

**SAC COLLEGE COUNCIL MINUTES**  
**June 9, 2021**

**PRESENT:** Marilyn Flores  
Vaniethia Hubbard  
Bart Hoffman  
Jim Kennedy  
Jeff Lamb  
Roy Shahbazian  
Monica Zarske  
Madeline Grant  
Monica Renteria

**GUESTS:**  
  
Ellen Alanis  
Carrie Cornwall  
Dalilah Davaloz  
Maria Dela Cruz  
Brenda Estrada  
Jim Isbell  
Alicia Kruizenga  
Janice Love  
Julio Luna  
Suniya Malhotra  
Kimberly Mathews  
Teresa Mercado-Cota  
Tina Miranda  
William Nguyen  
Leisa Schumacher  
John Steffens  
Darryl Taylor

**LIAISON:** Scott Baker

**ABSENT:** Norma Castillo  
Sean Small  
Christina Romero

**I. Call to Order**

Jeff Lamb called the meeting to order at 9:04 a.m. on behalf of Marilyn Flores.

**II. Routine Items**

1. Approval of Minutes

May 12, 2021 and May 26, 2021 – Bart Hoffman made a motion to approve the minutes from May 12, 2021 and May 26, 2021, with Vaniethia Hubbard seconding the motion. The motion was approved with no abstentions and no oppositions.

- President's Report – Marilyn Flores welcomed the guests from District Office facilities. SAC Master Planning – Facility Master Plan Update - Darryl Taylor provided a brief overview of the SAC Master Planning – Facility Master Plan Update and Suniya Malhotra detailed presentation of the process, timelines and prioritization of project lists. Discussions ensued with the following recommendations or comments provided:
  - Allow for additional time to capture feedback from all Constituency groups.
  - Resource Allocation Requests (RAR) can include facilities requests.
  - The SAC Project List includes previous master plan and RAR requests, which represents the big picture for the Capital Improvement List.
  - Clarification requested on the process and how the evaluation is done yearly.
  - Define and clarify the function of the Facilities Master Plan.
  - Review SAC Project List (with the Bond List and 5-year plan included) with evaluation criteria over the summer with President's Cabinet.
  - Coordinate a second presentation to discuss process and operations for facility requests and reviews with District Facilities and SAC Facilities.
  - The first College Council meeting in Fall 2021 will be planned to include this item on the agenda for status updates, recommendations and additional discussions.

- It was noted that Bond discussion will have to occur at a Board meeting, which is not yet scheduled.

Education Master Plan – Janice Love provided a broad overview of the final draft and noted that a final read-through and proofing will be done by Jeff Lamb, who will submit the revised final draft to Marilyn Flores for review and finalization. Janice Love will send the Final item to Marilyn Flores, who will facilitate the final graphics for the cover. Marilyn Flores made a recommendation to approve the Education Master Plan with the discussed final formatting in mind and noted this item is a “living document”. Jim Kennedy made a motion to approve the recommendation, with Bart Hoffman seconding the motion. The motion was approved with no abstentions and no oppositions.

Participatory Governance Handbook - Part III College Council Constitution – On behalf of Fernando Ortiz, Tina Miranda provided an overview of the specific sections pertaining to Section 5 Reporting and the charge of IE&A (page 20) and Article V: Meetings (page 22). Discussions ensued with the following recommendation to add the comments below to the May 26, 2021 College Council approved document:

- All collegial governance committees do follow the Brown Act.
- Board Docs is used by collegial governance.
- Concerns were raised about potential limitations with Board Docs and whether descriptive details could be included.
- Recommendation was made to note “...in accordance with the Ralph M. Brown Act...”.
- Standardize the reference to “College Council” throughout the document.
- Page 27-Make needed correction to third bullet from the bottom to reflect SACTAC, which was approved by Planning & Budget.
- Page 28-end parenthesis needs to be added to (VPCE)
- Page 39-It was noted the charge of IE&A reflected here was approved by IE&A.
- Tina noted that no signatures are required in the Participatory Governance Handbook (PG Handbook) and that she will post the final approved PG Handbook to the website and distribute to College Council with the approval date included.

SAC Marketing Goals – Madeline Grant noted the SAC Marketing Plan was presented to College Council, as well as SAC Planning & Budget. Madeline made a recommendation this item be approved with the requested funding as presented. Discussions ensued and included the following:

- It was noted the item should be approved by SAC Planning & Budget and then return to College Council.
- It was noted hold harmless details are still not known and the overall budget scenario is tenuous at present time.
- It was recommended to use SB85 funds to cover the costs for both Credit and Non-Credit marketing.
- It was recommended that \$200,000 be added as a line item to the annual budget to cover the yearly costs of marketing.
- It was recommended to approve the \$200,00 for one-year and then revisit in the Fall for year two and beyond.
- It was noted this item should be a Joint Marketing Plan for both Credit and Non-Credit and the investment of annual funding be instituted for support of year-long marketing efforts.
- It was recommended that SB85 funding be utilized to cover the Fall advertising expenses for Credit and Non-Credit.

- It was noted the approved draft SAC Marketing Plan does not include Non-Credit and that the plan should be revisited in Fall 2021 to align it with the District Marketing Plan.
- It was recommended that the funds be invested in this plan to have long-term benefits and impact. All agreed that investment of funds is important and if additional funding is needed that this item be revisited.
- It was noted the additional FTES generated in the Fall by Continuing Education will cover the Fall marketing expense.
- The goal and objective for marketing efforts is to strategize a year-long plan, with expanded efforts during peak times and minimize reactive approach.

Following the above discussion, Monica Zarske made a motion to approve the draft SAC Marketing Plan and review the full Plan in the Fall. Jim Kennedy seconded the motion, which was approved with no abstentions and no oppositions.

### 3. Action Items

None

## III. **Constituent Reports**

1. **ASG** – Monica Renteria reported on the final events of the year, upcoming meetings with the incoming President and Vice-President, planning for summer training. She introduced the incoming ASG President Julio Luna.
2. **Academic Senate** – Roy Shahbazian reported on the changes in faculty assignments to various committees and noted these changes will be reflected on the Academic Senate website after the May 25<sup>th</sup> meeting.
3. **Classified** – No report (Sean Small and Norma Castillo not present).
4. **Public Safety** – No report provided.
5. **Student Services** – Vaniethia Hubbard thanked Monica Renteria for her contributions over the last year and welcomed Julio Luna. She reported Outreach is staffing an in-person Welcome Booth to assist students, that some in-person services will be available to students during summer and that communication would be forthcoming about student Hot Spots.
6. **Academic Affairs** – Jeff Lamb reported that summer enrollment is down compared to last year this time, that Outreach phone bank efforts will continue for Summer and Fall 2021 and that the schedule includes blended offerings to meet the student needs and demands, as well as providing them varied options. The Guided Pathway update will be emailed out to everyone. Jeff noted the Accreditation documents are being finalized, the first draft will be ready in the next week, gathering of evidence continues and the ISER with QFE are planned for Board submission at the July 2021 meeting.
7. **Continuing Education** – Jim Kennedy reported the Continuing Education site will be open on Wednesday and Thursday to welcome back students and that enrollment in the second week of the Summer 2021 term is up compared to this time last year.
8. **Administrative Services** – Bart Hoffman provided an update on the budget and noted the finalization of the 2021-2022 budget will be forthcoming.
9. **Student Information Support** – No report provided.
10. **College Advancement/Foundation** – No report (Christina Romero not present).
11. **Public Affairs** – Teresa Mercado-Cota reported on the details and updated related to the above referenced SAC Marketing Plan. Dalilah Davaloz reported on the weekly planning efforts to highlight and post the current F2F class list, social media efforts, Fall 2021 mail flyer, advertising of free Summer parking, Credit and Non-Credit marketing and the upcoming Johnson Student Center ribbon cutting ceremony.
12. **Research** – No report provided.

**IV. Other**

A second meeting has been added to the 2021-2022 meeting schedule.

**V. Next Meeting and Adjournment**

The next meeting will be Wednesday, June 23, 2021 at 9:00 a.m. via Zoom. Marilyn Flores adjourned the meeting at 11:00 a.m., with a motion for adjournment. Monica Zarske made a motion to adjourn, with Bart Hoffman seconding the motion, which was approved with no oppositions or abstentions.