



# SANTA ANA COLLEGE

## Participatory Governance Survey 2013-2014

The attached survey was administered in the Fall and Winter in all SAC Governance Committees for the purpose of learning more about how members learned about and were appointed to governance committees, how they communicated with their constituents about the work of the committee, how they participated in organizing agenda items for consideration, and whether they believed any issues related to the structure and functioning of SAC's were not addressed. The survey results are attached for the college's review and consideration.

Institutional Effectiveness & Assessment Committee Nov/Dec 2013							
Participant	Position at College	Constituent Group	How Appointed	How were informed of vacant position	How Communicate with constituents	How items on placed on agenda	Issues not addressed
Uthia Williams	Community Services Program Coordinator II	CSEA classified employee	I was nominated by the previous sitting CSEA classified employee. I was invited as a guest to attend a meeting before deciding to formally apply for an appointment on the committee. I submitted an application to the CSEA president informing him of my interest to participate as a representative for classified employees on this committee. I also needed to have my administrator sign off on my appointment	After attending the September meeting as a guest, I learned CSEA can appoint two members to the committee. In addition, since the previous sitting CSEA representative was retiring she recommended me as her replacement. I was intrigued by the discussions and the level of responsibilities of the committee involving accreditation. I decided to apply for consideration for appointment to the committee.	Shared governance representatives are required to report back with highlights of discussions and actions taken relevant to the direction of the committee and how it relates or impacts classified employees. This information is shared in chapter meetings, included in chapter minutes, and distributed through email to all classified email users.	This is my first time serving on a shared governance committee, so honestly I don't know. I believe I can send an email to the sitting chairperson and ask for the item to be added. This is an area that I need to learn the proper protocol. I look forward to sharing what I know and learning from the team how I can become a better conduit of information from my constituents and this committee.	Doesn't apply - this is my first appointment
Jim Kennedy	Interim Vice President	Administration and the School of Continuing Education	All four Vice President's of the College sit on IE&A	When I was hired as the Interim Vice President, Continuing Education I received an e-mail explaining to me what the committee was along with the responsibilities of the committee and I was invited to participate in the committee and I accepted the invitation	Issues discussed at IE&A are brought back to the CEC constituency in a variety of formats. Items are discussed in our weekly CEC Management meeting, monthly Leadership meeting, and monthly in our Classified Meeting. In addition, I sit on the Planning and Budget Committee and Facilities Committee for the College and I communicate items from IE&A at these meetings as well.	I would e-mail Dr. Jaros and ask her to place the item on the agenda.	There are no items that I can recall that I have brought up to IE&A that have not been addressed.
Mega Pham	Director of Research	Serve as a resource for the college	Serve as a resource for the college	I was asked to be on the committee due to my role and access to data; therefore I am a resource for the committee	Due to my special role on this committee, as well as the others, I am able to share what I've when it is needed.	When I have an item I ask the chair to include it on the agenda and she has always accommodated my needs/concerns.	None

Institutional Effectiveness & Assessment Committee Nov/Dec 2013

Participant	Position at College	Constituent Group	How Appointed	How were informed of vacant Position	How Communicate with Constituents	How Items on placed on agenda	Issues not addressed
Bonita Jaros	Coordinator/ Accreditation Liaison Officer	Academic Affairs	Years ago I recommended the development of this committee. It was approved by the College Council to be the oversight committee of planning and accreditation. I was appointed the chair which was approved by the academic Senate at the time. As time went on, the president requested that my position be made Coordinator. This was approved by BOT. When Dr. Linda Rose became Vice President of Academic Affairs, she became the co-chair of this committee. (Each governance committee has had co-chairs with one administrator, so this made perfect sense.) In the past year, Dr. Rose has a reorganization approved so that my position now reports to Academic Affairs. This also makes sense.	I recommended the development of this committee.	I make reports to the Academic Senate when appropriate, and College Council, at the behest of the President. I work directly with the Vice President of Academic Affairs, so she keeps me informed of issues related to accreditation and planning from her broad perspective. She also has me make reports to the deans when appropriate.	I work with the Vice President of Academic Affairs. If anyone wants an item on the agenda, they contact me, as I am responsible for producing and disseminating agendas and minutes and managing the web page.	Issues not addressed Not applicable.

President's Council Interview 11/13/13

Participant	Position at College	Constituent Group	How Appointed	How were informed of vacant Position	How Communicate with Constituents	How Items on placed on agenda	Issues not addressed
Janet Grunbaum	Job Placement Coordinator	Classified	Applied for the position and was appointed by CSEA representatives.	CSEA sent out information regarding the opening.	Emails, CSEA meetings, and one on one with classified staff.	Classified staff bring issues to the College Council representatives, the representatives contact the President's office.	"The President always addresses issues brought to the College Council meetings, she also has an open door policy with the Classified reps."
Sean Patrick Small	Technology and Production Coordinator	Classified	Applied for position and was appointed by the CSEA executive board.	CSEA sent out email to all SAC and CEC classified.	Communicated directly with the "affected group," chapter meetings, minutes (of College Council), email.	email to President's office.	"The President always addresses our issues, however managers directed by president to do things may not follow through."
Jonathan DeLaMora	Student	Students	Student President	Student vice President	Report to the ASG.	email and hand in on day of meeting.	No
Jorge Sandovel	SASG President	Students	Student Senate	Informed by the College President's secretary.	Through ASG cabinet reports and at branch meetings.	Contact president's office	"I have brought two issues to the meeting and both of these meetings have been addressed efficiently and swiftly. I cannot say the college council has never addressed student issues brought before them from me."
John Zarzke	Math Professor, Academic Senate President	Faculty	Elected by the Faculty	Through the senate	Academic Senate by monthly meetings, emails to faculty.	Through the College President's office.	No.
Madeline Grant	Professor International Business, Marketing & Management/Academic Senate Secretary	Faculty	Appointed by Academic Senate President	Senate Executive Committee	Reports at Division Chairs meetings, Senate Executive Board Meetings and at the general by monthly Academic Senate Meetings.	Through the College President's office after consultation with the senate executive board.	No.
Christhina R. Romero	Director, College Advancement	Management	Appointed by the College President	Appointed by College President.	Email and in person.	Through the College President's office.	No
James Woolley	SAC Safety	Management	College President	Guest, not member for information.	Email and in person.	Through the College President's office.	No
Michael Collins	VP, Administrative Services	Management	College President, per position	College President	N/A?	Through the College President's office.	N/A?
Dr. Linda Rose	VP, Academic Affairs	Academic Administration	College President, per position	College President	Dean's meetings and emails.	Through the College President's office.	No.
Dr. Sara Lundquist	VP, Student Services	The entire College	College President, per position	College President	Through Student Services Management team meetings, Student Success Committee and Student leaders.	Through the College President's office.	"No, that does not mean every issue is resolved exactly the way I wish, but the process is one of high integrity and transparency."

Student Success Committee 11/14/13							
Participant	Position at College	Constituent Group	How Appointed	How were informed of vacant Position	How Communicate with Constituents	How Items on placed on agenda	Issues not addressed
Brenda Blanca Lopez	Student, ASG member	ASG	I was asked if I have any interest in the position and I was ratified	I was informed by the president of ASG	Open Discussion	I understand them	No.
Beverly Brunbaum	Testing Coordinator	Faculty	By position	By Dr. Lundquist	Staff meetings	Dr. Lundquist	No.
Cathie Shaffer	Mesa Director, Counseling Faculty	Faculty	I was suggested to join and approved by Sara Lundquist	I believe it was through the chair of my division	Division and committee meetings	Email Karen Scott	No.
George Sweeng	Math Center Coordinator	Faculty	Selected by Mary Huebsch and Sara Lundquist	Mary Huebsch told me	I am not the faculty rep. but I attend senate and math dep. Meetings	Inform Mary or Sara	No.
Julia Vercellil	Counselor/ Student Transition Coordinator	School of continuing education	as the BSI:SCE co-chairs and student transition coordination, I was asked to represent our SCE- counseling and transition services and implementation of student success non credit	Big Collegues	BSI meetings, SAC SCE Leadership meetings and counseling department (SCE)	Forward information as agenda to chairs	No, however we discussed (Mary, Melanie, Susan Gaer) ESL 055 Student needs, transition from all non-credit students
Lynn Marecek	Math Faculty	Faculty	I don't remember, I think I have been on committee since beginning		Report in math department meeting	Tell Sara's office	No.
Mary Huebsch	Professor communications studies basic skills coordinator	faculty	co-chair replacement for Sandy Woof, former BSI coordinator		Bring SSC items to Basic Skills Strand A	Confirm with co-chair	No.
Nilo E. Lipitz	Dean of instruction and student services	SAC-SCE, Non-credit	SCE Rep.	I received an email message	This is my first meeting	Single email message so far	Any issues that promote transition from non-credit to credit programs, including priority registration, access to additional program and services for non-credit students
Pham Nga	Director, Research	Supervisory	I service as a resource for the committee	I was asked to be a member	The information I learn here ... indirectly help me to assist the college	Communicate with the committees co-chairs	No.
Soumia (Mary) Ruiz	Student	ASG	Through	Through ASG	Written and oral reports are given the day after the meeting.	Handouts are given and contact with Ms. Lundquist and Ms. Huebsch	No, every topic is thoroughly discussed

Student Success Committee 11/14/13							
Participant	Position at College	Constituent Group	How Appointed	How were informed of vacant Position	How Communicate with Constituents	How Items on placed on agenda	Issues not addressed
Peggy Card-Goveda	Scholarship Program Coordinator	Classified	My professor sat on this committee and I was asked to continue to tradition my supervisor and the VP or student services encouraged my participation	My supervisor and VP or student services informally and formally invited me to participate	Updates are emailed and verbally communicated to my colleagues VP or student services.	Email or verbally share with the administrative assistant to the VP of student services	When important topics arise during a meeting, these items are then invited to be added to future meeting agendas.
Martha Vargas	Transfer Center Counselor Coordinator	Transfer/Counselor division	Academic Senate	Counseling Dean	Division Co-Chair Meetings Staff meeting, direct one-on-one contact with students, electronic communications	Through Sara's Office	No
No Name		Classified staff of students	Invites to join by VP of students			Email	None

Participant	Position at College	Constituent Group	How Appointed	How were informed of vacant Position	How Communicate with Constituents	How items on placed on agenda	Issues not addressed
Facilities Nov/Dec 2013							
Maria Aguilar Beltran	DSPS Coordinator/ Associate Professor	Students, Student Services Facility, & Classified	Academic Senate and previous DSPS representative that was not able to attend	Monica Collins	Student Services faculty meetings and DSPS staff meetings. We can also email students part of DSPS		No
Adam Nyegen	Associate Professor Kinesiology & Athletics	Kinesiology & Athletics	Guest	N/A	Department Meetings	No idea	Not yet
Ron Jones	Custodial Supervisor	M&O Custodians	Asked to be part of it by VP Admin Services	Through monthly staff meetings	By VP Admin Services	Communicate with Geni Lusk	Not yet
Mike Edliss	Transportation Worker	CSEA	CSEA President appointed	CSEA President informed me of the availability	Word of mouth, posting agenda on board inside break room	New to committee	Not at this time
Loy Nashana	Associate Dean	Student Services and students in general	Through Sara Lundquist	Through Sara Lundquist	Visa Student Services meetings and associate student government communications	Speaking with the chairs of the chairs designee	Not at this time
James Woolley	Security Supervisor	Campus Security	Appointed by the President	N/A	I always share this information with my staff, both electronically & verbally.	By contacting the chairperson	No
Eve Kikawa	Interim Dean, Fine & Performing Arts	Fine & Performing Arts	Replacement of Representative	Through management	Through meetings with department chairs	Through co-chairs of committee	No
Elliott James	Faculty	Faculty/Senate	Asked to serve by Senate President	Senate President	Reports of Senate Business meetings	Email/ Phone/ Face to Face with Mike Collins	No
John Zarske	Senate President, Math Professor	Academic Senate	The senate president is automatically a member of the facilities committee	Through the senate	Reports during senate meetings	Send a request to Elliott James, the Faculty Co-chair	No
Christina Zainos	Student-Facilities Committee Representative	ASG	Interview with ASG President and Advisor	Student life office offers the information. ASG president offers the opportunity to represent the students	I bring information to the senate of ASG.	N/A	No
Edward Luna	Library Technician	CSEA	Recommended by CSEA President	CSEA Newsletter	Email to E Board Members	Yes	No

Facilities Nov/Dec 2013							
Participant	Position at College	Constituent Group	How Appointed	How were informed of	How Communicate with	How Items on placed on agenda	Issues not addressed
Susan Sherod	Engineering Department, Co-Chair and full time faculty	Business Division	Paul Foster wanted to link up the work of the former Environmental Committee with the Facilities Committee. He saw my work there and thought it was great, but wasn't being heard by the decision makers. Later someone, perhaps Dr. Collins or Ray Hicks, thought I should attend the RSC district meetings since the decision makers do attend those meetings.	Paul Foster requested my participation originally.	Report to Business Division Dean and at Business Division Chairs meetings.	It seems to me that the agenda dedicated by the V.P. that runs the meetings. My main contributions are in the Environmental Tasks Force reports. I have never received a request for submittal or approval of agenda items.	The district makes its decisions regarding the Master Plan and structure and Infrastructure work, which impacts maintenance and overall budget of the individual colleges for better or worse. At present, the district approved a Central Plant design. The original budget was estimated at 8 million USD. It's now swollen to 68.1 million USD. For that kind of money, we could hire and innovative "green" architect, such as William McDonough, and instead have a design that saves up front cost immediately, freeing the funds for other work. At the same time, and innovative "green" design would reduce maintenance/repairs for the system for many years ahead. This budget item is only a district item for the initial cost. The LIFE CYCLE cost will be borne by the SAC College budget, unfortunately for SAC. This is also true for Solar energy. SAC hasn't got



Planning and Budget Committee Nov/ Dec 2013							
Participant	Position at College	Constituent Group	How Appointed	How were informed of vacant Position	How Communicate with Constituents	How Items on placed on agenda	Issues not addressed
George Wright	Professor-Department Chair-Criminal Justice	Academic Senate	Senate President	Academic Senate	Reports to Senate	Never placed anything on agenda.	No.
John Zarske	Academic Senate President/ Math Professor	Senate	The Senate president is automatically a member of this committee.	Through the senate	Report at senate meeting	Contact the faculty co-chair, Ray Hicks.	No.
Leslie Wood-Rogers	Science Lab Coordinator/Adjunct Professor	CSEA	I was asked if I had the time and the intent to be on the committee representing CSEA.	A general email announcing a number of positions available for CSEA members to fill.	Verbal and written notes forwarded to Information Officer.	Haven't as of yet-no need as yet.	No.
Denise Hatakayama	Biology Lab Coordinator	CSEA	CSEA asked	CSEA let me know	Usually verbal communication	Email	No.
Greg Chamness	Skilled Maintenance Worker	Classified/ CSEA	Substitute for Tom Andrews	Through Classified (CSEA)	Verbal, Email, and any other method available.	I haven't done so yet.	No.
Monica Porter	Faculty/Coordinator	Academic Senate	Academic Senate President	Approved by Academic Senate President	Participate in reports to Academic Senate	Contact Committee Chairs	No.

SACTAC Nov/Dec 2013							
Participant	Position at College	Constituent Group	How Appointed	How were informed of vacant Position	How Communicate with Constituents	How Items on placed on agenda	Issues not addressed
Joe Pachno	Instructional Media Producer	SAC Classified	Invited by the former chair of the committee	I am not aware that SACTAC is regulated by a designated number of members.	By email.	Send request to the chair.	No
Dennis Sadler	Counselor	Faculty	Academic Senate	Email from Cheryl Lee Kushida	E-mail	E-mail	No
Don Dutton	Professor	Student Services/ DSPS	Student Services Chair	Student Services Chair	Monthly Student Services Committee meetings /District Email	Forward Item(s) via Email to SACTAC chair/co-chair	None at this time.
Allen Dooley	Dean of Business	Administration/ Management	I was appointed by former Vice President of Academic Affairs Norm Fugimoto.	Vice President of Academic Affairs Norm Fugimoto.		I am a co-chair of the committee and regularly ask for agenda items.	Not that I am aware of.
Nell Yang	Librarian	Nealley Library	Through the Department Portfolio Planning Process	The Department Meeting, via the Library Department Chair	I forward the meeting minutes to my colleagues	I e-mail the Chair (Co-chairs) of the SACTAC Committee	No.
Juli Macdonald	Professor, Kinesiology	Kinesiology	I don't recall I have been the rep for a long time. I believe that I volunteered to represent my division as no one else was able to do this.	I don't recall. Perhaps it was from our division dean.	Via e-mail or division meetings.	The committee chair sends out a request if anyone has any items for the agenda.	No