

SAC COLLEGE COUNCIL MINUTES
September 14, 2016

PRESENT:	Linda Rose Michael Collins James Kennedy Carlos Lopez Sara Lundquist Elliott Jones Monica Zarske Bonita Jaros Lithia Williams Theresa Hagelbarger (Alt. Small)	ABSENT:	ASG 2 nd Representative Luis Mejia, ASG President Sean Small
		LIAISON:	Scott Baker, Interim Lt. Christina Romero
		GUEST(S):	Rhonda Langston

I. Call to Order

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

II. APPROVAL OF MINUTES – August 24, 2016

It was moved by Dr. Kennedy and seconded by Dr. Collins to approve the August 24 meeting minutes as presented. The motion carried unanimously.

III. STANDING/CONTINUING BUSINESS

SAC Safety Report

Interim Lt. Baker briefly reviewed incident reports from the start of the semester. Additionally, he provided a brief demonstration of the LiveSafe App that is being rolled out to all students. It was suggested that members of the safety and security attend leadership meetings to review the App for others as well. Dr. Lundquist discussed instructions for the App being available at the new IQ bars where peer students assist other students with technology issues.

Faculty Senate Report

Dr. Jones confirmed the first faculty senate meeting of the fall semester was held yesterday and it was really successful. Dr. Jones extended thanks to Dr. Rose for sharing her vision and Dr. Lundquist for sharing information related to the digital dons and student portal. The senate is gearing up for upcoming faculty priorities meeting. The number of positions to be filled is not yet known.

Classified Report

Lithia Williams reported the first CSEA negotiation meeting will start tomorrow. The ratification for armed safety positions is tentatively set. CSEA will participate in the upcoming new classified employees' orientation on Wednesday, October 26.

ASG Report – No report

SAC Foundation Report

Christina Romero briefly discussed scholarship round table discussions with lunch being presented by Christine Cha who is reaching out to counselors and faculty within the next month. Please contact Christine to be included in the meetings to discuss what stops students from completing their scholarship application, ways to review applications and providing assistance. Applications open in November. She also reported the Foundation Office is in the annual fund-raising campaign mode with opportunities for employees to participate and win raffle drawings for Apple Watch or \$250.00 cash for starting or increasing payroll deductions. She

announced the President's Circle event scheduled for September 22 at the Ranch in Anaheim. Two students will provide testimony about why it is important to give and how it made an impact on their journey. The event is almost at capacity. When asked about the Brick Campaign, Ms. Romero noted it is alive and well but will be phased in more as progress is made in the construction zones so individuals can see where the bricks will go.

Enrollment Update

Carlos Lopez briefly reported that Fall Semester credit enrollment without positive attendance is down about half percent. However, there is some interesting data related to headcount being down 10%; which indicates that students are taking more units. SAC is down about 170 FTEs for summer. There is a gap developing in public safety, but the details are not known at this time. SAC has a lot of initiatives in place such as college promise (free tuition), digital dons and assistance through the Foundation to encourage students to come here. The deans are really working hard to eliminate wait lists; six English sections were added this semester. There are 300 sitting on the math 83-84 wait list and classrooms with tablets have been identified for use. The deans are focused on additional opportunities of growth with the 8-week classes.

Budget Update

Dr. Collins announced the adopted budget was approved by the Board at their meeting on Monday; Dr. Collins commended staff for setting up and tearing down the board meeting at the academy. Dr. Collins reported that the SAC budget is performing well. Fund 13 is strong at \$11.6 million. These are one-time funds in nature; \$3.1 million was in tentative and base budget; \$1.8 came in after the close of the year. So you add the \$3.1 million from 2014-15, and funds from 2015-16 and it adds up to \$8.4 million. We didn't have it until the end of the year. Those funds are budgeted for expenditures; 20% goes into the contingency reserve at \$2.2 million to be used for campus emergency. Then investments that need to be made in one-time funds to support FTE generation through a robust schedule. If SAC does not grow, revenue is not increased beyond base allocation. Expenditures will continue to escalate at a rapid rate including utilities, personnel costs, health and welfare with no new revenue will be tough for SAC. Fund 13 provides opportunity to patch some holes. When the \$11.6 million is gone, SAC will be in significant trouble; 2016-17 and 2017-18 look decent with revenue trailing off; with increased expenditures for 2018-19, 2019-20, and 2020-21 it is critical to keep personnel and operational costs intact. The faculty increases and priorities are unknown at this time. To increase FTEs, SAC needs to invest in the student experience; the in-door and out-door experience; give students a college feel through all the dust; investing in technology is critical including the home web redesign; IQ bar and technological assistance to students. Increase offerings to meet students where they are. Looking at department and division needs, and CEC that is a driving force for the school and is a bridge from non-credit to credit instruction. This ending balance is SAC's lifeboat and will patch the holes as it begins to take on water in the future. The college has gone a long time without filling some personnel needs. This positions are needed to serve our students. The President's Cabinet and Planning and Budget Committee are looking at the budget allocation resources requests; looking at ways to support the requests through 2020-21. There are some reorganizations on the agenda today to begin the process. That is where SAC is currently. It is a stable budget, but being cautious and prepared for the downturn.

Accreditation Update

Dr. Jaros reported the accreditation oversight committee has reconvened and is working in full force. The committee is a small group (one constituency representative from each group) and are responsible for making sure timelines are held, following up on requests of the President, and preparing the mid-term report. Currently the group is working on actionable improvement plans. These are improvements and updates to the follow-up reports. Research team has now been added. The Committee will work at the direction of the President. Sac is currently ahead of the curve and "Naggy McPhee" is on it. The mid-term report is not the only game in town as Dr. Rose requested an accreditation retreat and the committee is working on that as well. Julie Stark is working with the Cabinet and Dr. Jaros to develop a planning manual. At this time, Julie is digesting all the information. The ADTs are also accreditation issues. SAC has 24 and two in the pipeline. ADTs cannot be put in the catalog until it goes through the commission. It goes to the State then informs the commission and US Department of Education. Two are pending in Chemistry and Biology. Two more are approaching the pipeline TV/Video and Nutrition; it is amazing what the Curriculum and Instruction Council have accomplished. By 2020, SAC will have to show evidence that the ADTs are in place, including who has graduated and moved on. Now is the time to make sure students know about the ADTs and make them part of their education plan. Monica Zarske noted it would be interesting to know what the graduation rate is for ADTs and what the gap is between ADTs and regular AA/AS.

Calendar of Events

The calendar of events was reviewed with Dr. Rose including the SAC Resident Artists reception for this evening at 7:30 p.m. in the Art Gallery. President's Circle is September 22 and all are encouraged to become members. The SAC Foundation staff and Christina Romero were commended for the remarkable status brought to the college because of their hard work and cultivation of donors that want to support students. The RSCCD Board of Trustees will have their October 10 meeting on campus in Phillips Hall; ASG will host a reception at 4:00 p.m. just before the meeting. Dr. Lundquist confirmed that SAC and CEC will be part of the presentation to the board. Carlos Lopez confirmed that Phil Hughes and Cathy Shaffer along with students from the Alaska trip will also be present at the board meeting. Everyone was encouraged to wear their red t-shirts that day.

IV. SHARED GOVERNANCE REPORTS

Curriculum and Instruction Council – No report

Facilities Committee

Dr. Collins announced the next Facilities Committee meeting is September 20. He encouraged the campus community to come out and get updated on facilities. Roofing projects continue on buildings E, G, K, and S.

Planning and Budget Committee

Dr. Collins reported the Planning and Budget Committee met last week. 2015-16 close out was discussed, and the campus expenditure report was reviewed. One-time funds will be allocated back to the divisions/departments. Also discussed one-time allocation for innovation including multi-discipline items.

Student Success and Equity Committee

Dr. Lundquist announced the Student Success and Equity Committee meets tomorrow.

V. OTHER BUSINESS**1. Reorganizations**

- Public Information Officer (new) – Dr. Rose explained the need for a public information officer to provide public relations, develop plans for marketing; the position would work with the Foundation and all departments on campus about what is going on at SAC. Dr. Kennedy noted the position is critical for a college of this size. Dr. Lundquist noted the position plays a role in emergency situations and dealing with the media. Dr. Collins noted the position ties community relations, marketing, media relations, and moves SAC forward. Dr. Jaros confirmed the position would assist with rumor control. It was moved by Dr. Jaros and seconded by Monica Zarske to approve the reorganization as presented. The motion carried unanimously.
- Accountant (new) – Dr. Collins explained the need for the position to support the Foundation and the increase of funds in excess of \$1 million including the innovation funds. It is critical that the area be staffed properly. There is the possibility that the increase of funds will continue over the next 5-10 years and it is critical that staff is in place to support this effort. It was moved by Dr. Jaros and seconded by Dr. Kennedy to approve the reorganization as presented. The motion carried unanimously.
- Gardener/Utility Worker and Senior Custodian – Dr. Collins discussed the work that is being done by employees out of classification. As the landscaping requirements change, it is necessary staff appropriately. A brief discussion followed about growing personnel/filling positions in a sustainable way. These positions are necessary as the square footage of the campus changes with funding that supports it through 2020-21. The level of “clean” was also discussed and requirements the college must follow. It was moved by Dr. Jones and seconded by Christina Romero to approve the reorganization as presented. The motion carried unanimously.
- Financial Aid Technician – Dr. Lundquist explained the critical need for the Financial Aid department to process the awarding of Federal and State aid. This position is supported through Fund 12. This position is specialized with automated tasks. The department needs to be appropriately staffed to ensure students receive their Federal and State aid. The Cabinet is looking at the whole college in order to get the right positions filled to do the work that needs to be accomplished. Briefly Dr. Lundquist discussed the ITT students, providing assistance to them to finish their program and their loans being forgiven as well as other programs like College Promise that affect this department. It was moved by Christina Romero and seconded by Lithia Williams to approve the reorganization as presented. The motion carried unanimously.

VI. ADJOURNMENT

The next meeting is scheduled to meet online via cccconfer on September 28; unless there is a need to meet in person. Dr. Rose thanked everyone for their attendance and understanding of the items presented to get the college in the right place. This meeting adjourned at 10:40 a.m.