

SAC COLLEGE COUNCIL MINUTES
August 8, 2018

PRESENT:	Linda Rose Bart Hoffman Vaniethia Hubbard Jeffrey Lamb Madeline Grant Elliott Jones Theresa Hagelbarger Lithia Williams Theodore Moreno	LIAISON:	Lt. Scott Baker Christina Romero
ABSENT:	James Kennedy Monica Zarske Sean Small Breanna Ceja, ASG President	GUESTS:	Esmeralda Abejar Brenda Estrada Martha Herrera-Montoya Alicia Kruizenga Janice Love Doug Manning Kimberly Mathews Teresa Mercado-Cota Veronica Oforlea John Steffens Melissa Utsuki

I. Call to Order

Dr. Rose called the meeting to order at 9:07 a.m.

II. Action/Discussion Items

1. Meeting Schedule 2018-19 – The meeting schedule for 2018-19 was approved as presented with the second meeting of the month designated for Planning Sessions.
2. Communication Strategy with Students – John Steffens discussed strategies for communicating with students. He reviewed agreement with ReGroup to improve communication via email and text. The initial rollout will be to a targeted group of students via email. He also discussed issues of ITS and the student portal. John Steffens and Melissa Utsuki are the administrators overseeing the communication system. Dr. Rose confirmed the system is a good step to helping students learn what professional communication looks like.
3. Smoke Free Campus – SAC Declaration, Board Policy and Administrative Regulations - A copy of Board Policy 3570, Administrative Regulation 3570 and the SAC Declaration for tobacco free campus was distributed and briefly discussed in conjunction with the suggestion of the California Community College Chancellor's Office for a smoke free campus.

III. Standing/Continuing Business

1. Approval of Minutes – None
2. President
 - Guided Pathways – Dr. Rose noted that the next Guided Pathways Institute is in September with a District focused event in November that will include board, district and college representatives. Dr. Rose noted the next accreditation visit is scheduled for Spring 2022 but in reality the report, strategic plan, facilities master plan, and all that needs to be completed by Spring 2019, with reviews in Fall 2020. Dr. Lamb is the ALO designee at this time. These items will be addressed during the upcoming planning sessions.

- Classified Report – Theresa Hagelbarger reported the annual CSEA conference was in Sacramento last week and CSEA has begun negotiations with the District.
 - SAC Foundation Report – Christina Romero reported on the activities of the SAC Foundation and the Scholarship office including the rolling textbook program that extends through the first two weeks of the semester. She announced the hiring of scholarship coordinator Nandini Puri. She concluded her report with the encouragement of completing a survey distributed to all staff regarding the philanthropic goals of the Advancement Office.
 - Public Affairs – Teresa Mercado-Cota reported on upcoming Professional Development Week activities. She also announced the hiring of Mary Law, the Graphic Communications Manager and noted the retirement of Judy Iannaccone that occurred in June. Melissa Utsuki spoke briefly about the reduction in marketing funds and strategically targeting audiences. Key to the County football game is September 14 and Homecoming is in November.
 - Research – Janice Love provided a brief report on the upcoming SENSE Survey and requested volunteers to help with the project. She reviewed several documents related to Program Participation, Santa Ana Partnership – Promise Program.
 - Information Technology – John Steffens discussed revised ITS forms for Project Requests and Report Requests. He also reviewed the draft Request for Authorization to Apply for a Grant and obtained edits from members present. Any additional feedback should be sent to John Steffens by August 15. The final document will be considered at a future meeting for approval.
3. Academic Affairs
- Faculty Senate Report – No report.
 - Curriculum and Instruction Report – Dr. Lamb reported on the Curriculum Institute, AB705, and Guided Pathways being behind schedule. More faculty engagement is needed for testing. Dr. Lamb has met with Dr. Sos and looking forward to the working relationship.
 - Enrollment Report – Dr. Rose noted that SAC met target only by borrowing from summer. SAC will now have to show students are completing through graduation or it will affect the budget. It is no longer “business as usual.” Dr. Lamb reported that summer enrollment is up in comparison to last summer; however, fall is down by approximately 191 FTES. Need to think strategically about hitting target once it is set, develop enrollment management plan and extend it for 3-year period especially as it aligns with the new funding formula.
 - Accreditation Report – The next accreditation visit is set for Spring 2022. Timelines will be developed, ISER (Institutional Self Evaluation Report) needs to be written, cycles of evaluation, assessment and improvement completed to convey in one voice and reflect what SAC is doing. Dr. Lamb and Dr. Hubbard are working together to activate teams from student services and academic affairs to address outcomes. Dr. Rose encouraged anyone interested in working on accreditation to sign up with ACCJC to serve as a visiting team member. She and Kennethia will be visiting Yuba College in October.

4. Administrative Services

- SAC Safety Report – Dr. Rose briefly discussed parking permits and the exorbitant number (over 7000) issued to guests at no cost to the individual. She strongly encouraged that better controls be implemented for issuing of parking permits to guests. Administrative Services and Campus Safety will work to make it affordable for our guests. Dr. Jones discussed parking during performing arts events being a barrier. Lt. Baker briefly provided a brief update on safety and security matters, noting that RAVE alerts provided emergency information during two summer incidents. Campus Safety continues to encourage the use of maxient for incident reports – see something, say something campaign.
- Facility Committee Report – Dr. Hoffman announced the upcoming meeting for the Facilities Committee; noting the new Director of Physical Plant and Facilities, Mario Gaspar, and changes that have been implemented in custodial services. The new Custodial Supervisor is set to begin soon. The Science Center is on schedule for completion in 2021, the Johnson Center to come down in November this year and the Health Science Center to complete in 2022.
- Planning and Budget Committee Report – Dr. Hoffman reported the Planning and Budget Committee recently met on August 7; discussed new funding model with 60% based on FTES 20% based on certificates and degrees accomplished, and the other 20% still pending. Dr. Hoffman and Esmeralda Abejar will be traveling to Sacramento with hopes of gathering more information about the new budget. He is working with College Research to develop a task force to identify data elements for use in the new funding model. It will define a direction for SAC. There was a \$6.67 million ending balance that moves into fund 13. There was actually a much larger ending balance, but \$2.4 million was added to the match for the Health Science building project for the \$21 million target for the project; \$600,000 set aside for facilities and modifications on campus. It is necessary to continue to have robust funding coming into the college due to the increase costs of construction. Currently 85% of budget is personnel costs.

5. Continuing Education – No report.

6. Student Services

- ASG Report – Mr. Moreno provided a brief report of the ASG activities including a workshop for all four branches of student government, budget review, develop the master calendar and brainstorming to get more student involvement. Break the negative vibe of SAC in the community and potentially host a winter formal for faculty, staff, students and community.
- Student Success & Equity Committee Report – No report.

IV. Other Business

1. Request for Authorization to Apply for a Grant

- OC DSN Business & Entrepreneurship – Madeline Grant provided a brief overview of the request for authorization to apply for a grant for the OC DSC Business & Entrepreneurship. It was moved by Dr. Hoffman and seconded by Dr. Lamb to approve the request as presented. The motion passed unanimously.

2. Reorganizations (July 11 vote) Confirmation of Approval – The reorganizations that were presented to College Council on July 9 did not receive a complete vote from the constituency electronically, therefore, with all constituent members present, a confirmation of the vote was made in favor of approving the reorganizations.
 - PT Athletic Field Grounds Worker 10 months to Gardener Utility Worker 11 months.
 - One FT Custodian/Utility Worker – G. Vega; two FT Custodians – G. Godoy and S. Nava; and two PT Custodians - E. Hernandez and J. Amaton assignment and shift changes.
 - One Senior Accountant – M. Reynoso and one Information Systems Specialist – G. Cossio assignment and reporting changes.
- V. **Next Meeting and Adjournment**
The August 22 meeting is cancelled due to conflict with academic senate retreat. This meeting adjourned at 11:35 a.m.