

SAC COLLEGE COUNCIL MINUTES
December 11, 2019

PRESENT: Linda Rose
Vaniethia Hubbard
Bart Hoffman
Jim Kennedy
Jeff Lamb
Roy Shahbazian
Monica Zarske

GUESTS: Maria Dela Cruz
Brenda Estrada
Alicia Kruizenga
Ray Wert
Janice Love
Fernando Ortiz
John Steffens
Jarek Janio
Brin Wall
Leisa Schumacher
Teresa Mercado-Cota
Doug Manning

LIAISON:

ABSENT: Elizabeth Harvey
Sean Small
Madeline Grant
Arianna Castillo
Mariano Cuellar
Scott Baker
Christina Romero

I. Call to Order

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

II. Routine Items/ President's Items

1. Approval of Minutes – Tabled until the next meeting.
2. President Report – Dr. Rose summarized the continued work from 2017 and 2018 related to the Vision for Success Goals and that her President's Board Report focuses on the work for these goals. A template will be provided for the Educational Master Plan, which will be reviewed by all constituent groups across campus. She emphasized the importance of feedback from each constituent group and that the Educational Master Plan will be SAC's guide for the future. It was noted that three more planning meetings will occur over the Spring 2020 term. College Council will review feedback from the December 6th Integrated Planning Workgroup meeting. The work on the Educational Master Plan will continue throughout the entire year. College Council members and guests may extend meeting invitations to others. She noted the enrollment decline throughout the State. She raised the question How we remain fiscally prudent as we operate the college? She emphasized that our completion numbers impact funding and that if SAC loses the large college status, we do not regain it. It is important to show progressive work in meeting our goals. We have an opportunity to introduce college in middle schools. O.C. Grip Program is planned for a future SAC Management Council meeting. It was noted that SAC is a Safe Zone and that Dr. Rose and Lt. Scott Baker will present on this topic. We need to raise awareness

across campus. Involvement and educational sharing with our community partners is key. These components are tied to enrollment. Dr. Rose noted that Quarterly meetings are occurring with Chancellor Martinez and Vice Chancellors Hardash and Perez regarding SAC's fiscal health and enrollment details. She noted the importance the District and SAC utilizing the same data details, reviewing of Fund 13 accounts and reassigned time, beyond-contract and part-time faculty. She noted that six (6) positions have been approved for recruitment and that the recent District Job Fair event (Dec. 7-8, 2019) was well attended. Additionally, the early 2020 College Council meetings will be focused on planning. The data tools (including Cambridge West data and EMT) and setting targets will be part of our work towards the goal of maintaining a large college status.

II. Constituent Reports

1. **ASG Report** – No report (Arianna Castillo and Mariano Cuellar absent).
2. **Academic Senate** – Dr. Lamb reported on behalf of Academic Senate. Stephanie Clark provided a Dual Enrollment presentation at the last Academic Senate meeting. Dr. Lamb provided an overview of Guided Pathway and faculty role, Integrated Planning, Educational Master Plan and Equity Scale of Adoption (approved Dec. 10, 2019 by Academic Senate and to be submitted to President's Cabinet on Dec. 17, 2019)
3. **Public Safety** – Ray Wert reported that four additional armed officers (with 120+ experience) have been hired. He summarized the 13,047 calls for service to date. Incident Reports have increased – people are more informed. RAVE Alert was sent last week regarding Sheriff robbery pursuit, no campus involvement. He reported that Maxient Reports done for recent assault of a Community Services instructor. Improvements are in place for process. To date, 22,000 parking pass requests have been received, including increased requests for "lots". The parking pass request is a manual process. SAUSD buses continue to impact traffic patterns and raise safety concerns. Dr. Lamb asked for details about the trends with increased requests for passes. Dr. Hoffman noted Ray Wert's response to recent communication. Guidelines for parking approved by Cabinet in 2016. Alicia asked if the process aligns with the BP and AR. The answer was yes. Monica Zarske recommended to bring back to College Council for review and approval and to review practice and policies. Dr. Lamb responded to bring back to College Council, then determine next steps, constituents, follow process. Ray Wert noted that new parking pass machines are coming, which are ADA compliant.
4. **Student Information Support** – John Steffens reported on the BOT approved Starfish Agreement and that SAC is the 45th college to onboard. Starfish includes Early Alert and real-time student intervention. Dr. Hubbard, Dr. Dela Cruz and John Steffens attend the recent Starfish conference. Implementation will be large in scale – success teams will be more effective with this process. John reported on updates with the full redesign of SAC's website redesign, including the Guided Pathways website. Janice Love added a review of the FERPA & Data Security form that the Research department utilizes. Dr. Hubbard noted how many computers were not secured when individuals were away from their desks. Dr. Hubbard thanked Dr. Hoffman and John Steffens for their efforts with the Starfish agreement. Dr. Lamb inquired about the Starfish implementation timeline; Priorities of phased-in items; #1 Early Alert, Jan 2020 kickoff with yearlong implementation to go live in Fall 2020. John noted the new Web Redesign hire (Young Kim) and his primary responsibilities, including Site Improve emails. Dr. Lamb noted to work with SACTAC for website for Accreditation Visit. Outside vendor will address and make recommendations, including how to maintain going forward. It was noted that Program Maps need to be done. Training needs for SharePoint, we are not utilizing system to full potential.

5. **Student Services** – Dr. Hubbard provided an overview of the Starfish End User conference. She noted the efforts with partnerships to address food and housing needs and student intake forms. More information will follow on these two items. Data will help with a targeted approach. 1000 students responded to recent survey from SAC Research. Dr. Hubbard noted the goal to have Case Workers in the Health & Wellness Center. Maria Dela Cruz noted Classified and Equity framework with Starfish. Pop-up centers will address specific needs of students. Roy Shahbazian commented on the information provided and the benefits students will receive. Maria Dela Cruz provided details for the presented ReOrg request for the Assessment Center.
6. **Academic Affairs** – Dr. Lamb provided an overview of the Enrollment Reports and detailed the numeric data comparison of term to term. He summarized the recent trends with full-term, 8-week, online and face-to-face offerings. Data points and block scheduling elements to be reviewed. The Fall 2020 schedule is planned to be leaner with additions to the Spring 2021 schedule. SAC anticipates our enrollment to be flat. Dr. Ortiz and Stephanie Clark presented to Academic Senate on December 10, 2019. A March 20, 2020 Summit is planned for training. Maria Dela Cruz developed the timeline for Fall 2020 full implementation of Guided Pathways. It was noted that more CAP Coordinators will be needed and that a Pilot Success team will address ongoing training needs. An initial Accreditation training meeting was held with Dr. Stephanie Droker, with additional meetings to follow. A Steering Committee group has been formed and will lead the work for each Standard. The Writing Teams are being developed with a format to mirror Guided Pathways. The timelines, working tools, training, templates and shared document format will be developed. The Accreditation Report 1st draft will be due Spring 2020, followed by the 2nd draft in Fall 2020 and completion in Fall 2021. Janice Love noted the recommendation from Nga Pham that SAC and SCC collaborate on work.
7. **Continuing Education** – Dr. Kennedy provided an overview of the Boot Camps targeted for credit students, which will be held January 13-February 6, 2020 for English and Math content. Additional workshops will be available in the morning and evening dayparts. He noted the great collaboration efforts between credit and non-credit faculty and staff. Roy Shahbazian recommended that students attend the Math Jam workshops.
8. **Administrative Services** – Dr. Hoffman noted that the upcoming Facilities & Planning meeting will be cancelled due to lack of quorum. He summarized the Facilities Modification Request (“FMR”) presentation done by Carri Matsumoto at a past SAC Planning & Budget meeting. He noted the FMR presentation would be a good future agenda item for either SAC Management Council and/or College Council. He noted the new Custodial Supervisor will begin in 2020 and that the Campus Maintenance Subcommittee will kick-off in 2020. He noted the recent approval of the Nuventive Agreement and that the RAR process will be embedded. The work under this agreement will be tied to the Vision for Success Goals. Roy Shahbazian noted the Facilities Master Plan needs to be updated next, but the Educational Master Plan must be done first. Roy recommended that Jaki King, the new Teaching Learning Committee Chair, be involved.
9. **Classified** – No report (Sean Small absent).
10. **College Advancement/Foundation** – No report (Christina Romero absent).
11. **Public Affairs** – Brin Wall reported on the Stress Relief for Students campaign, the Holiday Safety tips and Online Education Initiative. She summarized the planned press releases for Nora Mendez (SAC alumni receiving national recognition), Fire Technology and the marking efforts still in process for Intersession and Spring 2020. She noted the collaborative efforts with the Guided Pathways Communication and Early Entry teams. Dr. Lamb praised the work Brin has done to date and that her efforts have been acknowledged by the District Office as well. Teresa

Mercado-Cota provided an overview of the handouts she provided. She noted that The Spot (at SAC) will be used as a voting site February 28 – March 3, 2020. Additionally that the Vote by Mail deadline is February 17, 2020 and that individuals could register to vote on the same day they vote. She noted that SAC will be a model throughout the State for our Census work.

12. **Research** – Janice Love provided an overview of the new Student Centered Funding Formula (“SCFF”) and changes. She noted that the highest degree awarded with Associate Degree for Transfer is primary. Additionally that all ethnicity is not captured at the same percentages and that the high school capture numbers are what we receive from each school in the first year. She also noted that ESMI looks at alumni data and this program will be rolled out in the future. She summarized the recent work done on the Educational Master Plan at the December 6, 2019 SAC Management Retreat and that the Goals were determined, with more work to be done. The work from that meeting was emailed to College Council members.

IV. **Other –**

V. **Next Meeting and Adjournment**

The next meeting will be Wednesday, January 8, 2020, at 9:00 am in S-215. The meeting was adjourned by Dr. Rose at 11:01 a.m.