

SAC COLLEGE COUNCIL MINUTES

May 11, 2016

PRESENT:	Erlinda Martinez Michael Collins James Kennedy Carlos Lopez Sara Lundquist Bonita Jaros Elliott Jones Monica Porter Cher Carrera Lithia Williams	ABSENT:	Sean Small ASG Representative Stephanie Hernandez, ASG
		LIAISON:	Mike Colver Christina Romero
		GUEST(S):	

I. Call to Order

Dr. Martinez called the meeting to order at 9:03 a.m. by announcing there will be 29 new faculty next year.

- II. APPROVAL OF MINUTES** – February 10, February 24, March 23, and April 13, 2016
The minutes of the February 10, February 24, March 23 and April 13 meetings were not available for review.

III. SPECIAL/NEW ITEMS1. Board Update

Dr. Martinez announced that two PTK students honored in Sacramento as All-California Academic Team members are going to be recognized by the Board at Monday's meeting for their accomplishments as first team and second team winners. Additionally, Upward Bound students will be recognized for their amazing success and upcoming transfers in the midst of difficult challenges.

2. Integrated Planning

Dr. Martinez reminded everyone of the number of hours spent on integrated planning at the April 13 retreat which was basically an introduction with an idea of what the next steps will be. The President's Cabinet thought it was important to review the summary of that meeting which was distributed to college council members.

Carlos Lopez reviewed the summary and noted that by Spring 2017 SAC needs to:

- develop the Integrated Planning and Design Manual (IPDM)
- Update SAC's Educational Master Plan for Fall 2016 (EMP)
- Update SAC's Strategic Plan

There are still some vacancies on the core team that will address these matters including deans, faculty and classified representatives.

3. Free Community College Tuition

Dr. Martinez announced the tuition-free plan for incoming SAUSD graduates for the first year. There was an article in today's OC Register – [SAC Free Tuition Should Be Celebrated](#). Those that have questions should contact Dr. Sara Lundquist. A general discussion followed about the Adelante program, and the BOG waiver requirements that will impact future enrollment.

IV. STANDING/CONTINUING BUSINESS

SAC Safety Report

Lt. Colver reported on incidents that occurred at SAC and CEC. He noted he has a meeting with SAPD and SAUSD on common parking and security matters. Lt. Colver also reported on the after action report from Chief Winter regarding the Saturday, March 19 incident. The issue with the incoming call to dispatch not rolling over to the officer's cell phone was investigated. The issue has been resolved by getting two cell phones with two different carriers – ATT and Verizon. An incoming call will ring in the office and roll over to the two cell phones for the officers in the field to respond to the call; then the caller can leave a message on the land line which is sent to both cell phones.

Campus Safety/Emergency Preparedness

Lt. Colver reviewed and distributed a copy of the Bomb Threat Checklist to be used by staff when such occurs. A general discussion followed about the use of "code words" for signifying trouble and other procedures for calling 911 or campus safety. When in doubt always call 911.

Faculty Senate Report

Dr. Jones reported on the April meeting of the Faculty Senate which included discussions related to textbooks with a free copy given to faculty and the revised gift ban policy being considered by the Board. Trustee Yarborough was supposed to attend the April 12 senate meeting but had to miss due to illness. The Chancellor, when given a copy of the questions the senate had prepared for Trustee Yarborough, asked if he could address those same questions before the senate. He did so at the May 10 senate meeting. The senate was pleased to have those questions addressed. Dr. Martinez will be a guest of the senate on May 24. Faculty Senate received a report from Brian Sos who attended plenary. Dr. Jones also thanked the bookstore for providing refreshments for their meeting. In concluding his report, Dr. Jones announced Monica Porter as President Elect. It is anticipated to be a transition year with hopefully someone to fill the co-chair position on curriculum and instruction committee.

Classified Report

Lithia Williams reported that Sean Small is out ill. The Hawaiian themed classified appreciation lunch is scheduled for Tuesday, May 17 at 11:30 and will include raffle prizes and shaved ice. Classified employees are commended for being the engine that makes the college run.

ASG Report

ASG is busy with elections and getting new students involved. Lithia Williams acknowledged the SAC ASG leadership for getting the message out to students.

SAC Foundation Report

Christina Romero briefly discussed foundation activities noting the Community Farewell for Dr. Martinez raised over \$10,000 for scholarships, and the Ed Arnold Golf Classic Tournament that was Monday.

Enrollment Update

Mr. Lopez reported that spring enrollment continues to be down by 3% and mid-3s this term. 230 down in continuing education (11% down). Enrollment may end very flat; overall SAC is down ½% for the year. With CJ and Fire still to be reported, SAC should end at flat for the District overall. If not flat, SAC must try to avoid

going into stabilization and borrow from summer, but that leaves a bigger hole for next year.

Budget Update

Dr. Collins stated that when SAC doesn't grow there is no increase to the budget. He discussed stabilization and the impact to SAC noting the May revise comes out Thursday. PIT (Personal Income Tax) is down and that is not a good sign. The good news is we are benefitting from Proposition 30 and sales tax increase but that will be stripped away. 62% likely support from Proposition 30 and that is really good news; bad news COLA is going to be very minimal and maybe zero for 2016-17 year. Good news is the college is doing well at 9% of budget; these become one-time funds in carryover. We cannot afford to go forward and lose team members (layoffs) 9% is about \$7M. That came from \$2.4M from 2014-15 carryover; \$450,000 from 2015-16. There was over \$400,000 sent to divisions for one-time purchases and \$700,00 in contingency funds, and \$900,000 for new faculty. \$1.6M in benefit costs; then include PERS and STRS increase – budget is in good shape; stand by as more is known through May revise. 20% of ending balance in budget is contingency funds.

Accreditation Update

Dr. Jaros explained that the mid-term report is the actionable improvement plan update. There are five and these are identified in the report from October 2014. Carlos Lopez noted the institutional set standards need to be developed; with a formal discussion and shared with governance committees on up to college council. The ACCJC is having a meeting regarding Baccalaureate Degree June 10-12. The proposal is 45 upper division units which is higher requirement than that of the CSUs currently.

Calendar of Events

The calendar of events was reviewed and briefly discussed including the Excellence Awards and the upcoming Angels/SAC Centennial Baseball Game of which Dr. Martinez may throw out the first pitch. She also noted it is the last day to purchase tickets for the game through the Student Business Office.

V. SHARED GOVERNANCE REPORTS

Curriculum and Instruction Council

Monica Porter provided a brief report on the activities related to curriculum and instruction with it being a semester of dealing with best practices, academic renewal, and residency requirements for Certificate Proficiency. There are three discussions going on right now regarding STEM one being between SCC and SAC, Plan D for STEM majors and IGETE for STEM majors. She also reported on the Bridge to Engineering program noting its success. It was further agreed that 50% of the certificate of proficiency had to be earned at SAC. The next item of discussion will be the proposal from Humanities on reading proficiency and being able to obtain such through coursework.

Facilities Committee

Dr. Collins announced the next facilities committee meeting is May 17 whereby updates and what's to come for the summer will be discussed.

Planning and Budget Committee

Dr. Collins reported on the activities of the Planning and Budget Committee noting that assessment is in process; evaluating effectiveness and RAR survey to be

presented to the group at a future meeting after graduation. It will be a summary meeting of the year's activities.

Student Success and Equity Committee – No report

VI. OTHER BUSINESS

1. Request for Authorization to Apply for Grant – Sonocent VRC Project (High Tech Center Training Unit) Grant. Dr. Lundquist explained that SAC has been awarded the Sonocent VRC Project which is an audio notetaker recording software that allows the user to record classroom notes on their laptop computer or iOS device. There is no cost to the grant. This project will specifically address the institutional learning outcomes to help students use technology learning tools and applications at a level appropriate to achieve discipline-specific course requirements and standards. The request was approved.
2. Reorganization - .475 short-term General Office Clerk to .475 General Office Clerk (EOPS) and a new .475 Counseling Assistant (CalWORKs). Dr. Lundquist explained the need for the positions resulting from increased workloads and need to provide front-desk assistance. The counseling assistant will provide support for all counseling services provided by adjuncts and work closely with the program coordinator. These positions are funded through restricted (categorical) monies. The reorganization was approved as presented.
3. Orange County Teacher of the Year – Steve Bautista has been awarded this fabulous award and will be recognized in October.
4. Commencement – This year commencement will be held at Godinez/CEC on May 27. This is as a result of construction at the Eddie West Field making it unsafe and unusable at this time. SAC is collaborating with SAUSD to plan SAC's Commencement and support their graduations as well.
5. Dr. Lundquist suggested that all shared governance committee co-chairs be invited to the last College Council meeting on June 8. Dr. Jaros reminded committee co-chairs not to forget to submit their end of the year reports.

VII. ADJOURNMENT

The next meeting is scheduled to be online via cccconfer on May 25. The next in-person meeting and last College Council meeting with Dr. Martinez will be June 8. This meeting adjourned at 10:37 a.m.