

SAC COLLEGE COUNCIL MINUTES
October 12, 2016

PRESENT:	Linda Rose Michael Collins James Kennedy Carlos Lopez Sara Lundquist Elliott Jones Monica Zarske Sean Small Lithia Williams Luis Mejia, ASG President	ABSENT:	ASG 2 nd Representative Bonita Jaros
		LIAISON:	Scott Baker, Interim Lt.
		GUEST(S):	Rhonda Langston Janice Love

I. Call to Order

Dr. Rose called the meeting to order at 9:09 a.m. and thanked everyone for their attendance and support of the RSCCD Board Meeting held on campus on Monday, October 10. The Trustees experienced all that staff and students experience everyday on campus with the on-going construction.

II. APPROVAL OF MINUTES – September 14, 2016

It was moved by Dr. Collins and seconded by Dr. Kennedy to approve the September 14 meeting minutes as presented. The motion carried unanimously.

III. STANDING/CONTINUING BUSINESS

SAC Safety Report

Interim Lt. Baker briefly reviewed incidents on campus noting a computer was stolen from an open classroom and reminded everyone to be aware of leaving valuables exposed to possible theft. Interim Lt. Baker also discussed the upcoming Great Shake Out on October 20 at 10:20 a.m. and 7:20 p.m. Everyone will receive a Blackboard Connect message first about 9:00 a.m., then the Burbee system will be initiated over the landline phones, followed by the messaging and sounds of the alarm system to drop, cover, and hold, then everyone is to evacuate the buildings. Due to construction all exits of buildings lead to parking lots. Once the radio rollcall is complete, everyone will be released to return to the buildings. While not all buildings are equipped with the appropriate equipment for evacuating disabled persons, Campus Safety will be working with staff to get someone to the individuals accordingly as part of the drill. This drill will be activated for all District sites.

Faculty Senate Report

Dr. Jones confirmed the faculty senate meeting was conducted yesterday. The first reading of two resolutions regarding CANVAS was presented at that meeting. The resolutions are anticipated to pass at the next senate meeting. The faculty senate also reviewed recommendations for faculty priorities that will be presented to Dr. Rose later today. New faculty are being invited to a meeting in November tailored to get them involved and deepen the faculty leadership bench.

Classified Report

Sean Small reported that after hosting a candidate forum, CSEA has approved the endorsement of Arianna Barrios and Claudia Alvarez. CSEA does not endorse anyone for area 3. These endorsements are posted by CSEA online. After

interviewing all candidates, CSEA is sure about who is not wanted in the RSCCD trustee positions.

ASG Report

Luis Mejia briefly discussed matters related to the election/selection of the RSCCD Student Trustee. One candidate did not meet the requirements, and a new recruitment plan is being implemented. By filling the student trustee position, it will relieve some of the pressure on SAC and SCC ASG presidents. Recently a group of SAC students attended a leadership retreat. They learned about parliamentary processes and the Brown Act. This afternoon ASG is hosting the Hispanic Heritage Month with a variety of activities including faculty and community art, followed by folclórico dancing. The "Get Out the Vote" campaign is in progress. Monica Zarske provided feedback that new student leaders are very positive and ready to do the work ahead.

SAC Foundation Report

While Ms. Romero was not available to provide a report, Dr. Rose commented on the recent CASE conference they attended along with Teresa Mercado-Cota. The presentation done by Ms. Romero was really good and the conference provided good guidance for reaching future donors.

Accreditation Update – No report

Enrollment Update

Carlos Lopez announced that Fall credit is tickling down about .7% with non-credit down 7.9% and overall about 1.4%. The gap developing in public safety programs is being reviewed and staff are working to close that gap over the next year. It is a big gap at this time with about 60 courses and a couple of special topic courses to give the flexibility needed by the public safety partners in the Fall and Spring. A lot of this is tied to on-going curriculum issues. Year to date districtwide is down about 1.8% and 2.8% total. Mr. Lopez briefly spoke about presentation to the Board of Trustees on enrollment on October 10 including comparison to region and state as a whole. There is a trend for SAC of awarding more degrees and certificates. All SAC unique college experiences such as Freshman Experience, Puente, MESA and college promise are having an impact on SAC outcomes. The Board had great questions. Mr. Lopez thanked Dr. Kennedy and Dr. Lundquist for their participation in the presentation to the Board. More classes will be added to the spring schedule, just like the fall semester whereby 20 sections were added. This is anticipated to assist with closing the gap.

Budget Update

Dr. Collins reported that RARs have been reviewed by the Planning and Budget Committee and funded RARs have been sent to the deans with funding attached; 85% were funded through instructional equipment or fund 13. The ending balance really helps SAC to focus on some needed improvements and alignment with RARs process to do a better job of supporting the classroom. SACTAC provided a quick update on CANVAS at the Planning and Budget Committee. The administrative and instructional inventory is being updated; SAC is making headway to mediate classrooms and close that gap with about 2% left to do. The one-time carryover funds must be used this year. An \$80,000 innovation grant has been approved with guidelines developed by Dr. Lundquist which was distributed and discussed briefly noting it is to fund student success. Transformational ideas are being sought out at the rate of \$5,000-\$20,000 each with these one-time funds. An email will be distributed to the campus community soon. Faculty, staff and students can submit

ideas for use of the grant funds' even teams are suggested to respond to providing something different to encourage students to complete their programs. Dr. Collins continued with his report stating that SAC is investing in the college schedule to close the FTE gap; investing in intersession and spring; to get students what they need; also increasing distance education offerings. The ability to train faculty and develop curriculum that helps students become full-time students; working to increase the student experience. SAC President's Cabinet is working through program review and what are the personnel needs. The time has come to make sure SAC has the ability and priorities to hire classified to increase capacity and move into the next realm. Making sure they are sustainable over through 2020-21; considering current revenue and revenue generation.

Calendar of Events

The calendar of events was reviewed and briefly discussed.

IV. SHARED GOVERNANCE REPORTS

Curriculum and Instruction Council

Monica Zarske reported on the work completed by the Curriculum and Instruction Council related to reading proficiency has been moved onto the academic senate. The committee is also working on curriculum and moving forward with State-Wide issues of "what matters" in CTE. The work is on-going to update information get new information and updating campus information – the committee work is on-going never ending.

Facilities Committee

Dr. Collins announced the next Facilities Committee meeting is on October 18 at 1:30 p.m. and invited the campus community to attend to hear updates on facilities, master plan and very robust discussion on all phases of construction.

Planning and Budget Committee

Dr. Collins announced the Planning and Budget Committee convened last week with a discussion focused on evaluation of the RAR process. Taking evaluations of RAR process to determine whether the process works, what doesn't work and what are some suggestions for improvement.

Student Success and Equity Committee

Dr. Lundquist distributed draft minutes of the September 15 Student Success and Equity Committee meeting noting that upon approval, the final will be posted on the website. Dr. Lundquist discussed the progress of ASG and the organizational design. She discussed BOG posters, strategies and matters related to students losing their BOG; ways to show students what success looks like and what success means in the classroom so as not to lose BOG. Next Student Success and Equity Committee meeting is scheduled for next week.

V. OTHER BUSINESS

1. Reorganizations

- Student Services Coordinator (new) – Dr. Kennedy explained the critical need for the position and explained how the position would be funded. The position would coordinate the efforts of outreach team at CEC. Due to a lack of quorum or representation by all constituents, it was determined that an email with voting mechanism would be sent out to members to vote on this item. The item was approved as presented and sent forward to HR accordingly.

2. 2016 Factbook

Janice Love briefly reviewed and explained the 2016 Factbook that was produced by the college research department at SAC. It is a snapshot of the campus this year including enrollment, transfer, degrees awarded and continuing education statistics. She also noted that future publications should include scholarship and grant information. She asked that feedback regarding this first edition be provided to her in the college research department. Also additional copies can be provided upon request. Ms. Love also briefly reviewed the online dashboard tools that feature TABLEAU, SEAT (course completion rates) and demographic programs available to staff to assist in program review and future planning. She also confirmed that research data is available upon request through the college research department. Dr. Sweeney and Whitney Youngren are providing updated and improved training for faculty and staff.

VI. ADJOURNMENT

The next meeting is scheduled to be online via cccconfer on October 26; unless there is a need to meet in person. This meeting adjourned at 9:58 a.m.