate budget and to anticipate another recession. Need to be careful with expenses. Growth projected at 2%, COLA at .47%. That is not enough to pay for increases in step and column or any other on-going increases that we pay on annual basis. Commitment to CTE, basic skills, scheduled maintenance and equipment. We get

money from the State and we spend it. Note the zero textbook costs issue has not been analyzed yet, but there is a need to reduce cost to students for books. PERS and STRS costs increasing at a staggering rate. SAC budget at half-time is performing well. SAC is in good shape. The budget is performing well. One time funds were sent back to the divisions (30% went back to divisions for their discretionary needs. Number 1 need is short-term personnel to help fill some gaps (\$346,000)

RARS in for 2016-17. We are planning for 2016-17 and tie-in with program review. We are well over budget due to infusion of funds and understanding that ending balance will be the lifeboat. There is concern about results of negotiations and the need to support new faculty hiring. We are hiring almost 30 faculty for credit and non-credit (22). Between now and March, there may be more retirements submitted which can help the budget.

**VII. OTHER BUSINESS**

**VIII. ADJOURNMENT**

The next meeting is January 27 at 9:00 a.m. via [cccconfer.org](http://cccconfer.org). It is a very busy week just before flex week.

Convocation is February 5 and George Sweeney and Mary Huebsch have been working with the committee. Dr. Sweeney noted the convocation will continue with the conversation that began last year with Dr. Darla Cooper on the six factors of student success. He explained that a video of students was produced to be shared at convocation. The video discusses the student's perspective on what we do to make them successful and what the barriers are. Breakout sessions will follow the general session and be focused on the six factors: directed, valued, focused, nurtured, connected and engaged.

March 12 is college open house/expo with demonstrations and displays that showcase SAC academically. Monica and Christina can provide more information.

March 1 is campus welcome for new Vice President, Carlos Lopez.

This meeting adjourned at 11:09 a.m.