

SAC COLLEGE COUNCIL MINUTES
March 11, 2020

PRESENT: Linda Rose
Vaniethia Hubbard
Jim Kennedy
Jeff Lamb
Roy Shahbazian
Monica Zarske
Madeline Grant

GUESTS: Maria Del Carmen Gomez

Jarek Janio
Alicia Kruienza
Janice Love
Doug Manning
Teresa Mercado-Cota
Fernando Ortiz
John Steffens
Mark Reynoso
Robert Ward
Jennie Adams
Damon Voight
Brin Wall

LIAISON: Scott Baker

ABSENT: Bart Hoffman
Elizabeth Harvey
Sean Small
Arianna Castillo
Mariano Cuellar
Christina Romero

I. Call to Order

Dr. Rose called the meeting to order at 9:02 a.m. and welcomed Principal Voight from Middle College High School.

II. Routine Items/ President's Items

1. Approval of Minutes – The minutes will be tabled for review and motion until the next meeting.
2. President's Report – Dr. Rose reported on the upcoming March 13, 2020 meeting which will discuss the District's existing Pandemic Plan to be updated. She provided and read the DRAFT COVID-19 communication and asked that everyone review and provide their feedback. Alicia Kruienza inquired whether RAVE Alerts will be forthcoming. Dr. Rose noted that till be determined following the March 13th meeting. John Steffens noted that a list could be created to ensure that all students have their cell numbers in the correct fields to receive the Rave Alerts. John will lead the efforts to migrate the "home number" field to the "cell number" field. Madeline Grant noted the importance for all employees to update their personnel records. Janice Love inquired about 14 days of absence for employees who don't have enough sick time for self-quarantine. Dr. Rose noted this will be addressed at the March 13th meeting. Doug Manning noted the Zero Attendance at sporting events and that no edicts had been received. Dr. Rose noted that the Chancellor makes that determination and edict. Madeline Grant noted that the ACC needs more disinfectant wipes. Robert Ward noted that more hand sanitizer stations are available and the install locations will be determined. He noted that the custodial crew's review of procedures. Dr. Rose noted that the extra hand sanitizer stations will be installed at points of entry. Alicia Kruienza inquired about the on-line options for any students who self-

quarantine. Dr. Rose noted that this will be discussed at the March 13th meeting. Dr. Rose noted that the CSU and UC systems are presently formatted to move to on-line quickly. Both Drs. Hubbard and Lamb noted the difficulties and challenges with an instant on-line directive. John Steffens noted that Canvas and Cranium Café are platforms that can be used. Dr. Lamb clarified on-line content in this scenario. Monica Zarske noted alternative options such as Facebook, etc. Dr. Lamb noted that managers should have their employee's contact information and that a debrief from past campus closures could apply to this scenario. Dr. Rose stressed the importance of attendance tracking. Financial Aid implications are possible. Documentation and audit trails are crucial. Jennie Adams reiterated the importance of documentation and audit trails are critical for restitution efforts. Teresa Mercado-Cota inquired about our services would be continued. It was noted that would be determined. Jennie Adams noted that Student Workers would be addressed at the March 13th meeting. Dr. Lamb noted coordination with Dual Enrollment and Trio with a site closure. John Steffens noted Zoom is an option for meetings and will email all faculty and staff to ensure they update their computer to include the updated Zoom version.

II. Constituent Reports

1. **Academic Senate** – Roy Shahbazian reported that the Sabbatical Leave Committee met on March 10, 2020. The Guided Pathways, Dual Enrollment and Accreditation Coordinators are the hiring priorities for this term.
2. **Public Safety** – Scott Baker reported that the Rave Alert system is working well. He provided a reminder of the upcoming March 18, 2020 Evacuation Drill and that an email would be forthcoming and that this drill is a mandated item. An ICS Refresher course will be coming in April 2020. He provided an important reminder to everyone for reporting campus incidents and documenting incidents.
3. **Student Services** – Dr. Hubbard reported two faculty positions (Psychologist and DSPS) will be hired. She noted that most of the COVID-19 communications have not addressed Student Services. She noted that all of SSA would be participating in the March 19 Webinar and that Zoom or video options may be options for services, noting as well that remote access may be limiting. All best and worst case scenarios are being considered. Counseling has provided a reminder message to all students to call and reschedule their appointments as needed. The Health & Wellness Center is continuing to collaborate with the PIO's office and that services would be interrupted with an "all closure" directive.
4. **ASG Report** – Maria Del Carmen reported on the upcoming events, including Women's History, PI Day and ASG Elections for the 2020/2021 academic year on May 4-5, 2020.
5. **Academic Affairs** – Dr. Lamb reported that our enrollment numbers are still not where they need to be for maintaining our Large College Status. He announced that Stephanie Clark is the new Guided Pathways Coordinator and that regular updates will be forthcoming. He summarized the results of the ongoing collaboration between Credit and Non-Credit. The Guided Pathway C&IC representative will be determined for the 4th Pillar. This person will guide the GP web redesign and program maps for Early Decision. He reported that Accreditation Steering Committee and Standard leads are meeting routinely. The first draft of the Self-Evaluation Report is planned to be ready at the end of April 2020. He provided a recap of the "all on-line" directive and that the CCCCO has provided temporary permission and allowances for temporary "all on-line". The ACCJC has provided flexibility and there is support at the State level as well. Dr. Ortiz and Cherylee Kushida are leading the internal efforts to determine SAC's readiness to move to an "all on-line" format. He noted that benefits could arise from a temporary "all on-line" scenario. Monica Zarske requested that resources and references from the State Chancellor's Office be shared to assist SAC in being best prepared and for our planning efforts. Dr. Lamb noted the crucial

- importance of continuity of all messaging. Madeline Grant offered one-to-one discussion with faculty regarding creation of "on-line" course shells and preparedness.
6. **Continuing Education** – Dr. Kennedy reported that CEC enrollment numbers are slightly down, but to date overall impact has been minimal. He noted the upcoming Guided Pathways event at the Remington will include a day and evening format, which will include academic options and community resources. He noted the data event lead by Research and CEC and the results of the survey will assist with improvements. Adult Education Summer College Readiness Boot Camps will be ready for Early Decision for incoming freshmen to ensure their readiness for college level courses. SAHS Summer Program will assist with college readiness and includes dual enrollment with college credit courses. He noted that COVID-19 has increased the number of supplies needed and replenishing efforts. He noted that the "all on-line" directive will be difficult for CEC. He noted that continuity of services and plans is critical to address. He also noted the monetary impact to SAC and FTES, with an example of 1,000 FTES loss equating to five million dollars lost revenue. It is not yet know what the legal ramifications and guidance are for Positive Attendance Collection PAC).
 7. **Administrative Services** – On behalf of Dr. Hoffman, the reports were provided by Mark Reynoso, Jennie Adams and Robert Ward. Mark Reynoso reported that \$1.7 million in 1st round cuts have been identified. On April 24th 2nd round cuts will be determined, if needed. The District Office notes \$8 million in cuts for the 2020-2021 academic year, if needed. The cuts will cover the 4% increase and COLA, which may include BSI implications. The 2020-2021 Tentative Budget is due on April 24, 2020 to the District Office. We are moving to a 3-year funding formula for computer replacements. \$450,000 has been allocated for furniture and carpet replacement, including the replacement of the S-215 Foundation Board Room mediation screen. The 2020-2021 RAR has been sent to the President and Vice Presidents. Jennie Adams reported on the new coffee cart and vendor on campus, welcoming feedback on the menu and pricing. She noted that Student Registration went well for Spring 2020 and that as of February 25, 2020 there were 4,052 holds for spring receivables. She noted that payment plan options will be forthcoming for students. Review of accounts is underway to determine how SBO can support the supplies and replenishment needs across campus due to COVID-19. Robert Ward noted the need for help with maintaining the SAC, CEC and CJA grounds with only 4 full-time and 2 part-time Grounds Keepers. He noted an applicant pool is in process for this need. He noted that glyphosate products are no longer used and that Life Line is a safe substitute products for the grounds. He noted about 350 work orders are received monthly and that we are short staffed. He noted Safety work orders are first priority. He noted the continued increase in work orders and projects and facilities emergencies, with the 12 elevators referenced with 5 being most problematic. The electronics of the R building elevator are scheduled to be rebuilt.
 8. **Student Information Support** – John Steffens reported that our current Web Advisor will only be supported through June 2020. The Ellucian migration project plan is to be reviewed. ITS is in favor of the current timeline, however John noted that faculty testing, along with Admissions & Records, is crucial. Following the March 12, 2020 meeting, an update will be provided.
 9. **Classified** – No report (Elizabeth Harvey and Sean Small absent).
 10. **College Advancement/Foundation** – No report (Christina Romero absent).
 11. **Public Affairs** – Brin Wall reported on the Orange County Weekly highlighting four SAC Alumni, an ad for CTE and how SAC students are impacting the community. Social media has been plugging Census. She noted the planned Women's History Month events that may be impacted by COVID-19 and weather. No updates from the County at this time on COVID-19. More COVID-19 testing to be available.

Teresa Mercado-Cota reported on the upcoming Awards for Excellence planned for May 20, 2020. She noted that community partners are inquiring about what SAC is doing. She shared a copy of the COVID-19 poster prepared by the District Office for posting throughout its facilities.

12. **Research** – Janice Love reported that 237 people have participated in the Engagement Survey to date and that a follow-up email will be forthcoming. Some of the initial results note Communication by senior staff and maintenance of buildings as areas to address. Data will be provided and a taskforce will be formed to address the areas of concern. She noted that Dr. Lamb and Tyler Johnson presented the 1st DRAFT Educational Master Plan at the March 10, 2020 Academic Senate meeting. An invitation was extended to Academic Senate to participate in completing the plan. SWAT to be addressed where needed. A full copy of the DRAFT is to be sent the week of March 16, 2020 and that a Classified meeting is planned for April 7, 2020. The Fact Booklet is at publications now.

- IV. **Other** – Principal Damon Voight reported that a DRAFT communication will be sent out with two packets of work to be included. He noted that MCHS does not have the capacity to do “all on-line”. The recommendation for closures at MCHS will follow the actions and decisions made by SAC. Dr. Rose announced that the World Health Organization just declared that COVID-19 is officially a Pandemic. She noted that a District meeting will be held on March 13, 2020 regarding this declaration. Monica Zarske noted the outside agency impacts and directives for our students and programs (i.e. Nursing, SLPA, OTA). Madeline Grant noted that a SCC student tested positive and is self-quarantining. Dr. Rose will continue to keep everyone informed as updates become available.

- V. **Next Meeting and Adjournment**

The next meeting will be Wednesday, April 8, 2020, at 9:00 am in S-215.
The meeting was adjourned by Dr. Rose @ 10:49 a.m.