

SAC COLLEGE COUNCIL MINUTES  
November 8, 2017

PRESENT:	Linda Rose Michael Collins Carol Comeau Frances Gusman James Kennedy Monica Zarske Elliott Jones Madeline Grant Theresa Hagelbarger Lithia Williams Juan Esqueda, ASG President Pedro Mendez, ASG 2 <sup>nd</sup> Representative	ABSENT:	Sean Small
		LIAISON:	Lt. Scott Baker Christina Romero
		GUESTS:	Brenda Estrada Teresa Mercado-Cota Martha Montoya-Herrera Michelle Priest Melissa Utsuki

**I. Call to Order**

Dr. Rose called the meeting to order at 9:04 a.m.

**II. Action/Discussion Items**

Dr. Rose discussed the need for volunteers (representing each constituent group) to serve on the planning workgroup to develop needed tools for planning. The meetings are tentatively scheduled for Fridays in January 2018. The final product will address planning processes such as RARs, fiscal, program review, enrollment, facilities, and so forth. The last accreditation visit was Fall 2014; the next accreditation visit is spring 2022. Data must be reviewed and determinations made for improvement. What is the primary purpose at SAC? To serve students, completion, inspire, transform and empower – serving students! A general discussion followed about timeframes for annual, quadrennial and planning cycles. The following plans were discussed:

- Enrollment Management Plan is reviewed continuously and annually, with targets developed during the summer.
- Participatory Governance Structure: each governance committee continuously reviews and annual review submitted to College Council.
- Program Review (from every functional area) for evidence from which to discuss. Every area represented at College Council should bring such reviews forward. What are the planning documents that exist? Whatever exists needs to be discussed at the same time and people will know about where things are.
- Integrated Planning – BSI, SSSP & Equity
- Educational Master Plan is the driving force for all other plans; it is the why?

**1. Vision Statement**

Monica Zarske discussed her understanding of the mission statement and the vision statement, which is where SAC could highlight what we are doing for our students. So it is about identity strength and making sure we have the evidence, knowing our identity and what we are doing well and pull from there.

Dr. Rose led an exercise for developing two statements from each question that was presented at the October 25 meeting; the council separated into smaller groups and presented the following statements based on their discussion:

**Overriding purpose**

Group 1 – Create environment of discovery, educate students and improve lives.

Group 2 – Assure access, cultivate and support the growth of our students that ensures career development and degree attainment/completion.

Group 3 – Create an environment of discovery to challenge, educate, and empower students to improve their quality of life.

Group 4 – Create environment of discovery, promote completion, educational goal for all students.

Group 5 – Educate students and improve lives by promoting completion to all. Create environment of discovery that allows access for all students.

**Ultimately, achieve or create**

Group 1 – Prepare students for the workforce through certificates or transfer or pathways, prepare students from programs through pathways to achieve, inspire, and transform students into citizens of the world.

Group 2 – Create individuals with the knowledge, responsibility, and agency who can achieve their educational and career goals.

Group 3 – Prepare students for the workforce through certificates or transfer or pathways. Prepare students from programs through pathways to achieve, inspire, transforms and empower. Transform students into citizens of the world by building confidence in themselves.

2. Values – No discussion

**III. Standing/Continuing Business**

1. Approval of Minutes – October 25, 2017

It was moved by Monica Zarske and seconded by Dr. Collins to approve the minutes of October 25, 2017 meeting as presented. The motion carried unanimously.

2. President

- Classified Report – No report.
- SAC Foundation Report – Christina Romero discussed the employee giving campaign, donors and reaching their \$10,000 goal with Jessica leading the team. She also discussed the Pave the Way brick campaign that will include different price points and donor opportunities to give more. In concluding her report, she briefly discussed the upcoming grand opening of the central mall and Schools First Federal Credit Union Plaza scheduled for Friday, March 23, 2018.

3. Academic Affairs

- Faculty Senate Report – Monica Zarske reported on the attendance of her and other senators at Fall Plenary. She noted the “hot topic” was the development of the newest community college entirely online. Dr. Rose recalled that the Board of Governors had a special signing ceremony at their meeting in September with Western University (online college).
- Curriculum and Instruction Report – No report.
- Enrollment Report – Carol Comeau reviewed enrollment data noting the drastic decline due to no-shows and instructor drops. Ms. Comeau also

discussed addendum process to the catalog. It is hoped that an electronic catalog can be implemented by Spring 2018.

- Accreditation Report – No report.
4. Administrative Services
- SAC Safety Report – Lt. Baker discussed safety officers locking/unlocking doors for staff and procedures for that service. All buildings on campus will be opened by 7:00 a.m. and closed by 10:00 p.m. Monday through Friday. Campus gates will be closed by 10:30 p.m. with access only through the front on 17<sup>th</sup> Street. If a room needs to be opened earlier, staff should contact campus safety and make sure they have their staff identification card to show to officer for gaining access to the room.
  - Facility Committee Report – Dr. Collins reported on the actions and discussions of the last Facility Committee. He stated the College hosted an ADA listening forum at SAC and SCC to bring concerns to light; including curriculum, instructional delivery, facility and electronic access. The Johnson Center is now closed with demolition scheduled after the Spring semester concludes.
  - Planning and Budgeting Committee Report – Dr. Collins reported on the actions and discussions from the last Planning and Budget Committee meeting. The resource allocation request (RAR) process is being reviewed for improvement. Madeline Grant discussed the pressure for deans to approve RARs by the end of the fall and now having them approved in the Spring for the following fiscal cycle is great improvement, providing more flexibility in the fall semester. Dr. Collins distributed a draft copy of the SAC Resource Allocation Request (RAR) procedures, which will be part of the Planning and Budget Annual review process to be completed within the next month. Additionally, Dr. Collins distributed for information only a copy of the SAC Equipment and Software Purchases FY 2016/17. In concluding his report, Dr. Collins confirmed the first quarter reports indicate SAC is in good shape. The next quarter report will be half-time and provide a better overall picture of the projected ending balance.
5. Continuing Education – No report
6. Student Services
- ASG Report - Juan Esqueda distributed a flyer for the Native American Heritage Day Thursday, November 9 and encouraged all to attend. Martha Herrera-Montoya briefly discussed upcoming PTK (Phi Theta Kappa) event encouraging students to pledge completion of their educational goals. Dr. Rose shared details about her recent meeting with students and their suggestion for communicating with them. Melissa Utsuki explained the confusion students have when some have SAC student email and others do not; or why the email systems isn't used to communicate to all students; and what about bulletin boards. Dr. Collins confirmed bulletin boards would return as construction is completed. Many students use social media, but it is not the only means of communication. They appreciate the opportunity to share their ideas. A lengthy discussion continued about student email and accessibility. Brenda Estrada extended appreciation to all that attended the Veterans Event commenting on the amazing donations

and guests in attendance. The check presentation from AT & T is Thursday, at 9:30 a.m. and all are invited.

- Student Success & Equity Committee Report – Dr. Rose commented on the formal process for replacing the Student Equity Coordinator as Dr. George Sweeney is stepping down at the end of the semester.

**IV. Other Business**

1. Request for Authorization to Apply for Grant

- Song Brown Grant for Nursing-Capitation 2018-2020

Carol Comeau briefly reviewed the request noting it is a continuation of an existing grant.

- Song Brown Grant for Nursing-special Programs 2018-2020

Carol Comeau briefly reviewed the request noting the continuation of an existing grant for another two years.

It was moved by Monica Zarske and seconded by Frances Gusman to approve both requests for authorization to apply for a grant as presented. The motion carried unanimously.

**V. Next Meeting and Adjournment**

The November 22 meeting is cancelled with the next meeting scheduled for December 13 at 9:00 a.m. in S-215. This meeting adjourned at 11:03 a.m.