

SAC COLLEGE COUNCIL MINUTES
July 10, 2013

PRESENT:	Erlinda Martinez Michael Collins James Kennedy Sara Lundquist Linda Rose Janet Grunbaum	ABSENT:	Madeline Grant John Zarske Sean Small ASG President ASG Representative
		LIAISON:	Christina Romero
		GUESTS:	Rhonda Langston

I. CALL TO ORDER

Dr. Martinez called the meeting to order at 9:13 a.m.

II. APPROVAL OF MINUTES – May 8, 2013

The minutes of the May 8 meeting were presented for review. With no changes or edits submitted, the minutes of the May 8 meeting were approved as presented by consensus.

III. SPECIAL/NEW ITEMS

Board Update

Dr. Martinez announced the next board meeting will be held on July 22. The tentative budget has been approved and staff is still working on what the final adopted budget will be. Dr. Martinez briefly reviewed and discussed the vacant position list (attached) noting that a few vacant positions will be filled. One of the new positions being requested is a Campus Budget Manager. This position is necessary due to the control of budget being retained by the college. SAC brings in approximately \$24 million per year in categorical and foundation funds in addition to the oversight of the general budget now controlled by the college. This position along with other reorganizations were discussed and approved at the May 8 college council meeting. Positions to be filled from the vacant position list include: Dean of Science and Math, Vice President of Continuing Education, and Dean of Fine and Performing Arts. Other classified positions that are to be filled include Lead Groundskeeper, Intermediate Clerk (CEC), new part-time ongoing student life coordinator (reorganization of full-time to part-time classified and part-time faculty), administrative secretary (Fine and Performing Arts Division), administrative clerk (CJ Academies), and Distance Education Services Specialist (Distance Education). These classified positions are needed to stabilize the institution. The President’s Cabinet will review this vacant position list again in January when more is known about the budget situation. Dr. Collins pointed out the fund 13 is the result of savings realized from some of these vacant positions.

Accreditation

Dr. Martinez explained that an area of concern is the adequate representation of students on standards committees. With that in mind, a stipend will be provided for such students. This will be worked out with ASG and student life. Dr. Lundquist added that faculty nomination of students to participate will also be considered.

Comprehensive Master Plan

Dr. Martinez noted that a draft of the comprehensive master plan is being prepared but is not yet available for distribution.

Staff Dining Room

During a user group meeting for the Johnson Center, a discussion came up about a staff dining room. While Dr. Martinez cautioned that a decision has not been made, she wanted to open the discussion for the pros/cons of having a staff dining room on campus. Mrs. Grunbaum expressed that staff want a place to go and eat lunch, meet with colleagues and take a break. Criteria would need to be defined as to who would be permitted in such dining room (i.e., any and all staff and/or guests/students as invited by staff). This would not be a student lounge but a student could be a guest of a staff member similar to a faculty lounge at UCI – only staff are permitted all others may enter only as a guest of a faculty or staff member). A brief discussion followed.

IV. STANDING/CONTINUING BUSINESSSAC Safety Report – No report

Dr. Collins briefly discussed the upcoming ICS Table Talk Exercise being planned for August 16, 9:00 a.m.-11:00 a.m. He also discussed workshops being offered during flex week. Additionally, a discussion followed about having an emergency preparedness workshop along with supplies and products related to survival kits to be available for purchase.

Faculty Senate Report – No report

Dr. Martinez announced that John Zarske is the new president of the academic senate. Unfortunately, he was unable to attend today's meeting. Mr. Hicks was unavailable due to his summer teaching schedule; Ms. Grant and Ms. Porter were not available during this time. Dr. Martinez discussed upcoming projects and possible groundbreaking for the STEM (Science) Building to be scheduled before the 100th anniversary in 2015-16.

Classified Report – No reportASG Report – No reportSAC Foundation Report

Ms. Romero briefly discussed the silent mode of the centennial campaign with the first \$1 million single donation effort by the Fainbargs. There is only about \$200,000 left of the Foundation's match fund to support the centennial campaign. Ms. Romero shared draft copies of the centennial marketing piece and additional opportunities to donate as a way of honoring loved ones by purchasing name plaques to be placed on a bench, brick or naming of a tree in the proposed upgraded mall area or centennial garden at 17th and Bristol. The Foundation Office is working with the Scholarship Office to create an increase in payroll deductions by 25-30% this year. Ms. Romero concluded her report by noting the next Foundation Board meeting is next week.

Enrollment Update

Dr. Rose reported that SAC met target. Summer offerings were increased by 10%, and Fall offerings will be increased in an effort to capture growth money. The challenge will be space and room availability. Areas that increased offerings include career technical education courses, transfer courses and basic skills

courses. Dr. Rose also pointed out that more courses are being offered on Saturday mornings.

Calendar of Events – Briefly reviewed.

V. **SHARED GOVERNANCE REPORTS**

Curriculum and Instruction Council

Accreditation Committee

Technology Committee

Facility Committee

Dr. Collins briefly discussed current projects including the perimeter project specifically noting that the 17th Street entrance is expected to be open by August 26. Parking lots 6 and 8 closed for resurfacing work that began on July 15 and is expected to open prior to August 26. The new soccer field is nearing final stages with a proposed grand opening being considered for a date in September. Work on the gym monument stairs has begun which affects parking lot 1. Johnson Center programming draft should be completed within the next week. Campus painting, infrastructure, and general clean-up has begun to prepare for the fall semester. SAC was successful in acquiring the corner property at 17th and Bristol on a 60-day lease and then the sale will be final (this is standard lease/sale of property process). Dr. Lundquist added that some student services offices will be moving as a result of the renovation to the planetarium. Dr. Collins also discussed the re-keying project and noted that keys will be issued through the Administrative Services Office at the beginning of the semester but will be moved to M & O office on September 6. Deanne Quiggle has also been moved to the M & O Office to provide clerical support to Facilities Manager, Mark Wheeler.

Dr. Collins briefly discussed the proposed swing space (temporary bungalows) to be used for occupants of Dunlap Hall and then Johnson Center during respective renovations. The discussion is in the final design phase with delivery anticipated for the spring.

Planning and Budget Committee

Dr. Collins confirmed that staff is working on the adopted budget for 2013-14 now that the Legislature has approved the State budget. The district adopted budget will be presented at the September 9 board meeting. Dr. Collins plans to attend the Chancellor's Office Budget Workshop on August 6 to find out how much money SAC will get; though there is no expectation for real new money in fund 11 (general funds). Fund 13 is a crutch for SAC to support one-time needs. A focused effort is needed to stabilize the institution. After the adopted budget is approved, consideration of allocation requests will be reviewed in accordance with the planning and budget priorities for 2013-14.

Student Success Committee

Institutional Effectiveness and Assessment Committee

Safety and Security Committee

VI. OTHER BUSINESSGrant White Sheet

Dr. Rose presented a request for authorization to apply for a grant for a project titled: NSF WIDER: Widening Implementation and Demonstration of Evidence-Based Reforms. She explained the grant would support the redesign of Math 60 and Math 80 of which the department is in the process of doing. This grant does not require a dollar match but another in-kind match such as dedicated classroom and computer lab space and staff. The total \$250,000 would support the project initiator (PI) and reassigning the math coordinator. The grant provides options for full and part-time faculty to attend conferences, but none of the funds can support the dedicated classroom and computer labs. After a lengthy discussion it was determined that SAC not apply for this grant but a Title V grant instead which would include funding to modify facilities with a longer funding period.

Meeting Schedule 2013-14

The college council meeting schedule was distributed via email and hard copy during the meeting. It was briefly reviewed and discussed to confirm the in-person and online meetings.

Professional Development

Professional development is an area that SAC administration wants to improve upon and need constituency representatives to be a part of the committee discussions. Dr. Chaplin, prior to her departure from SAC, completed a survey that can be used in the discussions to improve professional development. An initial meeting will be scheduled for mid-September. The President's Cabinet has set aside \$10,000 to be used for this purpose. Please forward to the President's Office names of constituency representatives to participate on this committee.

Smoking Policy – E-Cigs

An inquiry was brought up regarding the use of e-cigarettes on campus. Following a brief discussion, it was determined that the e-cigarettes should be treated the same as other tobacco products and should be restricted to designated areas only. A separate discussion ensued with direction that new signs be purchased and installed to identify such designated areas.

Future Agenda Item

Dr. Rose asked that college council begin the discussion on a future agenda about determining a college hour on campus.

VII. ADJOURNMENT

The next meeting is scheduled for August 14 at 9:00 a.m. in S-215. This meeting adjourned at 10:32 a.m.