

SAC COLLEGE COUNCIL MINUTES
September 13, 2017

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| PRESENT: | Linda Rose Michael Collins Carol Comeau Frances Gusman James Kennedy Monica Zarske Elliott Jones Madeline Grant Lithia Williams Juan Esqueda, ASG President Pedro Mendez, ASG 2 nd Representative | ABSENT: | Sean Small |
| | | LIAISON: | Scott Baker Christina Romero |
| | | GUESTS: | Martha Montoya-Herrera Brian Sos |

I. Call to Order

Dr. Rose called the meeting to order at 9:04 a.m. and immediately convened the group to the Administration Building second floor landing for the reveal of the recognition wall.

1. Classified/Faculty Recognition Wall Revealed – Christina Romero
The Foundation with support from CSEA and Academic Senate, revealed a new recognition plaque acknowledging distinguished faculty and classified employee of the year chronologically on the Wall of Honor.
2. Enrollment Management Plan
The enrollment management plan was previously distributed to college council members for their review. It was moved by Dr. Kennedy and seconded by Madeline Grant to approve the plan as presented. Mrs. Zarske inquired about the task force that developed the plan. Dr. Kennedy explained the task force was primarily the administrators (deans, Vice President of Academic Affairs and Vice President of Continuing Education), but looking forward to including more faculty and staff. The focus of the task force was to gather accurate numbers/data. The plan was shared with the Academic Senate and various committees that provided input. Dr. Rose discussed planning activities for the year; confirmed College Council will lead the way with constituency representatives sharing information with their respective groups. A subcommittee of College Council can be determined to push out the review of documents. The group continued with a lengthy discussion relating to the various plans at SAC including:
 - Strategic Plan
 - Facilities Plan
 - Educational Master Plan
 - Equity Plan
 - Technology Plan
 - Enrollment Master Plan
 - Student Success and Support Plan
 - Budget Plan

These plans are defragmented and when these are updated, it affects every other plan. These plans need to be looked at every year on an annual basis. There is a need to look at how these plans will be reviewed and approached. By the end of the term (December), College Council will have Values, Vision Statement, and outline for the overall “plan”. Many activities will occur

through College Council. Madeline Grant suggested the review process begin with the Educational Master Plan by December and the other plans to follow by the end of the school year. Dr. Rose pointed out it is important that the plans reflect SAC's concerns for growth and addressing issues on campus. How do we want to approach? How do we want to organize? Where do we find all of these plans? These plans should be noted in the last ISER (institutional self-evaluation report) of 2014, the Follow-up Report of 2016 and the Midterm Report of 2017. A general discussion followed regarding ACCJC standards and writing attempts for the various plans; "we are not creating paper. We are looking at what we are doing, how we are doing it, when we do what we do, why we do what we do, and where we do it." The plans need to reflect what we are doing at SAC. What direction do we want to go in and the #1 goal is student completion; completing programs, courses, and certificates. It is going to require a lot of discussion, but not in little silos across campus. College Council representatives will be responsible for bringing feedback from constituency groups. Dr. Rose will send timeline and priority structure.

With no more discussion, the Enrollment Management Plan was approved as presented. The motion carried unanimously.

3. Vision Statement/Values – These items are part of the planning discussion.
4. Participatory Governance Structure will also be reviewed as part of the planning discussion.

II. **Standing/Continuing Business:**

1. Approval of Minutes – August 23, 2017
The draft minutes of the August 23, 2017 meeting were not available for review.
2. SAC Safety Report – Lt. Scott Baker
Lt. Baker announced that parking enforcement is active in all lots following the two-week grace period.
3. Faculty Senate – Monica Zarske
Mrs. Zarske commented on the first meeting of the Faculty Senate with resolutions started last spring moved forward creating great opportunities for students. New instructional calendars are being reviewed with feedback provided to FARSCCD. Additionally, the Senate discussed goals to accomplish this year. There were some comments from faculty related to DACA students. Faculty discussed ways to assist and support this population of students.
4. Classified Report – Sean Small/Lithia Williams – No report
5. ASG Report – Juan Esqueda
Mr. Esqueda reported that 28 of the 34 ASG cabinet positions are filled. Mr. Esqueda commented on upcoming events and invited staff to support students.
6. SAC Foundation Report
7. Enrollment Update – Carol Comeau
Ms. Comeau shared SAC's target is 6882 for fall with a shortfall of 400 at the beginning of the year. With additional 13 classes to the fall schedule and expansion of fire technology courses, SAC should make up 250-300 FTES with more information available after the second 8 weeks. It will be close but it is still early. Lithia Williams shared that she is happy to see advertising all over the

county. Brian Sos inquired the possibility of offering 12-week classes of which Ms. Comeau confirmed is an option.

8. Accreditation

Dr. Rose confirmed the mailing of the hard copy, electronic, and email versions of the midterm report to the ACCJC. It is the last report submitted to the Commission prior to the next visit in 2021. SAC needs to ensure plans are in place and included in the full comprehensive report that is due prior to the visit. There is time to look at SLOs, IOs, measures, and change as deemed necessary. There is time to look at what is completed and what can change. The ALO role will be incorporated into the job description of the Vice President of Academic Affairs.

III. Shared Governance Reports

1. Curriculum and Instruction Council – No report

2. Facilities Committee –

Dr. Collins announced the next Facilities Committee meeting on September 19 at 1:30 p.m. and invited all to attend the very informative meeting.

3. Planning and Budget Committee

Dr. Collins reported the Planning and Budget Committee met on September 5. The budget assumption for 2017-18 was approved with discussions related to fund 13, carryover amounts. The workgroup is reviewing RAR (Resource Allocation Requests) process to make it more user friendly.

4. Student Success & Equity Committee

Ms. Frances Gusman reported the next Student Success & Equity Committee meeting is scheduled for September 21.

IV. Other Business

1. Reorganizations

- Director of Criminal Justice Academy – Dr. Rose explained that additional programs are being considered for offering through the academy. The facility is owned by the district and utilized through a partnership with the OC Sheriff's Department. However, SAC needs to use the facility to maximum capacity and consider additional programs and course developments that could increase positive attendance. Therefore, this position is needed to work on such tasks. It was moved by Madeline Grant and seconded by Lithia Williams to approve the reorganization as presented. The motion carried unanimously.

V. Next Meeting and Adjournment

The next meeting is September 27, 2017 at 9:00 a.m. in S-215. This meeting adjourned at 10:07 a.m.