

**SAC COLLEGE COUNCIL MINUTES**  
**July 22, 2020**

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

**GUESTS:**  
  
Brenda Estrada  
Jarek Janio  
Alicia Kruienza  
Janice Love  
Kimberly Mathews  
Teresa Mercado-Cota  
Veronica Oforlea  
Fernando Ortiz  
Sarah Salas  
Leisa Schumacher  
John Steffens  
Monte Huotari

**LIAISON:**

**ABSENT:** Sean Small  
Arianna Castillo  
Scott Baker  
Christina Romero

**I. Call to Order**

Dr. Flores called the meeting to order at 2:02 p.m., followed with a welcome and introductions.

**II. Routine Items/ President's Items**

1. Approval of Minutes – The minutes from May 27, 2020 will be tabled until the next meeting.
2. Other – Dr. Flores made a motion to approve the amended July 22<sup>nd</sup> agenda, which was moved to approve by Dr. Kennedy and seconded by Dr. Hoffman with no abstentions.
3. President's Report – Dr. Flores reminded attendees Fall 2020 Convocation will be virtual and held on Tues., August 18<sup>th</sup> from 8:30-11:30 a.m. She provided an overview of the Call to Action work done to date. She noted the continuing work by Dr. Lamb and Dr. Manning with CCCAA. She noted the July 22<sup>nd</sup> Don's Corner Drive Through Food Drive and the July 29<sup>th</sup> SAC-SCE Drive through Citizenship Ceremony events. She provided an overview of the Board approved Re-entry plan and noted that the District is presently in Phase 1. The VPs will determine which key essential services are needed.

**II. Constituent Reports**

1. **ASG** – Monica reported that Summer Power Hour training is continuing and that individual and department goal planning is underway. She noted that Fall activities have not been planned as of yet.
2. **Academic Senate** – Roy noted the Academic Senate meeting held last week. He reminded all of the COVID-19 EW and P/NP deadlines for Summer 2020 (August 17<sup>th</sup>) and Fall 2020 (December 17<sup>th</sup>) and noted the safety protocols for

the F2F classes. Dr. Flores noted that EW refunds were permitted in Spring 2020 and that we could collect apportionment. She also noted the importance of timely grade submissions and sending out communication to faculty.

3. **Public Safety** – Monte Huotari noted that District Safety is available 24/7 and that all staff are healthy and continue to be present on-site. He noted the continuing increases in foot traffic and pedestrian access. He noted the protests (past) were mostly peaceful, the DMC incurred some protestor damage and that CEC experienced a few minor instances. Patrol checks occur 3-4 times a day at offsite locations. Safety staff are assisting with campus food drive through events.
4. **Student Services** - Dr. Hubbard noted 413 students were served at the July 22<sup>nd</sup> Don's Corner Drive Through Food event and that chicken was included today. She provided an overview of the CARES funding distribution to date and that an additional \$2.7 million in Institution Funds would be forthcoming. She asked that all requests for funds be brought forward to the Vice Presidents for discussion at President's Cabinet. SAC will receive \$380,682 in funds for being a Minority Serving institution. She noted the Fall Re-entry planning efforts in the key areas of Admissions & Records, Financial Aid and Health & Wellness Center and that other Student Services areas will be phased in as appropriate. Dr. Hubbard summarized the details for the Trio Request for Reorganization. Dr. Hoffman motioned to approve this item and Monica Zarske seconded the motion, which was approved with no abstentions.
5. **Academic Affairs** –Dr. Lamb reported on the continued work with Accreditation and noted the recent Writing Workshop that was well attended including faculty representation. The Accreditation collaborative efforts of SAC & SCC will be presented at the next RSCCD Management Council meeting. Opportunities are still available for people to participate with Accreditation. He provided an overview of the Summer and Fall 2020 enrollment and comparisons to date. He noted the campus Re-Entry Committee and their great work in developing protocols. He continued with an update on Guided Pathways (GP) and noted the new GP Transitions Team and the work to occur over the upcoming year. Dr. Lamb provided a summary of details for the Nursing Authorization to Apply for a Grant, followed by Madeline Grant making a motion to approve and Dr. Hoffman seconded the motion, which was approved with no abstentions.
6. **Continuing Education** – Dr. Kennedy provided an overview of the School of Continuing Education Pilot Program and the proposed org chart, noting that some services will be centralized and he will continue to report to SAC President. This Pilot Program is planned to strengthen student transition from Non-Credit to Credit with expanded and improved services, including resources from the District Offices. He noted that SAC SCE is one of the largest Adult Education programs in the State.
7. **Administrative Services** – Dr. Hoffman noted work is continuing across campus from M&O and SAC facilities. He summarized the details for the 19/20 year-end and 20-21 tentative budgets. He provided an update on the PPE types and quantities available at SAC. Roy Shahbazian noted that Academic Senate would like to provide input on daily temperature checks and then shared examples of other community colleges' Re-entry plans.
8. **Student Information Support** – John Steffens reviewed the details of the Starfish Roadmap to Implementation handout. He followed with an update on Canvas integration noting the first round of testing will be done in Fall 2020. The web redesign Phase I was in Spring 2020, Phase II will be in Fall 2020 and Phase III in Spring 2021. The full redesign proposal is still in the works. He encouraged everyone to update the details on their current websites. Self-Service “Add Authorizations” has been implemented and will be added to the training and

resources section of the homepage. Professional Development opportunities for additional training are forthcoming. He noted Cranium Café could be used for appointment scheduling.

9. **Classified** – No report (This is Norma's first meeting and Sean Small was not present).
10. **College Advancement/Foundation** – No report (Christina Romero departed early).
11. **Public Affairs** – Teresa provided an overview of the advertising efforts and campaigns currently underway for Fall 2020, social media, bust stops, print ads in Vietnamese, School of Continuing Education, Main Street Mall marquees, as well as micro-campaigns for divisions and departments. The E-Newsletter is multilingual and shared with community partners. CAP banners are installed throughout interior of campus. Weekly e-blasts and postcards have been sent noting Fall 2020 Convocation. Madeline Grant noted the Cornerstone implementation process is moving forward, which will streamline processes across campus and the District Office for Professional Development and Flex Week activities.
12. **Research** –Janice reviewed the details of the Student Survey 2020 noting that 78% of students responded that they would continue at SAC. Research sent a survey to capture student feedback about what is needed to be successful at college. She reported that Spring 2020 grades are being added to the Dashboard and that a dedicated Research Analyst is assigned to Math and English for AB705 results. Roy Shahbazian inquired about the equity gaps and how we did closing the gaps. A deep dive was done for Fall 2019 and the results were given to the AB705 Taskforce. Janice will send to Roy. Dr. Ortiz noted remote tutoring versus F2F tutoring and that targeted marketing, etc. could be done to reach out to the students. It was noted that Starfish has a "self-help" feature to direct students.

#### IV. Other

#### V. Next Meeting and Adjournment

The next meeting will be Wednesday, August 12, 2020 at 9:00 am via Zoom.

Dr. Flores adjourned the meeting at 4:00 p.m., which was motioned for approval by Dr. Kennedy with Monica Zarske seconding that motion. The motion was approved with no abstentions.