

SAC COLLEGE COUNCIL MINUTES
September 27, 2017

| | | | |
|----------|---|----------|--|
| PRESENT: | Linda Rose Michael Collins Carol Comeau Frances Gusman James Kennedy Monica Zarske Madeline Grant Sean Small Lithia Williams Juan Esqueda, ASG President Pedro Mendez, ASG 2 nd Representative | ABSENT: | Elliott Jones |
| | | LIAISON: | Sgt. Monte Huotari for Lt. Baker Christina Romero |
| | | GUESTS: | Maria Dela Cruz Theresa Hagelbarger Mary Huebsch Janice Love Martha Montoya-Herrera Brian Sos George Sweeney Melissa Utsuki |

I. Call to Order

Dr. Rose called the meeting to order at 9:06 a.m. and briefly discussed the new agenda style to include routine items to be reviewed at the first meeting of the month and planning matters to be reviewed at the second meeting of the month. However, with the cancellation of October 9, the agenda for October 25 will include both. Items can be placed on the College Council agenda by contacting Kennethia Vega in the President's Office one week prior to the meeting.

Dr. Rose shared the need to maintain the college image and not create individualized invitations without consulting with the Public Information Office. All information needs to remain consistent and properly represent the college image. A brief discuss followed.

II. Action/Discussion Items

1. College Plans
2. Vision Statement
3. Values
4. Review of Participatory Governance Structure

The draft 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program was presented for review, discussion and feedback. Following a general constituency representatives provided feedback commenting on TLC, program review (completed every four years), department review (completed every three years), and scholarships tied to budgets. It was noted that classified employees are not involved at all in planning processes. A planning calendar was suggested, though such already exists in the October 2017 midterm report. College Council representatives are responsible for sharing information, gathering information and providing feedback of their constituent groups. A true analysis to simplify the planning processes at SAC and streamline paperwork was recommended.

College Council was asked when the last time everyone looked at the organizational charts for the entire college? The following responses were provided: Should College Council review the entire organizational chart, position by position. Why does the college plan? The primary purpose is to provide instruction and support students for completion; completion of class, program,

certificate or degree. How does the organizational chart relate to planning? It is the participatory part of the governance structure. What areas of planning should be a priority for this group? The educational master plan, which includes organizational charts. How are goals aligned with new mission statement? Goals reflect the values of the college. Accreditation is a guide. Review of institutional effectiveness and accreditation focuses on four integrated goals. What do we value and how do we show that we value it? The master plan is why SAC exists. There is a decline in student population. The population of SAC is very different than 50 years ago. Are we providing the same services? What has changed? What makes this important and what we are doing with guided pathways is vital to this college. What are we doing for our students? What programs do we have in noncredit? Does the public want training or GED? The next planning session take the four of these and turn into values and vision as an institution as a whole.

Another suggestion was to begin review of the last approved strategic. How does it relate to the values and vision? A suggestion was made to put all documents in a single H drive file to be accessed by College Council members during the planning and assessment phase of the process. What about TrakDat? It is not consistently used. Without coordination, the faculty continue to feel like the cycles begins new again; several cycles of starting over. Why do we collect data that informs us? Review and assessment by faculty is needed for students. It was stated that faculty are good at starting but fail at support afterwards because a support person is lost or no one is shepherding the process. There is a need to identify specific tasks that require clerical support. It is a mindset shift of where support is needed. If faculty believe that SLO coordinator is a priority, then it should be presented through faculty priorities process. The right person whether classified or faculty needs to be determined. Dr. Rose explained the goal is to end the year with a plan to do what we need to do. Our goal is to review every single planning document on campus. Looking at organizational charts speaks to how resources are allocated.

Mary Huebsch reminded everyone to review and provide input for the draft Integrated Plan. Dr. Rose suggested every committee should be looking at the planning document. This document is what College Council will be working from. There are institutional set standards and required actions, scorecard data (that is 6 years old). Vision statement and values need to be determined first. Dr. Rose requested College Council send ideas for value statements to her.

It was confirmed that Jarek Janio partnered with Dr. Jaros and serves as the TLC chair. Unless the committee decided something different, nothing has changed just because Dr. Jaros is no longer the chair. The process is that the program review goes to the deans. The process continues – business as usual.

III. Standing/Continuing Business

1. Approval of Minutes – August 23, 2017 (available) and September 13, 2017 (not available)

It was moved by Dr. Collins to approve the draft minutes of August 23, 2017 with a correction to the Planning and Budget Committee report to add "in Fund 11" and delete sentence "There is no emergency/slush fund." The motion was seconded by Frances Gusman and carried unanimously. The draft minutes of September 13, 2017, were not available for review.

IV. Other Business

1. Request for Authorization to Apply for Grant
 - Zero Cost Textbook Degree – Phase II – Dr. Rose explained the grant request is a continuation of an existing grant. It was moved by Monica Zarske and seconded by Martha Herrera-Montoya to approve the request as presented. The motion carried with one abstention by Pedro Mendez.
 - SAC Safety Report – Sgt. Monte Huotari provided a brief report on campus incidents including a medical call for a student athlete taken home by a friend upon arrival of fire and ambulance personnel. Sgt. Huotari reported on the continuing safety workshops being offered to staff and discussed the new mass communication system called RAVE. The Great California Shake Out earthquake and evacuation drill are scheduled for October 19 at 10:19 a.m. and 7:19 p.m. Martha Herrera-Montoya confirmed her CERT certification and will follow-up with Campus Safety to offer volunteer service as appropriate.
 - Enrollment Update – Carol Comeau reported on fall enrollment. A total of six courses have been added to intersession schedule and 40 courses have been added to spring schedule. Currently Fall 2017 is below target and will be close at the end of the semester.
 - Faculty Senate Report – Monica Zarske reported the senate sharing message with students about the OCTA bus pass. Over 3000 credit students and 500 noncredit students have taken advantage of the program. The senate is checking on professional development for guided pathways; it is a mindset and revitalization for the entire campus. The faculty priorities committee have rescheduled their meeting for October 13 at 9:00 a.m.-12:00 p.m. The senate has informed faculty of the need to get EEO training in order to serve on a selection committee for the spring. Mrs. Zarske commented on state resolutions and encouraging staff to attend upcoming Soldiers to Scholars event on November 2. The Distinguished Faculty lecture by Catherine Emley is scheduled for November 8 in Phillips Hall. Area D meeting on October 14, SLPA meeting on October 21 and Fall Plenary is November 2-4.
 - SAC Foundation Report – Christina Romero shared information about the SAC partnership with AT&T to support the Veterans Resource Center with a \$25,000 grant that relates to their “Love our Heroes” national campaign. This is record breaking new revenue for the VRC. Ms. Romero briefly discussed the upcoming President’s Circle event with six students and recipients of the foundation work highlighted.
 - ASG Report – Juan Esqueda announced the Latino Heritage event at 11:00-1:00 p.m. at the Johnson Center Patio.
 - Facilities Committee – Dr. Collins announced that the switch to the new gas line will take place for the S Building on September 29. On Friday October 6, HVAC will be shut down at 3:00 p.m. to disconnect from the old system and reconnect to the new system. Employees are encouraged to bring a jacket or layered clothing for next few weeks while the HVAC system is regulated.
 - Mentor Me – Frances Gusman announced four SAC students will participate in the Mentor Me program at Irvine Valley College sponsored by the Irvine Rotary. Dr. Rose is the keynote speaker.
 - Homeless Free Campaign – Dr. Rose shared that SAC provides information to students for obtaining any services associated with being homeless.

While the campus does not have a food pantry, SAC has multiple non-profit resources to assist with the feeding of our students. It is important for SAC students to know where those resources are and where they can get the assistance needed. Without these resources, students could find themselves in detrimental situations that could also affect SAC. It is important for students to feel safe and obtain accurate information. Sean Small noted that CSEA would help with the dissemination of information to students.

V. Next Meeting and Adjournment

The next meeting is October 25 at 9:00 a.m. in S-215. This meeting adjourned at 11:11 a.m.