



**I. Call to Order**

Approval of Minutes of the February 22, meeting

**II. Updating SAC's Mission Statement**

Dr. Rose to re-cap the previous conversation and facilitate work on SAC's revised Mission Statement.

**III. Life Cycle of a SAC Student**

Our work to support attainment will be considered in light of data regarding students connected to programs, student persistence over time, and our daily work linked to the life cycle of SAC students (VP Team).

**IV. Strategic Priorities**

Considering all we have done today and the District/Board Priorities, what 3-4 strategic priorities deserve/require our collective attention?

**V. Identify Finalists for New SAC Mission Statement**

**VI. Next Meeting – April 19 at 9:00 a.m. in S-215**

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**Santa Ana College Mission Statement**

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

*\* denotes that co-chair plans to attend meeting and briefly report to Council*

SAC COLLEGE COUNCIL MINUTES  
February 22, 2017

PRESENT: Linda Rose  
Michael Collins  
James Kennedy  
Carlos Lopez  
Sara Lundquist  
Elliott Jones  
Monica Zarske  
Bonita Jaros  
Madeline Grant  
Sean Small  
Lithia Williams  
Lisette Cervantes, ASG President

ABSENT: ASG 2<sup>nd</sup> Representative

LIAISON: Christina Romero

**I. Call to Order**

Dr. Rose called the meeting to order at 9:06 a.m.

**II. APPROVAL OF MINUTES – January 25, 2017**

It was moved by Dr. Jaros and seconded by Monica Zarske to approve the minutes of the January 25, 2017 meeting. The minutes were approved as presented.

**III. STANDING/CONTINUING BUSINESS**

SAC Safety Report – No report

Faculty Senate Report

Dr. Jones commented on convocation presentation and discussions. Many items discussed at the senate meeting were held over for the next meeting including a proposed resolution.

Classified Report

Mr. Small confirmed CSEA ratified their agreement with the District.

ASG Report

Ms. Cervantes reported on the ASG Leadership retreat where the focus was on increasing publicity and engaging students in campus events. ASG expressed appreciation of Dr. Rose for allowing the leadership to attend convocation. A welcome back was held last Thursday with an opportunity drawing for students that visited at least three of the 14 student services booths. It was a huge success with 178 students discovering services available to them. Upcoming events include encouraging students to participate in the General Assembly for Community Colleges; Black History Celebration on February 23 with a showing of the movie Twelve Years a Slave and Club Rush on March 2.

SAC Foundation Report

Ms. Romero reported on the activities of the SAC Foundation and the Scholarship Office with a focus on the application process. Ms. Romero discussed the diverse populations served through scholarships and unrestricted funds. She also discussed the President's Circle that began in 2006 with now over \$90,000 to assist students.

Enrollment Update

Mr. Lopez provided a brief report on enrollment noting that spring is slightly up 46-47 FTES, but will change with class cancellations due to low enrollment. He also discussed positive attendance being up. Noncredit is down 10% for the year. ESL and HS diploma programs are struggling. CEC is seeking new partnerships in the community to encourage enrollment in the older adult programs. Target is flat and overall SAC will be down about 3%.

Budget UpdateAccreditation Update

Dr. Jaros announced that 80% of the mid-term report has been drafted. The oversight committee meeting is scheduled for Thursday. After that, Dr. Jaros will begin collecting documents/evidence. There are two substantive change reports due (distance education) in the fall and Dr. Jaros is working with Cherylee Kushida. Additionally, she is working with Michelle Parolise for the baccalaureate degree and team visit scheduled for October. The annual report is in process. It is important to nail down the institutional standards and IEP goals soon.

**IV. SHARED GOVERNANCE REPORTS**Curriculum and Instruction Council

Mrs. Zarske confirmed the Curriculum and Instruction Council submitted for the baccalaureate degree upper division and it was approved with no edits, no send backs.

Facilities Committee

Dr. Collins briefly discussed the last facilities committee meeting whereby the reallocation of parking spaces in lot 6 and lot 11 were approved; giving more student spaces in lot 6 and more staff spaces in lot 11; essentially flip-flopping the designated spaces.

Planning and Budget Committee

Dr. Collins announced the next Planning and Budget Committee meeting is in two weeks. The committee will discuss projections for the end of the year. The budget is performing well and SAC anticipates an ending balance about 6.5%. Some of that balance will change as collective bargaining units settle respective agreements. This is the halfway point and this is how SAC looks today. It is possible to end the year between \$7-\$9 million with \$3 million in fund 13 and \$5 in fund 11.

Student Success and Equity Committee

Dr. Lundquist reported the Student Success and Equity Committee met last week. Their discussion focused on professional development, BSI, student success and equity and SSSP. The integration of basic skills to completion. The team will continue to meet and determine next steps.

**V. OTHER BUSINESS**1. Reorganizations

- Administrative Clerk (HS & T, OTA)  
The need for the position is required to support the baccalaureate degree program and application process, maintain reports for the program and is a critical need to make program successful. It was moved by Monica Zarske and seconded by Dr. Jaros to approve the reorganization. The reorganization for the Administrative Clerk was approved as presented.
- Senior Clerk (Professional Development)

This position supports professional development on this campus. This full-time senior clerk position will support the academic senate office as well. It was moved by Madeline Grant and seconded by Monica Zarske to approve the reorganization. The reorganization of the Senior Clerk was approved as presented.

## 2. Request for Authorization to Apply for a Grant

- Seamless Pathways from Noncredit to Credit – Dr. Kennedy discussed the need and goal of aligning pathways from noncredit to credit and then to jobs. This will be very good for SAC and provide resources to develop better pathways and continue the establishment of SAC being the primary adult education program in the area. The grant has been submitted. It was moved by Dr. Lundquist and seconded by Carlos Lopez to approve the request for authorization to apply for a grant. The request was approved as presented.

The next three requests are related to grants in the Business Division

- Strong Workforce Vertical Sector Leaders: Global Trade & Logistics (Regional Funding) and the Strong Workforce Vertical Sector Leaders: Small Business & Entrepreneurship (Regional Funding) – These two vertical grants are going to expand resource development and host events for high school students. Faculty will be able to tap into resources and hire clerical support for the grant. It was moved by Dr. Lundquist and seconded by Monica Zarske to approve the request for authorization to apply for a grant. The request was approved as presented.
- Strong Workforce ProGTL – International Business Education Alliance – Through this grant SAC will build an online resource hub for teaching materials for CTE, high school and college faculty. This allows faculty and students to connect on regional activities. It was moved by Monica Zarske and seconded by Dr. Jones to approve the request for authorization to apply for a grant. The request was approved as presented.

## 3. RETREAT FOCUS

The remainder of the meeting focused on the role of college council and the governance structure. Dr. Rose explained that College Council, a collective representation of the constituency, reviews planning before it goes out to the campus as a whole. It is time to review the governance and committee structure including membership because none of the planning instruments is static but are dynamic.

With a focus on the mission statement of the college, Dr. Rose distributed samples from two other colleges (Skyline and Cypress) that have revised their mission statements. There are only two OC colleges approved to offer the baccalaureate degree – Cypress and Santa Ana College. Others in Los Angeles County include Rio Hondo (auto) and West LA (dental hygiene). Dr. Rose shared that Occupational Studies could be an umbrella of which many others subjects could blend into future degrees and expand the program. It is necessary to have the curriculum in place along with the rigor needed for the baccalaureate level.

SAC's mission statement should reflect our goals and our mission. This body (college council) is responsible for the development of the mission statement and presenting it to the campus wide retreat. It should be a collective thought

that addresses the entire institution. It needs to be concise, precise, explicit, and brief. It should address education, mutual agreement (college promise), ADTs, baccalaureate, AA, AS, pathways and certificates. The mission statement should guide our practices, operations and outcomes. What does SAC do? How does SAC do these things? Why do we exist? Philanthropy, business, community, partners (SAUSD, Garden Grove, UCI, CSU Fullerton, CSULB and others to be named). The what, how and why drive everything. How can we help students solve problems? Following a very collaborative discussion, it was determined that everyone would do homework by drafting a mission statement paragraph to be shared with college council and considered at the next meeting. On March 22, we will begin the conversation that will lead the campus discussion. It will guide all that SAC does. It guides the planning that we need to complete, it guides fiscal, and physical planning as well as accreditation. We will expand group on March 22 to include executive representatives of each constituency group (about 12 people).

Dr. Rose thanked everyone for the feedback and excellent work.

**VI. ADJOURNMENT**

The next meeting is set for March 22 at 8:00 a.m. This meeting adjourned at 10:40 a.m.

COLLEGE COUNCIL  
MISSION STATEMENT HOMEWORK

- Dr. Jaros Santa Ana College provides a transformational learning environment that facilitates the continual development of a culture of excellence and well-being in the local and global community.
- Dr. Kennedy Santa Ana College is a springboard for opportunity empowering students to positively impact society through completion of their individual educational pathways.
- Madeline Grant Santa Ana College educates, trains and transforms global leaders of our community.
- Dr. Jones  
*Vision Statement:* We educate the thinkers who will change tomorrow for the better.  
*Santa Ana College inspires and supports a diverse community of leaders in the achievement of their intellectual, professional, and personal goals.*
- Dr. Lundquist Santa Ana College provides students with a pathway to achieve their goals in a dynamic academic environment centered on student success, equity, and attainment.
- PTK Students Santa Ana College provides Scholarship opportunities, builds leadership skills, helps students connect with their communities through services, and gives students a sense of belonging through fellowship. Santa Ana College provides students with the support system to succeed in all their educational goals. Giving students a bigger opportunity for a better, brighter future.
- Dr. Collins *submitted three:*
1. The mission of Santa Ana College is to support students in reaching their academic and professional goals through degree attainment in an accessible, high-quality teaching and learning environment.
  2. The Santa Ana College mission is to change lives through student success and degree attainment at the baccalaureate, associate and certificate level.
  3. The mission of Santa Ana College is to prepare students to further their education and succeed in their careers through academic achievement at the baccalaureate and associate degree levels, college transfer coursework, certificate, and technical and professional programs.
- Carol Seitz Provide service to our students' personal growth as well as needs of the community. Meet needs and develop the individual student—empower and build confidence, self-esteem. Develop a love of learning and initiative to seek knowledge. Ensure competency in fundamental skills, communication and writing proficiency. Develop critical thinking and problem solving skills. Add pathways—baccalaureate and associate degrees, certificates.
- Michael Briones Santa Ana College...Everyone gets an education and we make sure it fits.

[Discover RSCCD](#)
[Trustees](#)
[Departments](#)
[For Business](#)
[Faculty & Staff](#)
[For Students](#)
[Employment](#)
[Bond Projects](#)
[Foundation](#)

## Mission & Goals

[Board Members](#)
[Trustee Areas](#)
[Agendas & Minutes](#)
[Board Meetings](#)
[Board Committees](#)
[Board Responsibilities](#)
[Mission & Goals](#)
[Notice of Public Hearings](#)
[Public Presentations](#)

### RESOURCES

[Board Policies](#)
[Administrative Regulations](#)
[District Planning](#)

### Mission

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

### Goals

1. RSCCD will assess the educational needs of the communities served by RSCCD and will adjust instructional programs, offerings, and support services and will allocate resources as needed to optimize the alignment of students' needs with services and fiscal resources
2. RSCCD will assess the educational needs of the communities served by RSCCD and then pursue partnerships with educational institutions, public agencies, non-profit organizations, and business/industry/labor to collaboratively meet those needs
3. RSCCD will annually improve the rates of course completion and completion of requirements for transfer, degrees, certificates, and diplomas.
4. RSCCD will support innovations and initiatives that result in quantifiable improvement in student access, preparedness, and success.
5. RSCCD will use a cycle of integrated planning that will demonstrate the effective use of resources.

*Approved by the Board of Trustees on April 1, 2013*



## RSCCD Goals and Strategic Plan/Accreditation Standards Alignment

Goals	Objectives	Related Standards
RSCCD will assess the educational needs of the communities served by RSCCD and will adjust instructional programs, offerings, and support services and will allocate resources as needed to optimize the alignment of students' needs with services and fiscal resources.	Increase percentage of local high school graduates who attend RSCCD	I.A II.A, II.C
	Develop sustainable, alternative revenue streams to address student educational needs	I.A, I.B III.D IV.A, IV.B, IV.C
	Increase outreach to adults seeking college credit or continuing education classes	I.A, I.C II.A, II.C
RSCCD will assess the educational needs of the communities served by RSCCD and then pursue partnerships with educational institutions, public agencies, non-profit organizations, and business/industry/labor to collaboratively meet those needs.	Strengthen current relationships and foster new partnerships that address local educational needs	I.A, I.B, I.C II.A, II.C III.B, III.D IV.A, IV.B, IV.D
	Support regional collaboration that addresses the needs of local employers in high demand occupations	I.A, I.B, I.C II.A III.A, III.B, III.C, III.D IV.A, IV.B, IV.D
RSCCD will annually improve the rates of course completion and completion of requirements for transfer, degrees, certificates, and diplomas.	Enhance the ability to predict student instructional needs in order to improve program completion	I.B II.A, II.B, II.C IV.B
	Provide alignment of course offerings with student educational plans	I.C II.A, II.C
	Utilize equity plans to reduce disproportionate impact on student success	I.A, I.B, I.C II.A, II.B, II.C III.B, III.C, III.D IV.A, IV.B
	Increase support for Distance Education and Open Educational Resources (OER)	I.A, I.B II.A, II.B, II.C III.C IV.A, IV.C



Goals	Objectives	Related Standards
RSCCD will support innovations and initiatives that result in quantifiable improvement in student access, preparedness, and success.	Maintain and enhance the RSCCD's technological infrastructure	I.B III.C, III.D IV.A
	Enhance opportunities that enable students to access college classes and services prior to high school graduation	II.A, II.C IV.A, IV.B
	Support innovative pedagogies and curriculum design	I.A, I.B, I.C II.A, II.B III.C, III.D IV.A, IV.B
	In collaboration with constituent groups, provide support for efforts to increase faculty/staff diversity	III.A IV.B
RSCCD will use a cycle of integrated planning that will demonstrate the effective use of resources.	Support and enhance green practices and sustainability efforts	III.B, III.D IV.A, IV.B, IV.C, IV.D
	Refine and improve the synchrony of integrated planning and resources allocation processes between the colleges and district	I.A, I.B, I.C IV.A, IV.B, IV.C, IV.D
	Evaluate and improve the cycle of integrated planning	I.B, I.C IV.A, IV.B, IV.C, IV.D

**SUMMARY OF DRAFT MISSION STATEMENTS  
BY MANAGEMENT COUNCIL**

March 29, 2017

**Team 1 – Eve Kikawa, Nilo Lipiz, Teresa Mercado-Cota, and Chris Troung**

- Santa Ana College empowers students and transforms our community through quality education.
- Santa Ana College provides quality educational programs to empower students and transform our community.
- Santa Ana College provides quality educational programs and services to empower students and transform our community.
- Santa Ana College inspires, transforms and empowers.

**Team 2 – Bart Hoffman, Veronica Oforlea, Christina Romero, and John Steffens**

- Santa Ana College educates, informs and empowers the community.
- Santa Ana College provides educational opportunities that allow students to achieve personal and professional goals
- Santa Ana College educates and supports the future leaders of our local and global communities.
- To provides access and equity in learning that prepares students for careers and lifelong intellectual pursuits in a global community.

**Team 3 - Esmeralda Abejar, Dr. Collins, Kimberly Matthews, and Sergio Sotelo**

- Santa Ana College empowers students and transforms our community through teaching learning, equity, and social justice. Through our innovative curriculum, faculty experts and dynamic support services, we help to develop the future leaders of our global communities as they achieve their educational, professional and personal goals.

**Team 4 – Maria Dela Cruz, Janice Love, and Mark Wheeler**

- Santa Ana College educates, informs and empowers the community.
- Santa Ana College provides educational opportunities that allow students to achieve professional and personal goals.

**Team 5 – Dr. Bryant, Dr. Kennedy, and Dr. Priest**

- SAC Educates and empowers students to achieve their personal goals and contribute to our global community.
- SAC prepares students to positively contribute as a global citizen in a diverse community.

**Team 6 – Brenda Estrada, Shelly Jaffray, and Mark Liang**

- SAC educates, supports, and empowers students to reach their academic and personal goals through a holistic approach to student learning inside and outside the classroom.
- SAC educates and empowers the future leaders of our global communities through transfer to 4-year institutions, associate degrees, certificates, and baccalaureate degree.
- SAC empowers students and transforms our community through teaching, learning equity, and social justice. The college is dedicated to supporting the success of our students, fostering diversity, enriching society, and contributing to the economic development of our community and beyond.



**Retreat Focus**

1. Review Draft Mission Statements
2. Proposed Campus-Wide Input (via online survey before meeting in May)

**Standing/Continuing Business:**

1. Approval of Minutes – March 22, 2017
2. SAC Safety Report – Lt. Scott Baker
3. Faculty Senate Report – Dr. Jones
4. Classified Report – Small/Williams
5. ASG Report – ASG President, Lisette Cervantes
6. SAC Foundation Report – Christina Romero
7. Enrollment Update – Carlos Lopez
8. Accreditation Update – Dr. Jaros
  - Mid-Term Report Data
  - Actionable Improvement Plans

**Shared Governance Reports** (Report as appropriate):

1. Curriculum and Instruction Council (Monica Zarske)
2. Facility Committee (Dr. Mike Collins & Dr. Brian Kehlenbach)
3. Planning and Budget Committee (Dr. Mike Collins & Ray Hicks)
4. Student Success & Equity Committee (Dr. Sara Lundquist & Dr. George Sweeney)

**Other Business:**

1. Reorganizations
  - Administrative Secretary (Public Affairs/President's Office)
  - Assistant Dean, Student Services (Reporting Assignment Change Only)
  - Sports Information Coordinator (Reporting Assignment Change Only)
  - Counseling Assistant (.475 FTE) MESA Program
  - Test Proctor FT – DSPS Specialist, FT
  - Instructional Center Technician, FT
  - DSPS Specialist, PT (Assignment Change to Assessment Center)
  - Admissions & Records Specialist I – Admissions & Records Specialist I Bilingual/Spanish
  - Admissions Assistant – Admissions Assistant Bilingual Vietnamese
  - Intermediate Clerk Bilingual Spanish – (2) Admissions & Records Specialist I Bilingual Spanish or Vietnamese (.475 FTE)
2. Requests for Authorization to Apply for a Grant
  - Fund for Student Success: Mathematics, Engineering, Science Achievement (MESA) Renewal July 1, 2017 – June 30, 2018
  - Project SHIFT – Supporting Hispanic Students Into Future Teachers (Working Title)

**Next Meeting** – May 10, 2017 at 9:00 a.m.

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**Santa Ana College Mission Statement**

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

*\* denotes that co-chair plans to attend meeting and briefly report to Council*

## SAC COLLEGE COUNCIL MINUTES

April 19, 2017

PRESENT: Linda Rose  
Michael Collins  
James Kennedy  
Carlos Lopez  
Sara Lundquist  
Monica Zarske  
Bonita Jaros  
Madeline Grant  
Lithia Williams  
Lisette Cervantes, ASG President

ABSENT: ASG 2<sup>nd</sup> Representative  
Elliott Jones  
Sean Small

LIAISON: Scott Baker  
Christina Romero

GUESTS:

### I. Call to Order

Dr. Rose called the meeting to order at 9:06 a.m. discussing the retreat focus of March 22, draft mission statements, and reviewed input from management council. She noted that college council is to narrow down the list to just three. She asked members to submit their top three. She suggested members consider the ACCJC document and the two examples previously provided from Skyline and Cypress Colleges. A final list should be presented to the campus soon. College Council is the governance body on this campus with representatives from each constituency group. You should review and request input from constituency groups in the selection of the top three draft mission statements. Especially classified staff need to provide more input. Dr. Jaros discussed the need to include the baccalaureate degree in the mission statement and the development of the vision themes to follow. Dr. Rose confirmed the need for the final draft by the end of the semester.

### II. Standing/Continuing Business:

1. Approval of Minutes – March 22, 2017 – It was moved by Dr. Kennedy and seconded by Dr. Jaros to approve the minutes of the March 22, 2017 meeting as corrected to include the last names of the student/PTK representatives. The motion passed unanimously.
2. SAC Safety Report – Lt. Scott Baker  
Lt. Baker noted that all is well with Campus Safety and Security. The department has expanded to include two armed sergeants. Additionally, Lt. Baker has provided more emergency preparedness courses for various departments on campus.
3. Faculty Senate – Monica Zarske  
Monica Zarske reported in the absence of Dr. Jones, Senate President and noted that Trustee Hanna will attend a senate meeting next week. This week is plenary for the State Academic Senate meeting in San Mateo, Thursday through Saturday. Dr. Jaros noted the senate must review the combined curriculum report. Mrs. Zarske noted she would inform Senate President Dr. Jones of the need to review and approve the curriculum.
4. Classified Report – Sean Small & Lithia Williams  
Ms. Williams reported that CSEA held a chapter meeting yesterday. She noted that Classified Employee Appreciation week is May 21-27. The MOU for the summer work schedule will be presented at the April 25 CSEA meeting for ratification. Additionally, the negotiation team is putting together a proposal

for a new contract. The Annual CSEA conference is scheduled for July 31 through August 4 with delegates being designated for attendance. Classified Appreciation Lunch is scheduled for Friday, May 19.

5. ASG Report – Lisette Cervantes  
Ms. Cervantes reminded everyone of the LGBTQIA Awareness event on April 20 in the Johnson Center Patio. ASG, is in the planning stage for hosting a **climate march** on April 27. Ms. Cervantes also discussed the upcoming proposal for students to consider regarding a partnership with OCTA. Students need to be informed of the proposal because the outcome affects them all. The proposal is a three-year grant that provides free service to all students for a bi-annual fee of \$5-6/part-time students & \$6-7/full-time students; the fee is applied to all students not just those that ride the bus. Therefore voting and ASG elections, which are forthcoming, is very important. Dr. Rose suggested Ms. Cervantes work with the PIO, Melissa Utsuki for disseminating the information to students. Additionally, ASG wants to host a grand reopening of The Spot in the Village because many students do not know where it is located. General Assembly training is scheduled for April 28 with the regional meeting in Ontario May 5-7.
6. SAC Foundation Report – Christina Romero  
Ms. Romero discussed the official announcement of the Pave the Way campaign with a focus on scholarships and endowment funds that currently exceed \$2 million. For \$100, individualized and personalize bricks can be purchased to enhance the beautiful space outside of the S building including the centennial circle. Graduates can purchase a brick for \$50 (1/2 off); while those donating over \$100,000 will be honored with a brick. Over 3400 spaces are available. Ms. Romero also discussed revenue from the Ed Arnold Golf Classic and invited everyone to participate by playing in the tournament or attending the dinner at the Mission Viejo Country Club. She noted the Foundation raised over \$40,000 prior to the event date of May 9. In concluding her report, Ms. Romero announced the Scholarship Ceremony on Friday, May 26 at 3:00 p.m. in Cook Gym, and the Alumni Hall of Fame on Thursday, June 8 at 2:30 p.m. in Phillips Hall.
7. Enrollment Update – Dr. James Kennedy  
Dr. Kennedy reported on enrollment for the year with credit down 3% and noncredit down 14%. With summer prospects of remaining flat, SAC should be okay this year.
8. Accreditation – Dr. Bonita Jaros  
Dr. Jaros announced that SAC now has 26 approved ADTs; one (TV/Video) is awaiting approval and one (Nutrition) is in the works making 28 potential ADTs. She is working on the substantive changes for Distance Education that has been deferred to the fall because of new format. She also reviewed the annual Report Data and received feedback on the new aspect of stretch goals to be set at 2% for each category leaving a gap between the IEPI and these goals. While discussing the certificate completion rates, it was noted that SAC and SCC undertook a two-year process of automatically awarding certificates to students instead of them completing a petition and that total results in a surge of certificates awarded at a higher rate than previously reported. Stretch goals for Licensure Pass Rate for Nursing and Occupational Therapy Assistant was added at 1% for each program. But it was noted that not all Pharmacy Technology completers are required to take an exam; some can get license without taking the exam. Monica Zarske asked that if the

exam is optional, then why do we need to know how many take the exam of which was followed by a long discussion. In discussing the fiscal aspects of the report, Dr. Collins agreed to provide needed information. Carlos Lopez agreed to provide enrollment information. Dr. Lundquist will ask Robert Manson to fill in any gaps related to financial aid.

Dr. Jaros also discussed the Actionable Improvement Plan and received direction from College Council for developing appropriate responses. SAC Research Office is working in tandem with College Council and other constituent groups along with the ALO to support institutional effectiveness and assessment for accreditation purposes. Dr. Jaros expects to provide an update for College council by the end of the week.

### III. Shared Governance Reports

1. Curriculum and Instruction Council – Monica Zarske  
Mrs. Zarske confirmed report by Dr. Jaros that 26 ADTs are complete, with one awaiting approval and one in the process for 28 potential ADTs.
2. Facilities Committee – Dr. Collins  
The committee met yesterday and discussed a set of trees between R, H, and T that are impacting the utilities infrastructure and it was recommended to remove the trees and replace with landscape that will not affect the utility lines. Alternative landscapes will be discussed at the next meeting. There was a great presentation on the Johnson Center with an expectation of plans submitted to DSA in September or October. Construction in the mall area is progressing with walkways returning between C and R buildings.
3. Planning and Budget Committee – Dr. Collins  
At the last planning and budget committee meeting, budget reductions were discussed. It is not a shock that SAC is not growing and with costs escalating, SAC cannot continue without additional revenue. SAC has a little lifeboat that is quickly reducing with \$2.27 million to cut. About 89% of the SAC budget is salary and benefits. SACTAC made some recommendations for the \$925,000 for instructional technology for fiscal year 2016-17. These are one-time funds for specific purposes to support instruction. May revise will provide a better picture soon. Lithia Williams asked if there was a hiring freeze. Dr. Rose explained that the Chancellor's Cabinet must approve all positions. The situation is series and critical, but SAC still has to run a college and needs staff to do it. SAC is the lions share for this district and needs on-going revenue. So yes there is a freeze, but with exceptions. Dr. Kennedy noted that at District Council the hiring freeze was announced.
4. Student Success & Equity Committee – Dr. Lundquist and Dr. Sweeney – No Report

### IV. Other Business

1. Reorganizations
  - Administrative Secretary (Public Affairs/President's Office)
  - Assistant Dean, Student Services (Reporting Assignment Change Only)
  - Sports Information Coordinator (Reporting Assignment Change Only)
  - Counseling Assistant (.475) MESA Program)
  - Test Proctor FT – DSPS Specialist FT
  - Instructional Center Technician, FT
  - DSPS Specialist, PT (Assignment Change to Assessment Center)

- Admissions & Records Specialist I – Admissions & Records Specialist I Bilingual Spanish
- Admissions Assistant – Admissions Assistant Bilingual Vietnamese
- Intermediate Clerk Bilingual Spanish – (2) Admissions & Records Specialist I Bilingual Spanish or Vietnamese (.475 FTE)

Each reorganization was reviewed, an explanation provided for changing the position and questions answered followed by a motion by Dr. Lundquist and seconded by Carlos Lopez to approve the reorganizations as presented. The motion carried unanimously.

2. Requests for Authorization to Apply for a Grant

- Fund for Student Success: Mathematics, Engineering, Science Achievement (Mesa) Renewal July 1, 2017-June 30, 2018  
Dr. Lundquist explained the renewal of the MESA grant is every three years.
- Project SHIFT – Supporting Hispanic Students into Future Teachers (Working Title)  
Dr. Lundquist noted that Project SHIFT is through US Department of Education – Title V and is for five years.
- Middle College High School @ Santa Ana College – Dr. Lundquist provided an overview.

After a brief discussion, it was moved by Dr. Lundquist and seconded by Monica Zarske to approve the requests for authorization to apply for a grant as presented. The motion carried unanimously.

- Revised Form – Request for Authorization to Apply for a Grant – Dr. Lundquist explained the need for a change to the form to include a designation for a new grant or a renewal and presented a draft for consideration. Any edits to the form are to be submitted to Kennethia in the President's Office.

**V. Next Meeting and Adjournment**

The next meeting is May 10 at 9:00 a.m. in S-215. This meeting adjourned at 11:05 a.m.





**Action Items**

1. Final Draft Mission Statement
2. Enrollment Management Plan
3. Mid-Term Report
4. SAC Technology Plan

**Standing/Continuing Business:**

1. Approval of Minutes – April 19, 2017 (available) and May 10, 2017 (not available)
2. SAC Safety Report – Lt. Scott Baker
3. Faculty Senate Report – Dr. Jones
4. Classified Report – Small/Williams
5. ASG Report – ASG President, Lisette Cervantes
6. SAC Foundation Report – Christina Romero
7. Enrollment Update – Carlos Lopez
8. Accreditation Update – Dr. Jaros

**Shared Governance Reports** (Report as appropriate):

1. Curriculum and Instruction Council (Monica Zarske)
2. Facility Committee (Dr. Mike Collins & Dr. Brian Kehlenbach)
3. Planning and Budget Committee (Dr. Mike Collins & Ray Hicks)
4. Student Success & Equity Committee (Dr. Sara Lundquist & Dr. George Sweeney)

**Other Business:**

1. Reorganizations
  - Student Services Coordinator, FT/12 Months
2. Request for Authorization to Apply for Grant
  - Veterans Upward Bound

**Next Meeting** – June 14, 2017 at 9:00 a.m. if needed

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**Santa Ana College Mission Statement**

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

*\* denotes that co-chair plans to attend meeting and briefly report to Council*

## SAC COLLEGE COUNCIL MINUTES

May 31, 2017

PRESENT:	Linda Rose	ABSENT:	Lisette Cervantes, ASG President
	Michael Collins		ASG 2 <sup>nd</sup> Representative
	James Kennedy		Lithia Williams
	Carlos Lopez		Monica Zarske
	Sara Lundquist		
	Elliott Jones	LIAISON:	Scott Baker
	Bonita Jaros		Christina Romero
	Madeline Grant		
	Sean Small	GUESTS:	Archana Bhandari
	Theresa Hagelbarger (alternate)		Danny Menjivar
			Martha Montoya-Herrera

### I. Call to Order

Dr. Rose called the meeting to order at 9:08 a.m.

1. Final Draft Mission Statement – by reviewing submissions and feedback for a revised mission statement at SAC and following a lengthy discussion related to the submissions, two finalist statements were approved for presenting to the campus via an electronic survey:

- Santa Ana College inspires, transforms, and empowers.
- Santa Ana College empowers students and transforms our community through teaching, learning and social justice.

\*As a result of the campus-wide survey conducted June 2-6, the revised mission statement is ***Santa Ana College inspires, transforms, and empowers***. On June 29, Dr. Rose modified the mission statement to be ***Santa Ana College inspires, transforms, and empowers a diverse community of learners***, to address the ACCJC Eligibility Requirements (specifically #6) and Standards (specifically Standard 1A).

Additionally, college council will address the vision statement/values in the future to go along with the revised mission statement.

2. Enrollment Management Plan – Carlos Lopez explained the enrollment management plan still has some clean up to complete the draft. Though the academic senate have not yet approved it, they have received it and provided feedback for moving it forward. The Enrollment Management Plan is the guide by which we function going forward in terms of how we schedule classes, address issues including performance based funding; it is a document that changes and not written in stone. Dr. Rose confirmed that college council because of the constituency representatives is the ‘workhorse’ group to review all plans. This item will be brought back to the next meeting.
3. Mid-Term Report – Dr. Jaros reviewed the mid-term draft report dated May 24 and received feedback. She noted she still needed some evidence documents. She also confirmed the approval of the Academic Senate and Classified staff. She explained needed approval of the Actionable Improvement Chart that is now complete and adding the revised mission statement. The commission has implemented a new format asking for an update of the actionable improvement plan. She updated and removed

commentary to responses as council members provided more feedback. There is no need to respond to recommendations that were already accepted. Dr. Jaros extended appreciation to professional development workgroup and providing excellent documents. She extended great respect and appreciation of the excellent work of the college research department and Cherylee Kushida for distance education. She also discussed a summary that has to do with the president, annual report data and district budget. She expressed appreciation for Robert Manson for information related to financial aid and compliance with federal regulations. The final document will include all links. Additionally, documents will have to be ADA compliant and Dori Dumon has assisted with that aspect. Dr. Rose noted this study becomes the foundation for the next self-study. A discussion followed regarding focus areas to address in the future. It was moved by Dr. Jones and seconded by Dr. Collins to approve the mid-term report as discussed with feedback. With no other questions, the motion passed.

4. SAC Technology Plan – Dr. Kennedy briefly reviewed the development of the revised SAC Technology Plan and the need for approval. Dr. Lundquist suggested stronger language about new adult education center noting SAC educates from early child to early college, to adult education and everything in between including a bachelor’s degree. After additional feedback, Dr. Rose inquired if council members were comfortable approving it with edits to be made based on feedback. The document is to be dated June 2017. It was moved by Dr. Collins and seconded by Dr. Jones to approve the technology plan with revisions as discussed. The vote passed unanimously.

## II. **Standing/Continuing Business:**

1. Approval of Minutes – April 19, 2017  
It was moved by Dr. Collins and seconded by Dr. Jones to approve the minutes of the April 19 meeting as presented. The motion passed.
2. SAC Safety Report – Lt. Scott Baker  
Lt. Baker reported announced emergency training procedures were moving forward. He also reviewed recent incidents on campus that made front page news. He commended SAPD for their great response.
3. Faculty Senate – Dr. Elliott Jones  
Dr. Jones commented on the final senate meeting of the academic year including a presentation by Dr. Rose regarding the CA Guided Pathways. At that same meeting, Dr. Rodriguez provided an update on the budget. He commended the Automotive department and recognition of Professor English for the CTE STARS award from the California Community Colleges Chancellor’s Office; recognizing students outcomes. He extended appreciation of Dr. Lundquist and her support of faculty through the years with the recital of words to a song.
4. Classified Report – Sean Small  
Mr. Small noted the classified are very busy with the close of the spring semester and preparation for summer classes and into next year. CSEA is gearing up for the next round of negotiations.
5. ASG Report – No report

6. SAC Foundation Report – Christina Romero  
Ms. Romero briefly reported on the successful scholarship ceremony and the impact to SAC students with over \$400,000 given out. Her focus now is on the Pave the Way campaign in full swing. She anticipates hosting an event in February 2018 with first bricks laid. Deadline to submit application for bricks is July 31. In concluding her report, she reported the Ed Arnold Golf Tournament netted \$47,000 in profit.
7. Enrollment Update – Carlos Lopez  
Mr. Lopez distributed a snapshot on spring enrollment and provided a brief summary noting that SAC enrollment is down by 6%. It is projected that credit enrollment be down by 2% at the end of the year with combined projection of being down 6% with credit and non-credit. Dr. Rose noted that growth is not on the horizon as in the past. SAC can still grow but must focus on not allowing this decrease in enrollment to occur again and focus on how to entice students to come to SAC. She also discussed the importance of maintaining a large campus designation that equates to millions of dollars for SAC.
8. Accreditation – No report

#### **IV. Shared Governance Reports**

1. Curriculum and Instruction Council – No report
2. Facilities Committee – No report
3. Planning and Budget Committee  
Dr. Collins announced the tentative budget is moving forward. He answered questions and noted the May Revise looked positive for higher education and community colleges in general. SAC is prepared to “weather the storm” even if base allocations do not end up as presented in May. Dr. Collins discussed cuts made, one-time funds expended, and contingency plans. HOWEVER, SAC must grow to maintain funding stream, large college designation, enrollment or it will be terrible 2018-19. At the end of this month, RARs will be considered for approval and prioritized. Additionally, Dr. Collins reported on personnel matters including recruitment for replacements of the Facilities Manager and the Executive Secretary position in his office. Dr. Jones extended appreciation to Ray Hicks for serving as the Academic Senate Co-Chair on the Planning and Budget Committee. He is stepping down and Ed Fosmire will serve in that capacity. Dr. Rose mentioned that budget information is on the SAC website. A brief discussion followed.
4. Student Success & Equity Committee – Dr. Lundquist and Dr. Sweeney – No Report – Dr. Lundquist reported on the committee work of the Student Success & Equity Committee over the last year including their retrospective self-reflective dialog to determine their fulfillment of responsibilities and where there was evidence and where there was none. Make sure to move the pathway journey. The development of integrated plans. Dr. Rose noted the work is very exciting and many students look to SAC as a place of learning and hope for dealing with the issues outside of the college.

#### **V. Other Business**

1. Reorganizations
  - Student Services Coordinator – Dr. Lundquist provided an explanation for the position to support student equity programs including the digital dons

technology program, the SAC Promise program that has proven very successful, the emerging student portal and support the production of the integrated plan for BSI/3SP/Equity and associated reporting going forward. Carlos Lopez confirmed the position would really help to tighten up what we need to have for student success. It was moved by Dr. Kennedy and seconded by Dr. Collins to approve the reorganization as presented. The position passed.

2. Request for Authorization to Apply for a Grant – Veterans Upward Bound – Dr. Lundquist explained the request is for a renewal of the Veterans Upward Bound grant. The program is proven very successful. With approval of this grant, it will take the program through 2022. This population of students deserves this and more. It was moved by Madeline Grant and seconded by Sean Small to approve the request for authorization to apply for a grant for renewal of the Veterans Upward Bound program. The motion passed as presented.
3. Other – Archana Bhandari asked that everyone help to get the word out to students about the new print program; the old key cards will no longer work. The PIO can assist by getting this information out to students. Martha Montoya-Herrera suggested she could share the information with the ICC leadership meeting this afternoon.

#### **VI. Next Meeting and Adjournment**

The next meeting is June 14 (if needed). Dr. Rose thanked everyone for their participation on College Council this year and extended her appreciation. This meeting adjourned at 10:45 a.m.