



**COLLEGE COUNCIL MINUTES**

Wednesday, October 13, 2021

**Voting Members Present:**

Marilyn Flores	Sean Small	Jim Isbell
Vaniethia Hubbard	Madeline Grant	Julio Luna
Bart Hoffman	Monica Zarske	
Jim Kennedy	Avinash Ramaswamy	
Jeff Lamb	William Nguyen	

**Liaisons & Guests Present:**

Frank Prado	Christina Romero	Dalilah Davaloz	Brenda Estrada
Cristina Gheorghie	Alicia Kruizenia	Teresa Mercado-Cota	Veronica Oforlea
Fernando Ortiz	Blythe Paz	Larisa Sergeyeva	Leisa Schumacher
John Steffens	Jennifer Valencia		

**1.0 Procedural Matters**

1.1 Call to Order

- Marilyn Flores called the meeting to order at 9:03 a.m.

1.2 Approval of Additions or Corrections to Agenda

**Approved**

- Bart Hoffman motioned to approve the revised final October 13, 2021 agenda, which was seconded by Jim Isbell and approved with five yes votes and no abstentions or oppositions.

1.3 Approval of Minutes – Regular meeting of September 13, 2021

**Approved**

- Bart Hoffman motioned to approve the September 13, 2021 minutes as corrected, which was seconded by William Nguyen and approved with five yes votes and no abstentions or oppositions.

1.4 Action Items

- Participatory Governance (PG) Committee
  - Goal-Setting and Assessment Template **Approved**  
 Fernando Ortiz provided a detailed overview of the requested changes. Bart Hoffman motioned to approve the Template, which was seconded by Jim Isbell and approved with six yes votes and no abstentions or oppositions. Discussions ensued which highlighted the need for training related to this Template. Further recommendations were as follows: 1) Add “Outcome” column, 2) separate “Goal” and “Activities” columns, 3) add “Reporting Committee: \_\_\_\_\_”; “Committee or Subcommittee: \_\_\_\_\_” and “Academic Year” and 4) add “Assessment at End of Year” column. At the conclusion of all remarks, Bart Hoffman motioned to amend and approve the Template as discussed, which was seconded by Madeline Grant with 6 yes votes and no abstentions or oppositions. The final recommendation was to present this item to IE&A and add it to the November 10<sup>th</sup> College Council agenda for an update.
  - Request for Re-organization (4):
    - SAC Foundation/Office of College Advancement & Scholarships **Approved**

Christina Romero provided a detailed summary of the proposed changes. Bart Hoffman motioned to approve the reorg as presented, which was seconded by Madeline Grant and six yes votes and no abstentions or oppositions.

- Student Services/Student Development **Approved**

Vaniethia Hubbard provided a detailed summary of the proposed changes. Bart Hoffman motioned to approve the reorg as presented, which was seconded by Jim Isbell and seven yes votes and no abstentions or oppositions.

- Administrative Services **Approved**

Bart Hoffman provided a broad overview of the proposed changes, which were supplemented with additional details from Marilyn Flores. All were reminded that Reclassifications of existing positions and revised/new Job Descriptions still need to be approved at Chancellor's Cabinet and by the Board of Trustees. Madeline Grant motioned to approve the reorg as presented, which was seconded by Jim Isbell and six yes votes and no abstentions or oppositions.

- Academic Affairs/Fire Technology **Approved**

Jeff Lamb provided a detailed overview of the proposed reorg. Bart Hoffman motioned to approve the reorg as presented, which was seconded by Madeline Grant and seven yes votes and no abstentions or oppositions.

- Request for Authorization to Apply for a Grant (1):

- Gates Foundation Courseware Exemplar Grant **Approved**

Madeline Grant provided a detailed overview and description of this request to apply for a grant. Bart Hoffman motioned to approve the request to apply for a grant as presented, which was seconded by Madeline Grant and seven yes votes and no abstentions or oppositions.

## **2.0 Informational Items**

### **2.1 President Report**

- Jeff Lamb provided an update from the earlier meeting with ACCJC and noted that SAC received only 2 Core Inquiries and that ACCJC would be following up with SAC in five to six months and how we are doing in the one area of accommodation and one continuing improvement (Self-Improvement Plan). Marilyn Flores acknowledged and thanked everyone involved with preparing the ISER and QFE. It was noted the ACCJC Site Visit will occur the week of March 7, 2022, no District Core Inquiries were received, questions from ACCJC are expected over the next two to three days and that SAC will receive a written summary of findings which will span the period of time from the Notice Letter to the end. Marilyn Flores noted that SAC may have an opportunity with an IEPI Grant and that Jeff Lamb would be facilitating the Letter of Interest, which is due October 15, 2021. If SAC is awarded the grant funds, these additional monies would support Nuventive training, Program Review, Resource Allocation Request process, etc.

## **3.0 Reporting Committees**

**None**

- 3.1 Academic Senate – Jim Isbell reported on the October 12, 2021 meeting and noted that Trustee John Hanna attended and that Claire Coyne, Cherylee Kushida (regular and effective contact) and Maria Aguilar Beltran (Equity & Diversity) all presented. He reminded everyone about the District Open Enrollment week.
- 3.2 Facilities Committee – Bart Hoffman reported on the September 21, 2021 meeting, which included the Goals of Facilities Committee, Membership and that it was recommended that the Safety & Security Committee be combined with the Facilities Committee like Santiago Canyon College did. He reminded everyone of the upcoming October 19, 2021 Forum, which included a Facilities Master Plan Update from 2:00-2:30 p.m.
- 3.3 Institutional Effectiveness & Assessment ("IE&A") Committee – Fernando Ortiz noted the IE&A meeting on October 6, 2021, which included focused conversation on Goals that were approved as drafted. He noted the continued work of all subcommittees and that eight

Faculty vacancies need to be filled on these committees. Academic Senate will assist with the faculty recruitment efforts.

- 3.4 Planning and Budget ("P&B") Committee – Bart Hoffman noted the October 5, 2021 meeting, which included a review of the P&B Goals and discussions related to the Adopted Budget.
- 3.5 Professional Development ("PD") Committee – Teresa Mercado-Cota reported on the recent staff transitions, conference support availability, PD Guest Speakers, collaboration efforts with the District Office and Santiago Canyon College, website updates, Gateway-Cornerstone and Spring 2022 Convocation.
- 3.6 Student Equity and Achievement Program ("SEAP") Committee – Fernando Ortiz noted the first meeting on September 9, 2021, which included a review of Participatory Governance Handbook roles, responsibilities, Goal setting, presentation by Civic Engagement Subcommittee and that SEAP agendas would be revised to reflect the reporting structure like that of College Council agendas.

#### **4.0 Oral Reports**

4.1 ASG: Avinash Ramaswamy reported on the Hispanic Heritage Month showcase event on October 13, 2021 and noted efforts for improved communication and outreach to students. Julio Luna reported on his meeting with students regarding safety concerns related to parking. The details of the Safety program for parking escorts, etc. were shared. The SAC PIO can assist with the efforts of informing students of the available Safety parking escorts. Lt. Frank Prado will present to ASG. Vaniethia Hubbard noted her full support of these services and training for the students. Madeline Grant recommended to share the hours of operation with the students as well.

4.2 Classified: No report.

4.3 Cabinet:

- Vaniethia Hubbard reported on the success of the Student Vaccine incentive and that 1,403 vaccination cards have been uploaded as of today. She acknowledged Jennie Adams for her efforts in coordinating the \$200 Student Incentive Cards. She reported on the 595 students assisted by the Thrive Center for their food needs and noted the recent meeting with PTK and their campus project, which is to support the Thrive Center clothing donations. She concluded her report noting the continuation of enrollment efforts and collaboration with Academic Affairs.
- Jeff Lamb reported on the positive growth in SAC's enrollment and noted the 13% increase in headcount and 6% decrease in FTES compared to this time last year. He concluded his report noting the targeted work and continuing efforts with increased enrollment.
- Bart Hoffman – No report.
- Jim Kennedy reported on the increased FTES of 1, 124 vs. 548 compared to this time last year, which is a gain of 576 FTES. He concluded his report noting the transition to Canvas "single sign-on" for Non-Credit during the week of October 18, 2021, an FAQ page will be available to assist with questions, acknowledged Mary Law's leading efforts with emailing all Non-Credit students. Following Jim's report, it was recommended to share the student communication with faculty as well in an effort to extend support to the students with their questions. Alicia Kruizenga offered extra support at the Student Help Desk and Dalilah Davaloz offered support from the PIO with a broader email distribution. Dalilah Davaloz will collaborate with Mary Law and Jessie Gonzalez regarding a Canvas posting and broad text message.

4.4 Other: It was questioned whether the recent SRP savings from the retired SAC employees would return to the College and noted the need for replacements in critical areas still exists. It

was requested that the process and plan for replacing the SRP vacant positions be shared. All were informed that only critical and essential positions were approved for replacement at this time. Marilyn Flores noted the next step is to validate the need of critical positions presently on hold, the SRP savings have been placed in a sequestered account and that SAC's requested savings to meet was \$6.4 M and we contributed \$3.1M with an SRP cost of \$2.2M. She noted the FON for the 21-22 year is anticipated to be 10 faculty hires, with 7 allocated to SAC (including 1 Non-Credit faculty) and 3 allocated to SCC.

#### **5.0 Next Meeting and Adjournment**

5.1 October 27, 2021

9:30 a.m. – 11:00 a.m.

Via Zoom

5.2 On behalf of Marilyn Flores, Bart Hoffman adjourned the October 13, 2021 meeting at 10:59 a.m., which was approved by all with no abstentions and no oppositions.

**Adjournment**