

SAC COLLEGE COUNCIL MINUTES  
May 13, 2015

PRESENT:	Erlinda Martinez Michael Collins James Kennedy Sara Lundquist Omar Torres Bonita Jaros John Zarske Madeline Grant Cher Carrera Pam Hernandez Raquel Manriquez	ABSENT:	Maria Taylor Monica Porter
		LIAISON:	Liz Motley (for Colver) Christina Romero
		GUEST(S):	Rhonda Langston

**I. Call to Order**

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

**II. APPROVAL OF MINUTES – April 22, 2015**

The minutes of the April 22, 2015 meeting were presented for review. There was a minor edit to the Call to Order opening sentence by Dr. Martinez on page 1, but no other edits, corrections or objections were received; therefore, the minutes are approved as corrected and posted accordingly.

**III. SPECIAL/NEW ITEMS**

1. Board Update

Dr. Martinez expressed congratulations to Raquel Manriquez for being elected as the RSCCD Student Trustee for 2015-16. She will be sworn in at the Board's June meeting. During the May 11 Board Meeting there was a lengthy presentation by the RSCCD Foundation concerning issues related to the Saudi Arabia agreements. The RSCCD Trustees continued to show support of the project. Dr. Martinez also noted that she and Dr. Lundquist were in Sacramento on April 27 for the Higher Education Innovation Award. They attended various meetings including one with the department of finance and a reception hosted by the Governor's Office and the California Community Colleges Chancellor's Office.

2. Accreditation

Dr. Jaros reported that the substantive change for the baccalaureate degree was approved. Only four of the 12 colleges have submitted the required substantive changes. Additionally, Dr. Jaros reported that she is working on the first draft of the follow-up report to the ACCJC (Commission) which is due in October. Later today, the oversight committee will review the draft. In preparing the report, some deficiencies have been discovered allowing the creation of a "to do" list such as reviewing of the governance structure, and updating of the strategic plan. In response to recommendation 2, the college must review and document processes, so a chart has been created which determines review on a calendared basis. Dr. Martinez further explained that it is like a roadmap of processes to prohibit procrastination at the time of the final report (it is progressive and continually moving).

3. Institutional Effectiveness Partnership Initiative Framework of Indicators  
Dr. Martinez briefly recalled that College Council had discussed this matter and obtained consensus of agreement.
4. Institutional Effectiveness Survey  
Dr. Martinez discussed the last institutional effectiveness survey that was completed in Fall 2013 and requested permission to conduct it again with the addition of a few more questions. By conducting the survey this spring, Dr. Jaros is able to use the data as discussed in the upcoming follow-up report. Nga Pham prepares the final survey to be sent out from the President, and also collects and analyses the data received. With a few minor additions noted to the survey questions including staff development, equity, and budget allocations, it was approved that the survey would be conducted before the end of the spring semester.
5. Strategic Plan Update and Shared Governance Retreat  
College Council is scheduled to meet for the annual retreat on May 27 immediately following the regular meeting that same morning. Additionally, the Strategic Plan Update was distributed for review and edits. Dr. Martinez suggested that input be submitted to the President's Office by or before May 18 so that it could be prepared for the May 27 Retreat. College Council and committee chairs were asked to prepare edits for the Participatory Governance Structure handbook that will be reviewed on May 27 at the retreat as well.

#### IV. **STANDING/CONTINUING BUSINESS**

##### SAC Safety Report

Officer Motley, on behalf of Interim Lt. Mike Colver, provided a brief report of incidents on campus and at CEC for the weeks of April 26 and May 3. She also commented on a recent incident involving three individuals requesting money from students.

##### Campus Safety/Emergency Preparedness – No report

##### Faculty Senate Report

Mr. Zarske reported that he and fellow faculty visited a 3<sup>rd</sup> grade class in Fontana for College Day. He was able to provide centennial t-shirts to the class and discussed the possibilities of going to college. He expressed gratitude to the board and others that provided donations that purchased the t-shirts. He noted that he attended the Educational Leadership Forum held at CSU Long Beach. Additionally, Michelle Parolise and others are working on the curriculum for the new baccalaureate degree. Mr. Zarske also noted that Rob Jenkins is working on the on-line professional development system; the Business Division is concerned about the need for 3SP funds and processes; the need for a process for students that only want one class not having to complete an education plan; the second reading of the plans for the STEM was tabled. The plans were sent by Dr. Martinez but some faculty have expressed concerns of not getting everything; there are conflicting interests and it is complicated. A brief discussion followed about the examples of competing interests and not being able to have it all. Mr. Zarske continued by stating the Fire Tech classes are still being considered by the Chancellor's Office (Sacramento) and the Curriculum and Instruction Council are strongly encouraging a legal opinion for the two courses being discussed.

Classified Report

Ms. Hernandez expressed the concern for the entrance off Bristol looking like the “enchanted forest” with all the overgrown weeds and such. She also requested updated information regarding Dunlap Hall and when it will be open for use. It was confirmed that Dunlap will be open for use in Spring 2016 while a new roof is completed.

ASG Report

Ms. Manriquez reported that student elections were held last week and announced incoming Oscar Cortes as the ASG President and Carlos Palma as the ASG Vice President. Ms. Manriquez also commented on upcoming student events. Next week is the last ASG meeting and the Spring Leadership Ceremony which will be held on May 29 at M3Live in Anaheim. Dr. Martinez noted that she received approval to conduct an external search for the Associate Dean which is a replacement for Loy Nashua. Mr. Kennedy also noted that CEC ASG elections were conducted last week.

SAC Foundation Report

Christina Romero announced upcoming scholarship ceremony on May 22, Alumni Hall of Fame on June 5 and the Centennial Birthday Party on September 19.

Enrollment Update

Mr. Torres reported that SAC is on track to meet and exceed target for spring. Registration for summer begins next week. Early decision is also underway.

Calendar of Events**V. SHARED GOVERNANCE REPORTS**Curriculum and Instruction CouncilFacility Committee

Dr. Collins provided a briefing on the latest Facility Committee meeting announcing an upcoming Facilities Master Plan subcommittee to meet on April 30 to discuss current status and next steps. He also reported on current construction projects including Dunlap Hall to be completed in September and then a new roof will be installed; Johnson Center offices will be housed in The Village once occupants have been moved back to Dunlap Hall during December of 2015; STEM building remains in the early programming stage; cannot build Health Science building right now and Russell will remain; windows and paint for Hammond will wait for new bids.

Planning and Budget Committee

Dr. Collins announced the Governor’s Budget – May Revise is to be released on May 15. SAC is hiring faculty, there is a deficit and the development of the tentative budget is in progress to be presented to the Board in June. The Adopted Budget will be presented in September. If the budget stays “as good as they say” SAC will be in good shape. The administration is doing everything possible to avoid lay-offs. It is easier not to fill a vacant position than to lay-off a current staff member. There are some contractual obligations that must be included in the budget and it is being built with what is known as of today, but knowing it will change with the May Revise. When asked if there is going to be an allocation change, Dr. Collins, confirmed that SAC has grown and as a result there will be an increase. There is a unique balance of budgeting without going to stabilization.

Additionally, Dr. Collins discussed the marketing team confirming that a draft plan is being developed for presentation to college council in the future.

Student Success and Equity Committee

Dr. Lundquist provided a brief report on the Student Success and Equity Committee noting the final meeting of the academic year was conducted. The first comprehensive report will be submitted to the State. Dr. Jaros, Josh Dorman and George Sweeny attended a conference and have developed some amazing goals and ideas for supporting faculty.

**VI. OTHER BUSINESS**

Reorganizations

- Admission Assistant (.475 FTE) to Admissions & Records Specialist I (.475 FTE) at CEC – the request was reviewed and discussed with no objections. Therefore it will be forwarded to HR for further processing.
- Special Projects Specialist (Student Services) - the request was reviewed noting the need for the position and may have to initiate an involuntary transfer instead of laying-off an individual. This is special funding which meets the requirements for restricted funds. There was no objection therefore it will be forwarded to HR for further processing.

AQMD Surveys

Dr. Collins reminded everyone of the importance of encouraging staff, colleagues and all employees to complete the AQMD survey.

**VII. ADJOURNMENT**

The next meeting will be May 27 at 8:30 a.m. to be immediately followed by the Shared Governance Retreat at 9:00 a.m. This meeting adjourned at 10:29 a.m.