



ACADEMIC SENATE

SANTA ANA COLLEGE MISSION STATEMENT

Santa Ana College inspires, transforms, and empowers a diverse community of learners.

SENATE BUSINESS MEETING MINUTES

Members Present				Members Absent		Guests	
Stephanie	Clark*	Rebecca Vazquez	Ortiz	Michael	Buechler	Mary	Huebsch
Jodi	Coffman	Leo	Pastrana	Suanne	Oh	Sara	Valencia (ASG)
Reyna	Cummings	Luis	Pedroza	Louise	Janus	Maria	Aguilar Beltran
Zachary	Diamond	Cathryn	Pierce	Flo	Luppani	Jarek	Janio
Maria	Estrada	Chuck	Ramshaw	Jennifer	Meloni	Jim	Isbell
Ben	Hager	James "Marty"	Rudd*	Alejandro	Moreno	Randy	Scott
Conor	Higgins	Roy	Shahbazian *	Gabe	Shweiri	Fernando	Ortiz
Susan	Hoang	Brian	Sos*			John	Zarske
Ali	Kowsari	Robert	Stucken			Merari	Weber
Chantal	Lamourelle	Bruce	Swanlund			Jeff	Lamb
Megan	Lange	Michelle	Vasquez				
Jorge	Lopez	Monica	Zarske*				
Joshua	Mandir						
Reza	Mirbeik						
William	Nguyen*						

Date: **Tuesday, September 24, 2019**

Time: **1:30 p.m. to 3:30 p.m.**

Location: **A-130**

- I. **Call to Order** – 1:34 by Roy Shahbazian
- II. **Approval of Additions or Corrections in Agenda** – Ben Hager moved to approve the agenda, seconded by Leo Pastrana. Approved, without changes.
- III. **Public Comments** (Three-minute time limit) – None.
- IV. **Approval of Minutes** – 9/10 Business Meeting – Approved without comment.
- V. **ASG Report** - ASG Representative - Sara Valencia
 - a. Hispanic Heritage event tomorrow, September 25, 7-1p, there will be a muralist, crafts and activities, invite students or stop by.
 - b. Representative positions are still open in ASG in the following areas:
 1. Counseling
 2. Child Development

3. Athletics
4. Social Sciences
5. Encourage your students to apply, or visit Student Business Office

c. Issues to be addressed by ASG:

1. Advocating for College Hour
2. Farmer's Market
3. Food Pantry

1. Might include longer discussion in the future.

VI. **Informational Item** – Key Distribution Policy – Carri Matsumoto

- a. Carri Matsumoto & Chief Toledo – Vice Chancellor of Facilities presented on a proposed key policy.
- b. Procedures – working notes were provided to attendees.
- c. New Key Distribution procedures will be implemented soon.
- d. Trying to figure out master key policy – how to key each building.
- e. No unilateral procedure here for keying.
- f. Safety is working towards unified key distribution policy on doors, but also an electronic key policy that includes fobs and electronic access control.
- g. This assists in tracking in and out of a facility and knowing what keys grant you access to what rooms/buildings.
- h. 1st building to enforce this policy will be the new Science Building.
- i. There will be some mechanic and electronic key access.
- j. The policy will assume operation from a 'locked' or 'locked-down' position, but perimeter doors will be open, as well as the bathrooms.
- k. New Science center will have buttons that automatically close the doors.
- l. Double-swipe will be used to unlock in new Science Building.
- m. Access Credential will need to be signed and approved by your Supervisor.
- n. Safety is now responsible for the distribution of keys.
- o. Grant access based on forms as submitted.
- p. Employees' responsibility, along with Supervisor, to define needed access.
- q. Expected to test and then re-evaluate the process.
- r. Dunlap building will be one of the test projects – trying to determine difficulty in electronic key retrofitting.
- s. Other facilities are making requests, but there will be a test pilot and all buildings will follow this procedure.
- t. There is a hierarchy according to your position, qualifying you to receive certain keys.
- u. No keys will be distributed without Safety approving it.
- v. Still discussing lock-down procedures.
- w. Safety will have to respond on an electronic alarm and make decisions about lock-down response.

- x. Check-out and return every year? You will have to update your forms based on changes to classrooms and/or buildings.
- y. Until the system is in place, the process will have to be reviewed.
- z. Trying to address problems of keys running out, having to unlock classrooms, etc.
- aa. CEC part-time instructors don't get keys – they have had to call Safety – return keys at end of assignment.
- bb. Might this impact enrollment management?
- cc. Years until we see electronic locks in all buildings.
- dd. 4a4 in Policy– storing keys is imperative, policy includes how to secure keys.
- ee. Meeting with the SAC Academic Deans this week & Facilities Committee in October, then SCC, additional meetings in user groups for various groups.

VII. **Informational Item** – AR 5220 – Shower Access for Homeless Students (NEW) – Marty Rudd

- a. Secretary Clark recognized that incorrect material was presented from South OC and not RSCCD, materials have been corrected, and were re-presented as AR for Student Services offered through RSCCD.
- b. Children and youth definitions have been discussed for clarification; homeless students who have been identified as homeless students will be given access.
- c. Brian Sos stated that there are faculty and locker room attendants in the facilities, but not necessarily assigned to only watch the locker rooms.
- d. Sara feels that something like this policy is necessary, she feels many students would support this, she'll share it with ASG.
- e. Questions about access to shower facilities currently appear to be relevant

VIII. **Discussion – Bond Measures** – Roy Shahbazian & Marty Rudd

- a. PPT presented.
- b. Potential bond measures are both local and state-wide.
- c. Polling questions include questions about constituency feelings towards a bond.
- d. All questions were presented, strongest positive responses were for improvements that include transfer focus to 4-year colleges.
- e. Seems as though the community is in favor of modernizing.
- f. There are some changes to our Bond Priorities, as of now CEC is second priority.
- g. Budgets are estimations, no architectural plans, etc. have been developed to clarify these costs.
- h. One item that ranked highly included accessibility, so sometimes tearing down facilities and building back up is necessary.

IX. **Reports**

a. President – Roy Shahbazian

1. Possible ongoing discussion regarding emergency communications.

- 1. There are questions about emergency communication with media.
- 2. Procedures for closures? Can we cancel morning classes?
- 3. Susan Hoang stated that the campus communications stated to follow social media, but no one was responding from SAC's social media, so the El Don replied to students, definitely something to consider.

4. Not sure how to interpret the messages shared, there seemed to be ambiguity.
5. Chantal received messages asking if the messages are real or not? Some type of branding or template might assist in confirming the communications.
6. Possibly consider a closure schedule, with a scheduled follow-up. If school resumes during a class time schedule, when are faculty/staff mandated to be back on campus? Inconsistent alerts.
7. Ali Kowsari mentioned that it was helpful that Canvas mentioned Campus was closed, this clarified the message for students.
8. Rolling campus closures might also not work because of the unpredictability.
9. Dr. Lamb pushed to have class, but because of investigation there could be no people around.
10. Can't really cordon off parts of the campus.
11. Opened at 5 because campus was clear at 2:30p, this was to accommodate those staff that have to drive in.
12. Students who have entered a mobile number into WebAdvisor will receive a Rave Alert.
13. Jarek Janio would like to know: Are these alerts accessible?
14. Faculty should be as flexible as they can be.
15. Counseling services are available for people who might be triggered by events that occurred.

2. Faculty Priorities

1. Starting the process, Roy will be meeting with Dr. Lamb to address the forms that will be sent out.
2. There will be an opportunity to express your department needs, please share with your Divisions/Areas.
3. Some money has been requested at the state level for increasing faculty diversity.
4. ASCCC mentioned the possibility of including students on a hiring committee, Roy is looking into whether or not this is possible.
5. Data source is being addressed, hopefully there will be a common data source, qualitative component can also be included, but we want a valid data report.
6. FTEF and FTES will be formatted by Janice and filled in.
7. Might be sending the data source out with filters soon.
8. CEC will need to be addressed specifically/separately.

3. District Sep 23 Board meeting report - Covered in previous bond discussion.

4. CCC Board of Governors September Meeting highlights:

1. Faculty Diversity
2. Budget Request
3. Pension Contribution
4. Financial Aid Reform

5. Substantial discussion on housing – panel discussion held on partnering with a developer so that a ‘dorm’ would be built on the property, the board was enthusiastic about this concept.

b. Secretary/Treasurer – Stephanie Clark

1. Distinguished Faculty Lecture – Nov. 19th (tentative)

c. Curriculum – Brian Sos

1. District CIC Appointments

1. District CIC meetings have not been happening regularly.
2. Working on having 2 face-to-face meetings in the district office each semester.
3. Nominated Kathy Patterson (English) and Dalia Vu (Mathematics).
4. Large committee with widespread representation.

2. Reading Proficiency Update.

1. Added ways of taking a class to satisfy the Reading proficiency requirement.
2. CTEP remains.
3. Reading 3 unit or 1 unit options.
4. Tests – SAT/ACT score benchmarks, as well as MAP testing.
5. Join next Monday to listen to the proposals.
6. Leo Pastrana asked: Considering AB705, why isn't HS GPA part of this proposal?
7. Concern about this being a part of a local degree vs. the transfer plans for 4-year prep.
8. High unit CTE programs appear to be concerned about this.
9. Counseling has been recommending the 1unit module.
10. Reiterating AB705, it impacts all students.

d. Planning & Budget – William Nguyen

1. FRC is working on revisiting Budget Allocation Model (BAM) to be consistent with the new Student-Centered Funding Formula.

e. Facilities – Marty Rudd

1. Parking

1. Dr. Hoffman would like feedback on parking.
2. Discussion ongoing regarding off-site parking, possibly renting a space.
3. Dr. Collins did an efficiency study, at noon we were at 90 percent.
4. Parking during the first two weeks, why are we ticketing students?
5. El Don news representative commented that SAC security told her that before the vendors didn't allow students to print passes – she also stated that John Hannah told her that it is Safety and School decision, ticketing has nothing to do with board. Statement a bit unclear.
6. There were discussions about the parking lot across the street, at that point it was discussed as unsafe.
7. OCTA.net/sac – remind students that they have access to our bus system.

2. Hydration

1. Students did not provide feedback on where they would like hydration stations.

3. Shade

1. Last heard, Dr. Hoffman, shade was in FMR process for shade.

4. Paper towel dispensers

1. Mario from facilities, would like to put hand driers in place of the paper dispensers in restrooms, there are specific locations he will be sharing with facilities to get feedback.

5. Johnson Center will have hot food.

f. SACTAC – Susan Hoang

1. No update.

g. Guided Pathways – Fernando Ortiz

1. 6th institute, focused on equity.
2. There will be follow-up from the demonstration colleges in Fall.
3. Administrators, faculty and staff to learn about GP at GP Forum.
4. Core Team looking at intentional outcomes for Scale of Adoption.
5. GP Website is in development.
6. Department Chairs are providing occupations for their programs.
7. CAP Exploration Fair to be held on Nov. 14th, get involved.
8. Collaboration with District and SCC.

h. Student Equity & Success – Maria Aguilar Beltran – Fernando reporting in lieu of Maria

1. Working to redefine their vision.
2. 2 great opportunities to help faculty and staff to learn about student equity.
3. October 18-19th on campus.
4. Skyline will have an institute, there will be a team of 10 for this visit.

i. Basic Skills/Faculty Development – Mary Huebsch

1. Equity Institute October 18-19.
2. CCCSN will serve as facilitators.
3. Hands-on and will dig in to get work done for our college.
4. Brenda Estrada, shared ways for military veterans to receive credit for their service.
5. Workshops on Speaking with Confidence – October 8th 3-5 Monday afternoon.

j. SCC Senate Secretary/Treasurer– Randy Scott

1. No report.

X. **Faculty Updates**

- a. None.
- b. Justine Banal from the Office of Student Life introduced herself and promoted her Cross-cultural Conference – her position will focus on cross-culturalism and social justice conferences and social identities.

XI. **Adjourn** – Meeting was adjourned by Roy Shahbazian at 3:31pm.