



COLLEGE COUNCIL MINUTES

Wednesday, February 8, 2023, 9:00-11:00 a.m., via Zoom

Voting Members Present:

Bart Hoffman
Claire Coyne
Nestor Cuellar
Vaniethia Hubbard

Jim Isbell
Jim Kennedy
Monica Zarske
Sarah Salas/Tyler Johnson

Jeff Lamb
Maria Dela Cruz

Liaisons & Guests Present:

Shannon Kaveney
Jennifer De La Rosa
Brenda Estrada
Daniel Martinez
John Nguyen
William Reardon

Greg Toya
Madeline Grant
Matt Valerius
Jennifer Valencia
Chantal Lamourelle
John Steffens

Tim Butler
Tim Winchell
Dalilah Davaloz
Tyler Johnson

1.0 Procedural Matters

1.1 Call to Order: Jeff Lamb called the meeting to order at 9:02 a.m. on behalf of Annebelle Nery.

1.2 Approval of Additions or Corrections to Agenda: Bart Hoffman motioned to approve the February 8th agenda with no corrections or additions, which was seconded by Monica Zarske. The motion passed with 7 yes votes and no abstentions or objections.

1.3 Approval of Minutes – Regular meeting of November 9, 2022: Monica Zarske motioned to approve the minutes from November 9, 2022, which was seconded by Bart Hoffman. The motion passed with 7 yes votes, 1 abstention from Madeline Grant and no objections.

1.4 Action Items:

- Request for Reorganization (3):
 - Director, Administrative Services – Bart Hoffman provided an overview of the request and the job description which will include Professional Development duties, as well as contract and purchasing compliance for the campus. Discussion followed with questions around reporting structure for the faculty PD coordinator, the rationale of merging those duties (PD and contract). Bart Hoffman answered that he sees the primary role of this position to be PD focused with guidance to existing intranet and purchasing resources around contract compliance. Maria Dela Cruz motioned to approve the ReOrg, which was seconded by Jim Isbell and followed with seven (7) yes votes, abstentions from Madeline Grant and Sarah Salas.
 - Academic Affairs/CEWD Job Developer – Maria Dela Cruz motioned to discuss, which was seconded by Jim Isbell. Jeff Lamb provided the rationale behind the Job Developer's reporting change from Business Division to CEWD, no change in cost to the college. Discussion followed with a final approval of seven (7) yes votes, Tyler Johnson abstained.
 - Student Development Student Services Specialist - Maria Dela Cruz motioned to discuss, which was seconded by Bart Hoffman. Dr. Hubbard and Jennifer De La Rosa presented the rationale to provide more consistent staff support to this area with a full-time specialist, funding will be ASG funded and is already set aside. Dr. Hubbard noted that the proposed org chart shared was incorrect and should state one new 12M FT Student

Services Specialist and one vacant -19hr Student Services Specialist. With that change noted, a final approval of seven (7) yes votes were received with no abstentions.

2.0 Informational Items

2.1 President Report:

- No items, Dr. Nery in Washington D.C. advocating for community colleges.

3.0 Reporting Committees

- 3.1 Academic Senate: Jim Isbell reported on Joint AS Retreat (SAC/SCC) and discussions with shared issues which they will attempt to address this semester. Next meeting is next Tuesday, February 14th at 1:30 in-person.
- 3.2 Facilities & Safety Committee: Bart Hoffman reported no updates since the November 15 meeting. Next mtg is scheduled for February 21st.
- 3.3 Institutional Effectiveness & Assessment (IE&A) Committee: Jeff Lamb and Jim Isbell will be co-chairing this committee with Daniel Martinez supporting the structure and agenda. Their first meeting of the semester will be later today.
- 3.4 Planning and Budget Committee: Bart Hoffman reported that P&B Committee met yesterday – providing the most recent budget update and SCFF definition. The CC system is expected to receive \$460M and 8.3% COLA. There are \$28.8M SCFF growth funds available, of which RSCCD qualifies for \$6.2M.
- 3.5 Professional Development Committee: No report provided.
- 3.6 Student Equity and Achievement Program Committee (SEAP): Chantal Lamourelle reported that SAC hosted the 100 Black Men of OC on January 11th to discuss ongoing collaborations. SAC also hosted members of the Presidents of UC Black Alumni Association to begin collaborations to increase transfer rate of black students to UCs. SEAP Mid-year report trainings were held, constructive dialogue occurred around processing, reporting and challenges. The next meeting is scheduled on February 9th. Jeff Lamb added that they have submitted Student Equity Plan and Annual Report to the Chancellor's Office since the last College Council meeting.
https://docs.google.com/document/d/1gsu0DPzOij8gd75kbl_vPVpNBCZCKfgP3l2SC8Wmwyw/edit?usp=sharing
- 3.7 Santa Ana College Technology Advisory Committee (SAC TAC): John Steffens reported no meetings yet for SACTAC.

4.0 Oral Reports

- 4.1 ASG: Nestor Cuellar shared 150 students participated yesterday's Welcome Week event, activities continue today at 11am. He also announced many Black History Week celebrations planned for next week.
- 4.2 Classified: CSEA President Tyler Johnson reported on new Executive board, 6 of 9 members are SAC employees. CSEA is actively trying to boost staff involvement on shared governance. Jeff Lamb offered to discuss potential IEPI dollars to support staff involvement initiatives for CSEA.
- 4.3 Cabinet:
Administrative Services: Bart Hoffman added that John Steffens gave a presentation on currently utilized software programs at P&B committee meeting yesterday. The next committee meeting will be on March 7th.
Continuing Education: Jim Kennedy shared link to Continuing Education ReOrg, which he will be bringing forward as a proposed permanent structure:
<https://intranet.rccd.edu/ContinuingEducation/reorg/Pages/default.aspx>
This ReOrg will be funded by growth dollars, the program has grown over 20% and 15% this year

alone. He asked that all members review the information and send any questions to him. He plans to bring this item formally to the next February College Council. School of Continuing Education is currently in the fifth week of instruction, enrollment is strong and he believes they will achieve 10% growth by end of Spring semester.

Student Services: Vaniethia Hubbard thanked ASG, Student Life, Outreach and Dr. Toya for all the Spring welcome events. Welcome booths are available on campus and main lobby of the S Bldg. where staff are guiding students, sharing open class lists and registration assistance. She shared the Black History month schedule and acknowledged Jordan Clark's efforts in leading the BHM planning efforts.

Academic Affairs: Jeff Lamb reported 9% growth for Spring, 12% up last year at this time. He is also currently monitoring all modalities, weekly full-term courses had declined in past semesters but all modalities are showing increases. Deans and department chairs are building courses where the students are and working on great strategies with A&R to get students into classes. We have welcomed a new Director Dual Enrollment Refugio Rodriguez last week as well as an Interim Director of Distance Ed this week. He is actively screening for the Dean of Academic Affairs position and he will be covering that area until filled. There was a K-16 Collaborative meeting yesterday hosted by OCDE, with partners with SAUSD and CSU/UC partners. There is movement on SAC's IEPI initiatives, we will be utilizing ACUE for Professional Development courses which will be available for equity instruction. They are also exploring a program mapping option that is available within Curriqnet.

4.4 Public Information Office: Dalilah Davaloz announced that advertising for Spring has wrapped up and they are now preparing for accelerated class advertisements. The next Marketing Taskforce meeting will be this month. She shared that SAC has a great opportunity to be featured on The College Tour TV show (Apple TV, Hulu - <https://www.thecolleetour.com/>), they will be filming on campus for a week on April 10th. There is a current call out for student participants, of which 10 will be chosen. They are also seeking programs to highlight so please submit students and programs to her attention for consideration. SAC will be the first community college in California to be highlighted.

4.5 Other:

Jeff Lamb welcomed Dr. Gregory Toya to his first College council. John Steffens announced that Starfish has integrated with our email system, so now any kudos or notification will come from a SAC email address. He also noted that basic needs referrals are now available in the system, thank you to Thrive Center. John shared a link to the software information shared at P&B (<https://rscdd.edu/Departments/Educational-Services/Technology-Advisor-Group/Pages/default.aspx>), the college is looking for cost savings, alternatives for Cranium Café and Regroup coming to end of life/successor version. Maria Dela Cruz stated that the Counseling division uses the "ask a counselor" and email repository features in Cranium Café and would like those features in whatever new system is chosen. Jeff Lamb thanked John Steffens as well for his assistance with Nuventive, as well as the vetting for potential vendor Simple Syllabus and Curriqnet options.

5.0 Next Meeting and Adjournment

5.1 February 22, 2023

9:00-11:00 a.m.

Zoom

5.2 Jeff Lamb adjourned the meeting at 10:15 a.m.