

SAC COLLEGE COUNCIL MINUTES
December 11, 2013

PRESENT:	Erlinda Martinez Michael Collins Linda Rose John Zarske Janet Grunbaum Sean Small Rhonda Langston Jorgie Sandoval, ASG President	ABSENT:	James Kennedy Sara Lundquist Madeline Grant Jonathan De La Mora
		LIAISON:	James Wooley
		GUESTS:	Monica Porter Cher Carrera

I. CALL TO ORDER

Dr. Martinez called the meeting to order at 9:10 a.m.

II. APPROVAL OF MINUTES – November 13, 2013

The minutes of the November 13 meeting were presented for review and approval. With no comments or changes submitted, the minutes were approved as presented.

III. SPECIAL/NEW ITEMS

1. Board Update

Dr. Martinez reported the Board elected new officers for 2014 at their meeting on Monday, December 9. Trustee Jose Solorio will serve as President, Trustee Labrado will serve as Vice President and Claudia Alvarez will serve as Clerk. An update on accreditation and enrollment was also presented to the board at that meeting.

2. Accreditation

Institutional Effectiveness Survey

Copies of the results from the 2007 and 2013 Institutional Effectiveness Surveys were provided to members (these documents were also provided via email). A general discussion followed about how each of the constituency groups is communicated with and how to improve that communication. A suggestion was made to do more training for constituency leaders for the shared governance committee members identifying their roles and responsibilities. Dr. Martinez noted the importance of the surveys including the review of feedback and what is done as a result.

3. Smoking/Tobacco Policy

The Facilities Committee recommended a revised Tobacco Free Campus Declaration (policy). After further discussion and a suggestion to include the government code citation that dictates no smoking within 20 feet of a public building, the policy was approved. The approved document will need to be included in the next catalog and the student handbook. Appropriate signage and enforcement will follow.

4. Request for Authorization to Apply for a Grant (draft) (this item remains tabled by the Academic Senate President)

IV. STANDING/CONTINUING BUSINESSSAC Safety Report

The Significant Incidents Report for the period November 11 through December 9, 2013 was disseminated to members present. Lt. Wooley briefly reviewed each incident noting a correction to the incident report on December 5 as a Hit and Run was in fact Grand Theft. The property was successfully retrieved using the assistance of the surveillance camera to identify the suspect.

Campus Safety/Emergency Preparedness

Lt. Wooley announced future emergency preparedness courses will be offered during flex week in February 2014 and emergency kits will be offered through the Bookstore.

Faculty Senate Report

Mr. Zarske reported on the last academic senate meeting of 2013. He also discussed his attendance at the CSULB Educational Leadership Forum that focused on common core curricula. Dr. Martinez noted the presenter at the forum, Dr. Jeff Hittenberger, Chief Academic Officer at the Orange County Department of Education, has accepted her invitation to be part of the Winter Convocation program. Mr. Zarske continued with his report announcing an EEO training to be scheduled on Tuesday of Flex Week so that department chairs are ready for the upcoming recruitment and selection of new faculty.

Classified Report

While classified representatives had no specific item to report, Mr. Small confirmed that classified staff are very busy closing out fall semester and gearing up for intersession. Mr. Small also noted his work with classified committee representatives to file reports from their various shared governance committee meetings.

ASG Report

Mr. Sandoval announced that CEC student leadership conference was today and ASG was eager to encourage non-credit students to move over to the credit side of the house. ASG is accepting toys for their annual toy drive through Thursday with receptacle boxes in the Administration Building and the Spot. ASG will host a legislative workshop in January to train future leaders and equip them with tools for serving on governance committees; explaining their purpose and roles as Mr. Sandoval prepares to transfer this fall.

SAC Foundation Report

In the absence of Christina Romero, Dr. Martinez reported on the Annual Wine Tasting Fundraiser for the VRC held at the Santora Building on Thursday, December 5. The projected net raised is \$18,000. Dr. Martinez also commended Madeline and Ronnie Grant for donating the wine to the event. In the future, Dr. Martinez suggested such event be held closer to September 11 or Veteran's Day in November.

Enrollment Update

Dr. Martinez and Dr. Rose reported that SAC is projected to be 200 over target for the year. Dr. Rose is very pleased with these projections even though positive attendance numbers are not yet known. Dr. Rose noted that some classes may be added to the spring schedule. Dr. Martinez confirmed that she is working to finalize the faculty priority list.

Calendar of Events

The calendar of events were noted including the annual staff holiday celebration on December 17, campus closure for December 23-January 1, 2014, Intersession to begin on January 6 and college council retreat on January 22. The Winter Convocation is planned for Friday, February 7.

V. SHARED GOVERNANCE REPORTSCurriculum and Instruction Council

Ms. Porter commended faculty that have been very diligent in completing the submission processes of the AAT Degrees. SAC now has a total of 21 AATs; with three more (in Physics, Philosophy, and TV/Film) to go to hit our target. Dr. Rose noted that with the AATs, a pathway must be available to students to complete the degree.

Accreditation CommitteeTechnology CommitteeFacility Committee

Dr. Collins reported that lot 1 continues to be on schedule with projected opening in early January. The District is now working on the R Building railing project that will hopefully be completed during the winter break. The lease-lease-back method of delivery was approved by the Board and is now in place for Planetarium, the Village, parking lot 11 and Dunlap Hall projects.

Planning and Budget Committee

Dr. Collins reported that the budget process is running smoothly. The ability to run cash flow reports is very helpful. Currently SAC is at 38% of total budget with the performance rated extremely well. The 2014-15 budget manual is being prepared and will include guidelines for purchasing and budget change procedures. A workshop for RAR – Resource Allocation Requests was held on December 9.

Student Success CommitteeInstitutional Effectiveness and Assessment Committee**VI. OTHER BUSINESS**Request for Authorization to Apply for a Grant

Dr. Martinez discussed the request to apply for the SB 1070 Career Technical Education Pathways Program Grant for an estimated \$1,979,492 with no match required. SAC is part of a regional OC consortium of nine community colleges to develop a plan to improve links and pathways from course sequence to work. Bart Hoffman serves as SAC representative on this consortium.

Reorganization

Dr. Martinez explained the need for the reorganization of an Intermediate Clerk (.475 FTE) with bilingual stipend to an Admissions and Records Specialist I (.475 FTE) with bilingual stipend at a minimal increase of salary/benefits at CEC. The position is currently vacant. There were no objections therefore the reorganization was approved for submission to Human Resources for further processing.

Paralegal Program

Dr. Martinez announced the SAC Paralegal program has agreed to a pathway project that links students with guaranteed admissions to law schools. This is a partnership with UC Irvine who suggested that SAC participate in the program.

In other business, Dr. Martinez noted the recent article in the OC register that announced SAC as the only California recipient of Part II of the Lumina grant.

VII. ADJOURNMENT

The next meeting is January 8. This meeting adjourned at 10:20 a.m.