

SAC COLLEGE COUNCIL MINUTES  
March 12, 2014

PRESENT:	Erlinda Martinez Michael Collins James Kennedy Sara Lundquist Linda Rose John Zarske Monica Porter (Grant) Janet Grunbaum Jorgie Sandoval, ASG President	ABSENT:	Jonathan De La Mora Madeline Grant Sean Small
		LIAISON:	John Follo Christina Romero

**I. CALL TO ORDER**

Dr. Martinez called the meeting to order at 9:04 a.m. and introduced the new interim Lt. of Campus Safety and Security Mr. John Follo. Lt. Follo provided a brief history of his 30-year career with SAPD and OC Swat Team, FBI and CIA task forces. SAC is proud to have Lt. Follo join the campus community.

**II. APPROVAL OF MINUTES – February 26, 2014**

The minutes of the February 26 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 announced the Board took action at their meeting to approve the recommendation of Mr. James Kennedy as the Vice President of Continuing Education and thus removal of the word "interim" from his current title. Dr. Martinez also commended SAC Dean Loy Nashua and SCC Dean Syed Rivzi for their joint presentation to the board regarding veterans programs on campus. The office traffic flow is amazing – demonstrating the increased demands for service by our veteran students.

2. Strategic Plan

Dr. Martinez briefly discussed the draft strategic plan that was presented within the summary of the retreat notes of January 22, 2014. This draft was presented as a first reading with a request that college council members review and provide feedback at the next meeting on March 26. Dr. Martinez recapped some of the recommendations including SACTAC becoming a subcommittee of Planning and Budget, IE&A becoming part of the Accreditation Committee, and recommendations for some committees to revamp their membership and focus. It is anticipated that once approved, the changes will become effective July 1, 2014. A big part of the strategic plan is student achievement (SLOs), institutional goals and how the scorecard is used to assess progress including the audacious goals presented to faculty by Dr. Martinez in previous years. College Council is the governing body to determine the institutional goals for SAC. These recommendations will be further discussed at the next meeting which will be in-person on March 26 instead of online. Additional topics of discussion included the importance of having a researcher and project manager on campus.

**IV. STANDING/CONTINUING BUSINESS**SAC Safety Report

Interim Lt. Follo presented a verbal report of recent incidents on campus including student report of harassment, medical aid with individual taken to St. Joseph and a hit-and-run accident at 17<sup>th</sup> and Bristol whereas SAC provided video assistance to SAPD. There may have been some initial communication difficulty but that has now been resolved. There was also a report of a student tripping on the sideway on campus which has been captured on video and sent to risk management for further consideration.

Campus Safety/Emergency Preparedness

While the audible fire alarm did not work during the recent drill, Lt. Follo confirmed the issue has been fixed.

Faculty Senate Report

Mr. Zarske reported on the recent faculty senate meeting, including that plenary is scheduled for spring break. While there are several resolutions being considered, a main focus is on the potential offering of BA degrees at the community college level. Mr. Zarske confirmed that the RSCCD remote system is still experiencing some difficulty and he will bring up at the next District Council meeting. SACTAC has made some recommendations that have expenses attached to them and such is being routed to the Planning and Budget Committee. Dr. Martinez noted that in the proposed structure, that scenario would be the natural progression for recommendations from SACTAC to Planning and Budget, prior to College Council approval. Dr. Collins noted the need for a stronger connection of hardware planning and purchasing through the allocation process. Mr. Kennedy discussed conversations with SACTAC co-chairs regarding their mission primarily being instructional and serving the academic needs of the campus. A follow up discussion related to the membership of SACTAC being reconsidered and more defined. Mr. Zarske continued with his report noting feedback on the proposed offering of BA Degrees that faculty are okay with the idea but do not what resources to go to that project. Madeline Grant discussed the Distinguished Faculty nomination process and ways to utilize previous winners' talents and raise awareness.

Classified Report

While there is no specific item to report, Ms. Grunbaum noted she will hold comments relative to classified survey for the specific agenda item later in the meeting.

ASG Report

Mr. Sandoval briefly reported on upcoming student events including student leadership retreat, black history month activities, KinderCaminata student volunteers, and ASG elections.

SAC Foundation Report

Ms. Romero announced that the Centennial Planning Committee is underway; planning the celebration of SAC's 100<sup>th</sup> anniversary. It is anticipated that an event planner will be hired. A donor recognition reception is being planned for April. She also distributed a copy of the SAC Fire Academy Fund adding her commendation of the Orange County Fire Chiefs Association which recently donated \$5000 to the fund. Ms. Romero also noted the upcoming scholarship ceremony on May 16 (of which Dr. Martinez announced she will be unable to attend). Other topics of discussion include the idea of supporting faculty in the

publication of books and purchasing faculty work to be held in the library. Dr. Rose and Ms. Grant will discuss this project further with Ms. Romero.

#### Enrollment Update

Dr. Rose reported that enrollment is going to make target. Intersession numbers were good. Some changes are being made to the fall schedule affecting all areas of discipline to better serve students. In fall 2014, SAC will roll out degree pathway for business and general education. Dr. Rose also discussed the increased number of students enrolled in online courses only.

#### Accreditation

- Dr. Rose anticipates the classified survey being distributed on Monday, March 17. A meeting is scheduled for next week for the standard II team. Standard II is the heart of the self evaluation report and much remains to be done. The co-chairs meeting last Friday focused on the development of evidence lists and determining the relevance and linking appropriately for easy access.
- The campus open forum is Friday, March 21 at 10:00 a.m. in A-210. The first reading of the draft self evaluation report by the Board will be May 27 and expected approval by June 9. After approval it will be submitted to the commission at least 90 days prior to the visit in October.

#### Calendar of Events

The calendar of upcoming events was reviewed, noting the Classified Take a Break with the President on March 13 at CEC, the partnership with PBS to premier the Ruben Salazar film – Man in the Middle on April 3 at 6:30 p.m. in Phillips Hall with a small reception to follow. The SAC Annual Ed Arnold Golf Classic is set for May 5.

## **V. SHARED GOVERNANCE REPORTS**

#### Curriculum and Instruction Council

#### Technology Committee

#### Facility Committee

Dr. Collins announced that the next Facilities Meeting to be held on March 18. Conceptual drawings for the central quad will be presented. The 3-PAC project (Planetarium, parking lot 11 and the temporary village) construction will begin soon. Lot 11 and the old soccer field will be closed on Thursday. Some parking spaces in Lot 9 will be taken away near the softball field for staging for the water basin field (percolation field) till September. Friday the Planetarium and central quad will be closed off for underground utility work. Signage and maps will be posted. There will be several roofing projects completed over the summer to include Buildings C, H, N, P and R. Bids go out soon. Leveling of the sod on the softball field will begin in May through October. LED light replacement project has begun and will continue through June.

#### Planning and Budget Committee

Dr. Collins reported that at the last meeting of the Planning and Budget Committee the SAC budget calendar, FON (Faculty Obligation Number) and hiring process and funding structure were reviewed and discussed. The vacant position list and IT replacement plan were also discussed. Some resources will be allocated to support the IT replacement plan. The District budget calendars were approved but the budget assumptions were not due to questions. Another meeting has been scheduled to discuss those questions and obtain further

clarification. SAC 2014-15 budget assumptions have been drafted and will go to next planning and budget meeting on April 15. Currently SAC is performing at 3% under budget with a projected \$1.5 million ending balance. However, the new faculty hiring will sweep up any projected ending balance.

#### Student Success Committee

Dr. Lundquist reported that the student success committee met last week. The committee took a look at model best practices that other colleges are using where students enroll for an entire year of courses. There were many questions, but it is a student success strategy and provides a pathway for students to attain their goals. Currently three to five community colleges have done this. Another topic of discussion is to develop a student success plan and an equity plan by mid-October. Dr. Lundquist also discussed achievement gaps. In an effort to improve completion, we have embarked on an exciting project for English and Math boot camp which includes nine days of intense instruction and retesting. This is a new partnership with SAUSD. Also new writing samples are being piloted to assist with the proper placement of students. If SAUSD high school students complete the writing course with an A or B they can be placed in Freshman Composition 101. More discussion will be set with faculty, Dr. Lundquist and John Zarske. It has been recommended the committee be called the Student Success and Equity Committee.

## **VI. OTHER BUSINESS**

### 1. Reorganizations

- Upward Bound – special funding supports these positions. A comment was made about the new health care act and the impact on part-time positions. Human Resources is working on a plan to restrict part-time employment to less than 25 hours.
  - Counseling – the request is to make the part-time student services coordinator a full-time position and is supported through restricted funds.
  - Health Center/Career Center – using restricted funds to support a part-time position being made into a full-time position to support gear-up programs.
- These reorganizations were approved as presented and will be sent on to HR for further processing.

### 2. Other

ASG President Jorge Sandoval expressed student concerns and was directed to share such with the Campus Safety Committee. A follow-up discussion about directional signs, maps and information about construction would be helpful in the central quad.

## **VII. ADJOURNMENT**

The next meeting is March 26 at 9:00 a.m. in S-215 instead of online via cccconfer. This meeting adjourned at 10:30 a.m.