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**COLLEGE COUNCIL MINUTES**

Wednesday, May 10, 2023 9:00-11:00 a.m., via Zoom

**Voting Members Present:**

Annebelle Nery  
Vaniethia Hubbard  
Bart Hoffman  
Jim Kennedy

Jeff Lamb  
Sarah Salas  
Claire Coyne  
Jim Isbell

Monica Zarske  
Maria Dela Cruz  
Nestor Cuellar  
Kristi Blackburn

**Liaisons & Guests Present:**

David Waters  
Dalilah Davaloz  
Brenda Estrada  
Tyler Johnson  
Daniel Martinez

Leisa Schumacher  
Roy Shahbazian  
John Steffens  
Greg Toya

Tim Winchell  
Nga Pham  
Cindy Griffith (CBT Consultant)  
Nikki Harrington (CBT Consultant)

**1.0 Procedural Matters**

1.1 Call to Order: Annebelle Nery called the meeting to order at 9:01 a.m.

1.2 Approval of Additions or Corrections to Agenda: Annebelle Nery called for changes or corrections, and with none received, the agenda was approved as stands by consensus.

1.3 Approval of Minutes – Regular meetings of April 12, 2023 and April 26, 2023: Bart Hoffman motioned to approve the April 12 and April 26, 2023 minutes as presented, which was seconded by Jim Kennedy. Discussions ensued, with a recommendation to post-pone these items to the May 24, 2023 meeting. Claire Coyne motioned to postpone the April 12<sup>th</sup> minutes until the May 24<sup>th</sup> meeting, which was seconded by Bart Hoffman. Monica Zarske motioned to postpone the April 26<sup>th</sup> minutes until the May 24<sup>th</sup> meeting, which was seconded by Bart Hoffman. All recommendations and motions were approved by consensus.

1.4 Action Items:

- Reorganization Request (2)
  - College Advancement Office: Postponed to May 24, 2023 meeting.
- Request for Authorization to Apply for a Grant (1)
  - Launching the Asian Pacific Student Program (APSP) Center (New): Monica Zarske motioned to approve the item, which was seconded by Bart Hoffman and approved with 6 yes votes and no abstentions or oppositions. It was noted that Santa Ana College is finally recognized as an ANAPSI serving institution, as well as HSI.
- Enrollment Management Committee (Tentative)
  - Membership Review – 2<sup>nd</sup> Read: Postponed to May 24, 2023 meeting.
- Draft AR 7280 Remote Work-1<sup>st</sup> Review: Postponed to May 24, 2023 meeting.
- Draft Revised Job Description-Dean, Student Affairs-1<sup>st</sup> Review: Postponed to May 24, 2023 meeting.

**2.0 Informational Items**

2.1 President Report

- District Master Plan-Consultant Presentation: Annebelle Nery motioned to move Item 2.1 District Master Plan Presentation up on the agenda before Item 1.4 Action Items, which was approved by consensus. Nga Pham introduced Nikki Harrington and Cindy Griffith, of CBT Consultants, which was followed by their planned presentation. Jeff Lamb provided an overview of 1) IE&A planning efforts and work to date, with focused efforts on better aligning the Outcomes & Assessment to Resource Allocation Requests process; 2) the work with IEPI PRT and the upcoming 3<sup>rd</sup> visit by the IEPI PRT team and 3) improvement of collaborative planning

efforts with District Office and Santiago Canyon College. Anabelle Nery provided an overview of the District Office profile, which includes 1) organization; 2) budget; 3) goals; 4) progress and 5) surveys to colleges, along with Annual Evaluations. She continued with an overview of the new process for BP and ARs, which now includes a 1<sup>st</sup> and 2<sup>nd</sup> Review at the College for shared governance feedback and vetting which is key. Afterward, the feedback is taken to District Council and Chancellor's Cabinet. Discussions continued noting the Career & Academic Pathways are utilizing Program Maps and Student Service Leads and the staggered 4-year review cycle, with management units doing annually for needed resources. An overview of how SAC's 4-year Program Review cycle, Enrollment Management Plan, 7-year Accreditation and 4-year Quadrennial Review cycle ties to the Education Master plan was summarized. The improved data and dashboards are a result of the hiring of the Director, College Research last year, who has been assisting both the District Office and Santiago Canyon College ("SCC") in these data clean-efforts. It was noted that SCC too is experiencing similar errors in their data. The data submissions have included 604,000 errors, resulting in incorrect data in Datamart. Clean-up efforts continue with District Office dashboard and website. SAC is utilizing Power BI presently. External efforts will begin over Summer with Equifax for labor demand and living wage data, which will be shared with the College. Qualitative, external data collection will occur as well with surveys, focus groups, etc. with City and Community partners. Jim Kennedy summarized the community collaboration with OCTA, Latino Health Access, Hope Builders and LAOC trade unions to cite a few examples. Jeff Lamb summarized the additional collaborative examples with automotive dealerships and 100 Black Men of Orange County. The lack of equity between SAC and SCC student representation on committees, such as District Council, was noted, as well as inconsistency in the process. The importance of shared governance with collegial and transparent discussion and participation was emphasized.

### **3.0 Reporting Committees**

- 3.1 **Academic Senate:** Jim Isbell reported the 2<sup>nd</sup> Read of the Distance Education Handbook was approved, Guided Pathway presentation by Armando Soto, Greg Toya & Chantal Lamourelle, Participatory Governance Handbook, presentation by Jennie Beltran, process for campus involvement on committees. He concluded his report noting the next agenda would include presentations from People & Culture and Daniel Martinez-Vision for Success Goals and that public comments were shared regarding the concerns about lab spaces not working correctly in the new Science Center building.
- 3.2 **Facilities & Safety Committee:** Bart Hoffman had no report and noted the next meeting will be May 16.
- 3.3 **Institutional Effectiveness & Assessment (IE&A) Committee:** Jeff Lamb reported on the workgroups involved with the IEPI PRT work, reviewing of handbooks, proposed changes, goal setting, committee evaluation, updates starting next year on the Enrollment Management Plan. He concluded his report noting these planning efforts are not facilitated by a centralized person or office and that improvements are needed. The feedback from the planning workgroups and findings from the IEPI PRT work will be shared back and across the College. It was noted that effective July 1, 2023, SAC's growth will result in funding being returned to the College, which will assist with the growth positions summarized in Anabelle Nery's email, as well as the potential to include faculty and leadership positions to support institutionalizing the growth.
- 3.4 **Planning and Budget Committee:** Bart Hoffman reported on the May 2 meeting and topics of 3<sup>rd</sup> quarter financial reports for Fund 11 and 13, with 75% of Fund 13 funds spent and 98% expended planned by year-end. The Fund 12 expenditures will improve from 29% to 53% at year-end and last year was 62%. He concluded his report noting that one-time funds belong to the College and unspent funds will rollover, the approval of \$2.517M for computer replacement and technology and the next meeting is on May 30, which will include the May Revise.
- 3.5 **Professional Development (PD) Committee:** Anabelle Nery reported on the meeting two (2) weeks ago and upcoming meeting next week. The equity issue of \$1K stipend payments for faculty was shared and that Classified cannot receive stipends. PD recommended funding 17 persons who will be part of the new Speaker Series. The compensation for Classified participants will be resolved with People & Culture through continued discussions. A survey will be distributed over summer to capture the Classified employees with advanced degrees to assist with those interested in job shadowing, mentoring and teaching opportunities. The College and People & Culture are developing a free evening college for Classified without an advanced degree for a 2-year pathway to earn an AA degree. She concluded her report noting the PD Newsletter and Flex Opportunities announcements from Amberly Chamberlain and the Classified Professional Workgroup to occur over summer, which lunch included. AQ finalized contract with an equity focus sponsored by the State

Chancellor's Office. Fostering a Culture of Belonging opportunities will be available for Classified in Fall 2023. Annebelle Nery reported on the two (2) SAC teams (Professor Lamourelle and Classified) that won the Leading from the Middle grant submissions and the upcoming Press Release highlighting these details.

- 3.6 Student Equity and Achievement Program Committee (SEAP): Chantal Lamourelle's report for today can be found at [SEAP Report May 10.2023.College Council](https://docs.google.com/document/d/1x5wL9_egkt2KgpAvBAbMzR1dO6_tncTbvY9nt7cQL4/edit?usp=sharing). Her May 10<sup>th</sup> report for Academic Senate can be found here [https://docs.google.com/document/d/1x5wL9\\_egkt2KgpAvBAbMzR1dO6\\_tncTbvY9nt7cQL4/edit?usp=sharing](https://docs.google.com/document/d/1x5wL9_egkt2KgpAvBAbMzR1dO6_tncTbvY9nt7cQL4/edit?usp=sharing). Jeff Lamb summarized the intersection of the work with Equity and GP efforts, as well as Learning and Engagement. He reported on the presentation by Chantal Lamourelle and Maria Aguilar Beltran at the CAGP conference, review of all Equity funded positions and the collection of data to support how these positions support the Equity Plan and Metrix. The committee's recommendation will be brought forward to President's Cabinet for discussion. The equity funding request letters were mailed out today. The funding process and propels will be reviewed and revised going forward. The Metrix will be reviewed by SEPI to identify operational improvements. The next meeting will discuss the Leading from the Middle, equitable and diverse hiring process, as well as evaluations and the BP and ARs related to these topics and Faculty job descriptions.
- 3.7 Santa Ana College Technology Advisory Committee (SAC TAC): John Steffens reported quorum was not met at the last meeting and that the next meeting will include the workgroup efforts and action.

#### **4.0 Oral Reports**

- 4.1 ASG: No report was provided.
- 4.2 Classified: Tyler Johnson reported Classified Appreciation Week will be held May 22-26 and SRP funds will be returned back to the College. Sarah Salas reported on the Participatory Governance efforts underway for improving the structure, reporting, etc., review of Remote Work Agreement and feedback welcomed and the next CSEA chapter meeting will be May 16.
- 4.3 Cabinet:
- Student Services: Vaniethia Hubbard reported on the Commencement website, Keynote Speaker (Vera Jimenez) Press Release, Faculty Participation Memo from the President's Office, 4:00 p.m. line-up for students and faculty, gates open at 3:30 p.m., photo booths will be available before and after the ceremony, adjunct faculty can participate with regalia and staff members have been dedicated to respond to questions from graduates. She concluded her report highlighting Grad Fest during the week of May 15<sup>th</sup> and volunteers are needed.
- Administrative Services: Bart Hoffman reported on the M&O concerns related to the Science Center, priority to address the Science Center emergency generator, purchase order in process to address the closing of the fume extraction hoods and system to expedite the resolution of the problem.
- Continuing Education: Jim Kennedy provided a detailed enrollment update and noted the Spring term was concluding today, with the final number of CEC student graduates known today. He concluded his report noting the year-end FTES is projected at 5,200, focused efforts on retention and success, Teacher Appreciation Week in the Welcome Center and Classified Appreciation Week starting May 22.
- Academic Affairs: Jeff Lamb provided a detailed enrollment update and noted overall schedule productivity with continuing improvements with efficiency. Growth in full-term, short-term and online course offerings continues, as well as short-term F2F offerings. The recent community meetings and collaborative ideas with Discovery Cube, Genesis Bank, etc. He concluded his report noting that Credit enrollment growth is currently at 18% on top of last year's 12% growth, which is unprecedented and AB1705 grant effective State practices and opportunities in the areas of English and Math.
- 4.4 Public Information Office: Dalilah Davaloz reported on the updated marquee at 17<sup>th</sup> and Bristol, Marking Taskforce, enrollment opportunities-please call if assistance needed with marketing / advertising efforts. The fall 2023 marking efforts will begin soon.
- 4.5 Other

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

- 5.1 May 24, 2023 9:00-11:00 a.m. Zoom
- 5.2 Annebelle Nery adjourned the meeting at 10:59 a.m.