

## SAC COLLEGE COUNCIL MINUTES

April 19, 2017

PRESENT:	Linda Rose Michael Collins James Kennedy Carlos Lopez Sara Lundquist Monica Zarske Bonita Jaros Madeline Grant Lithia Williams Lisette Cervantes, ASG President	ABSENT:	ASG 2 <sup>nd</sup> Representative Elliott Jones Sean Small
		LIAISON:	Scott Baker Christina Romero
		GUESTS:	

**I. Call to Order**

Dr. Rose called the meeting to order at 9:06 a.m. discussing the retreat focus of March 22, draft mission statements, and reviewed input from management council. She noted that college council is to narrow down the list to just three. She asked members to submit their top three. She suggested members consider the ACCJC document and the two examples previously provided from Skyline and Cypress Colleges. A final list should be presented to the campus soon. College Council is the governance body on this campus with representatives from each constituency group. You should review and request input from constituency groups in the selection of the top three draft mission statements. Especially classified staff need to provide more input. Dr. Jaros discussed the need to include the baccalaureate degree in the mission statement and the development of the vision themes to follow. Dr. Rose confirmed the need for the final draft by the end of the semester.

**II. Standing/Continuing Business:**

1. Approval of Minutes – March 22, 2017 – It was moved by Dr. Kennedy and seconded by Dr. Jaros to approve the minutes of the March 22, 2017 meeting as corrected to include the last names of the student/PTK representatives. The motion passed unanimously.
2. SAC Safety Report – Lt. Scott Baker  
Lt. Baker noted that all is well with Campus Safety and Security. The department has expanded to include two armed sergeants. Additionally, Lt. Baker has provided more emergency preparedness courses for various departments on campus.
3. Faculty Senate – Monica Zarske  
Monica Zarske reported in the absence of Dr. Jones, Senate President and noted that Trustee Hanna will attend a senate meeting next week. This week is plenary for the State Academic Senate meeting in San Mateo, Thursday through Saturday. Dr. Jaros noted the senate must review the combined curriculum report. Mrs. Zarske noted she would inform Senate President Dr. Jones of the need to review and approve the curriculum.
4. Classified Report – Sean Small & Lithia Williams  
Ms. Williams reported that CSEA held a chapter meeting yesterday. She noted that Classified Employee Appreciation week is May 21-27. The MOU for the summer work schedule will be presented at the April 25 CSEA meeting for ratification. Additionally, the negotiation team is putting together a proposal

for a new contract. The Annual CSEA conference is scheduled for July 31 through August 4 with delegates being designated for attendance. Classified Appreciation Lunch is scheduled for Friday, May 19.

5. ASG Report – Lisette Cervantes  
Ms. Cervantes reminded everyone of the LGBTQIA Awareness event on April 20 in the Johnson Center Patio. ASG, is in the planning stage for hosting a **climate march** on April 27. Ms. Cervantes also discussed the upcoming proposal for students to consider regarding a partnership with OCTA. Students need to be informed of the proposal because the outcome affects them all. The proposal is a three-year grant that provides free service to all students for a bi-annual fee of \$5-6/part-time students & \$6-7/full-time students; the fee is applied to all students not just those that ride the bus. Therefore voting and ASG elections, which are forthcoming, is very important. Dr. Rose suggested Ms. Cervantes work with the PIO, Melissa Utsuki for disseminating the information to students. Additionally, ASG wants to host a grand reopening of The Spot in the Village because many students do not know where it is located. General Assembly training is scheduled for April 28 with the regional meeting in Ontario May 5-7.
6. SAC Foundation Report – Christina Romero  
Ms. Romero discussed the official announcement of the Pave the Way campaign with a focus on scholarships and endowment funds that currently exceed \$2 million. For \$100, individualized and personalize bricks can be purchased to enhance the beautiful space outside of the S building including the centennial circle. Graduates can purchase a brick for \$50 (1/2 off); while those donating over \$100,000 will be honored with a brick. Over 3400 spaces are available. Ms. Romero also discussed revenue from the Ed Arnold Golf Classic and invited everyone to participate by playing in the tournament or attending the dinner at the Mission Viejo Country Club. She noted the Foundation raised over \$40,000 prior to the event date of May 9. In concluding her report, Ms. Romero announced the Scholarship Ceremony on Friday, May 26 at 3:00 p.m. in Cook Gym, and the Alumni Hall of Fame on Thursday, June 8 at 2:30 p.m. in Phillips Hall.
7. Enrollment Update – Dr. James Kennedy  
Dr. Kennedy reported on enrollment for the year with credit down 3% and noncredit down 14%. With summer prospects of remaining flat, SAC should be okay this year.
8. Accreditation – Dr. Bonita Jaros  
Dr. Jaros announced that SAC now has 26 approved ADTs; one (TV/Video) is awaiting approval and one (Nutrition) is in the works making 28 potential ADTs. She is working on the substantive changes for Distance Education that has been deferred to the fall because of new format. She also reviewed the annual Report Data and received feedback on the new aspect of stretch goals to be set at 2% for each category leaving a gap between the IEPI and these goals. While discussing the certificate completion rates, it was noted that SAC and SCC undertook a two-year process of automatically awarding certificates to students instead of them completing a petition and that total results in a surge of certificates awarded at a higher rate than previously reported. Stretch goals for Licensure Pass Rate for Nursing and Occupational Therapy Assistant was added at 1% for each program. But it was noted that not all Pharmacy Technology completers are required to take an exam; some can get license without taking the exam. Monica Zarske asked that if the

exam is optional, then why do we need to know how many take the exam of which was followed by a long discussion. In discussing the fiscal aspects of the report, Dr. Collins agreed to provide needed information. Carlos Lopez agreed to provide enrollment information. Dr. Lundquist will ask Robert Manson to fill in any gaps related to financial aid.

Dr. Jaros also discussed the Actionable Improvement Plan and received direction from College Council for developing appropriate responses. SAC Research Office is working in tandem with College Council and other constituent groups along with the ALO to support institutional effectiveness and assessment for accreditation purposes. Dr. Jaros expects to provide an update for College council by the end of the week.

### III. Shared Governance Reports

1. Curriculum and Instruction Council – Monica Zarske  
Mrs. Zarske confirmed report by Dr. Jaros that 26 ADTs are complete, with one awaiting approval and one in the process for 28 potential ADTs.
2. Facilities Committee – Dr. Collins  
The committee met yesterday and discussed a set of trees between R, H, and T that are impacting the utilities infrastructure and it was recommended to remove the trees and replace with landscape that will not affect the utility lines. Alternative landscapes will be discussed at the next meeting. There was a great presentation on the Johnson Center with an expectation of plans submitted to DSA in September or October. Construction in the mall area is progressing with walkways returning between C and R buildings.
3. Planning and Budget Committee – Dr. Collins  
At the last planning and budget committee meeting, budget reductions were discussed. It is not a shock that SAC is not growing and with costs escalating, SAC cannot continue without additional revenue. SAC has a little lifeboat that is quickly reducing with \$2.27 million to cut. About 89% of the SAC budget is salary and benefits. SACTAC made some recommendations for the \$925,000 for instructional technology for fiscal year 2016-17. These are one-time funds for specific purposes to support instruction. May revise will provide a better picture soon. Lithia Williams asked if there was a hiring freeze. Dr. Rose explained that the Chancellor's Cabinet must approve all positions. The situation is series and critical, but SAC still has to run a college and needs staff to do it. SAC is the lions share for this district and needs on-going revenue. So yes there is a freeze, but with exceptions. Dr. Kennedy noted that at District Council the hiring freeze was announced.
4. Student Success & Equity Committee – Dr. Lundquist and Dr. Sweeney – No Report

### IV. Other Business

1. Reorganizations
  - Administrative Secretary (Public Affairs/President's Office)
  - Assistant Dean, Student Services (Reporting Assignment Change Only)
  - Sports Information Coordinator (Reporting Assignment Change Only)
  - Counseling Assistant (.475) MESA Program)
  - Test Proctor FT – DSPS Specialist FT
  - Instructional Center Technician, FT
  - DSPS Specialist, PT (Assignment Change to Assessment Center)

- Admissions & Records Specialist I – Admissions & Records Specialist I Bilingual Spanish
- Admissions Assistant – Admissions Assistant Bilingual Vietnamese
- Intermediate Clerk Bilingual Spanish – (2) Admissions & Records Specialist I Bilingual Spanish or Vietnamese (.475 FTE)

Each reorganization was reviewed, an explanation provided for changing the position and questions answered followed by a motion by Dr. Lundquist and seconded by Carlos Lopez to approve the reorganizations as presented. The motion carried unanimously.

2. Requests for Authorization to Apply for a Grant
  - Fund for Student Success: Mathematics, Engineering, Science Achievement (Mesa) Renewal July 1, 2017-June 30, 2018  
Dr. Lundquist explained the renewal of the MESA grant is every three years.
  - Project SHIFT – Supporting Hispanic Students into Future Teachers (Working Title)  
Dr. Lundquist noted that Project SHIFT is through US Department of Education – Title V and is for five years.
  - Middle College High School @ Santa Ana College – Dr. Lundquist provided an overview.

After a brief discussion, it was moved by Dr. Lundquist and seconded by Monica Zarske to approve the requests for authorization to apply for a grant as presented. The motion carried unanimously.

- Revised Form – Request for Authorization to Apply for a Grant – Dr. Lundquist explained the need for a change to the form to include a designation for a new grant or a renewal and presented a draft for consideration. Any edits to the form are to be submitted to Kennethia in the President’s Office.

**V. Next Meeting and Adjournment**

The next meeting is May 10 at 9:00 a.m. in S-215. This meeting adjourned at 11:05 a.m.