



SANTA ANA COLLEGE MISSION STATEMENT

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

SENATE BUSINESS MEETING MINUTES

Date: **Tuesday, November 12, 2019**
Time: **1:30 p.m. to 3:30 p.m.**
Location: **A-130**

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

1. **Call to Order**

2. **Approval of Additions or Corrections to Agenda**

a. Ben Hager moved to approve the agenda; Ali Kowsari seconded the motion. Approved without comment.

3. **Public Comments** (Three-minute time limit)

a. None.

4. **Approval of Minutes**

a. Maria Estrada moved to approve; Cara Pierce seconded the motion. Susan Hoang abstained. Approved with presented edits.

5. Reports

- a. ASG Representative - Sara Valencia
 - i. Working on food pantry
 - ii. Provided PDF of November Events
 - b. SCC Senate Secretary/Treasurer - Randy Scott (the following items are provided via a written report submitted by Randy Scott on behalf of SCC)
 - i. SCC - AS discussed the 5 positions (all replacement) approved by SCC President Hernandez.
 - ii. Updated information on the Board of Trustee's approval of a bond.
 - iii. Began a discussion of the details of the proposed district-wide key policy. It looks like this will be a long discussion.
6. **Informational Item** – Educational Master Plan Update (Roy Shahbazian, Dr. Jeffrey Lamb)
- a. More integration of our plans to reflect all thoughts and ideas across areas of campus.
 - b. Last year the mission and vision themes were updated.
 - c. EMP was 539 pages
 - d. Identify key stakeholders for the planning committee.
 - e. Current planning documents and inclusion will all be addressed.
 - f. Lifetime of the EMP will be addressed. How do we know when it is out of date?
 - g. Vision for Success Goals and Funding model will assist up in achieving our goals.
 - h. This is an opportunity to align our current work with our planning structure, Guided Pathways works fits easily into these planning documents.
 - i. The Equity plan has been created.
 - j. How can these planning documents assist us in furthering our work?
 - k. Ideally a facilities master plan comes after the educational master plan.
 - l. The Administration would be thrilled if the Senate wanted to get started on the educational master plan immediately. This is a collective effort.
 - m. There should be mechanisms that make the master plans useful. Successful when colleges link funding to the educational goals.
 - n. Lose accuracy the further you go with planning.
 - o. Ideally the educational plan might be complete by June.
 - p. Monica shared that committees evaluated their structure.
 - q. Josh Mandir mentioned that he likes the idea of these being living documents with a short shelf life, so that these are regularly being looked at and maintained.
 - r. Ben Hager asked if there is currently a cycle to evaluate these plans? Monica answered that we are currently off-cycle but are trying to get back on track.
7. **Informational Item** – Facilities Master Plan Updated (~~Roy Shahbazian, Marty Rudd~~, Monica Zarske)
- a. Roy is asking the facilities committee to review this plan.
 - b. Need to look at what we have done, what we were able to do, and what we might want to re-evaluate.
 - c. Some items were not addressed in order, but these can be revisited.
 - d. For instance, the mall took more money than anticipated and this impacted our planning.

- e. The document has some interesting items to address, including renovations and demolition / removal.
 - f. There are phases, so you can review where we are in the process of our 2014 Facilities Plan.
 - g. This plan will be sent out to the senators.
 - h. Some questions arose about the new science building and the health science building.
 - i. Health science occupancy is 2022
 - j. Johnson center looks to be 2021
 - k. Might be possible to schedule a tour of new facilities, contact Roy about this.
8. **Informational Item** – Faculty Hiring (~~Roy Shahbazian~~, Stephanie Clark, Monica Zarske, Dr. Lamb)
- a. 6 positions for first batch, trying to stay ahead of a late process.
 - b. If we wait for the FON, then hiring is pushed back to March, April, etc... all the way to June.
 - c. We are trying to identify a reasonable number of positions we can open early before knowing the FON.
 - d. These early positions are considered urgent, but there may be almost 10 retirements or replacements.
 - e. The President is committed to respecting the list of positions provided by faculty.
 - f. The process is not fast, but they are working with HR to get input on iGreenTree.
 - g. District controls the numbers of listed positions, but this is a fluid process and so sometimes we end up with differing documents to confirm hiring and positions.
 - h. The Faculty Priorities list is a recommendation made by faculty; however, the President does have the authority to meet with Deans and identify high-need positions.
 - i. There are a number of moving parts that impact this process, some involve accreditation, HR issues, failed searches, unexpected excellent candidates, etc...
 - j. Remember that ‘desirable’ qualifications are determined by a hiring committee, this can minimize your pool and eliminate qualified candidates.
 - k. Ben Hager is happy to hear we are trying to address our timelines, is there more we can do to get these positions ready for hiring faster?
 - l. Monica said there are some faculty on a HR committee, we can encourage these members to address this issue.
 - m. With respect to hiring, there is a Commitment to Diversity.
 - n. Need representation in colleges and reflecting our student population.
 - o. Some committees might be affecting the pool of applicants.
 - p. The presentation included the Board Policy and the RSCCD Job Announcements administrative regulation.
 - q. ASCCC offers a hiring paper (2018).
 - r. Hiring committees, all faculty in the area are eligible to participate in hiring committees. Try to diversify our committees to have a variety of perspectives.
 - s. Good practice to invite faculty from sister college.
 - t. William Nguyen suggested having the Chair reach out to Santiago, not necessarily the Deans.
 - u. Once a committee is formed, the faculty on the committee decides who the faculty chair is through vote.
 - v. Regarding job descriptions, consider keeping this close to the minimum qualifications from the BoG Disciplines List. More qualifications mean smaller applicant pools.
9. **Information Item** – ASCCC Resolutions & Plenary (~~Stephanie Clark, Roy Shahbazian~~)

- a. There was a theme of inclusivity and equity-minded practices throughout the plenary session.
- b. Lots of ESL resolutions.
- c. Presented a number of impactful resolutions that Santa Ana College might be interested in, these included:
 - i. +3.06 F19 Include Currently and Formerly Incarcerated Youth in Equity Plans
 - ii. +5.02 F19 Extend the Hold-Harmless Provision of the Funding Formula
 - iii. 6.01 F19 Reversal of Position Regarding Baccalaureate Degrees and Removal of Pilot Designation
- d. There were also sessions on new transfer pathway work, how to get involved with the state senate and encouraging more collegial discourse with the CCC Chancellor's office and Board of Governors.

10. **Reports**

- a. President – Roy Shahbazian
 - i. Nothing to report
- b. Secretary/Treasurer – Stephanie Clark
 - i. Distinguished Faculty Award
 - ii. Awards for Excellence
- c. Curriculum – Brian Sos
 - i. None.
- d. Planning & Budget – William Nguyen
 - i. RAR for 19-20 budget office has allocated how much will be distributed to each division.
 - ii. Academic Affairs was looking at the numbers, the money allocated was a little low, \$7 million as a unit, received \$1 million.
 - iii. Funding should be student-centered. Attend budget-planning committee to share your concern.
 - iv. Timeline for RAR has been moved down, might want to work on this early on.
 - v. Mary Huebsch reminded everyone that there is money for conferences.
 - vi. William, budget office allocated \$5.7 million for campus services.
 - vii. The total is from general funds and then some grants, about 1/3 from categorical funding.
- e. Facilities – Marty Rudd
- f.
- g. SACTAC – Susan Hoang
 - i. Update from Dean Hopkins, CRD, quick copy not quite working.
 - ii. 2000 pages each month at Quick Copy. No longer daily limit.
 - iii. Sac Technology Plan has been out of date since 2018. This gave the District ITS to update their technology plan.
 - iv. Exploring Microsoft Teams to assist with communication.
 - v. Submitting copies online is a district budget but submitting copies on campus is taken out of campus budget.
 - vi. Luiz Pedroza said that there is no limit to the district printing, so it's something to keep in mind.
- h. Guided Pathways – Fernando Ortiz / Stephanie Clark

i. Success Teams being developed.

i. Student Equity & Success – Maria Aguilar Beltran

i. None.

j. Basic Skills/Faculty Development – Mary Huebsch

i. Title 9 training November 21st

ii. Nursing will present its program review, Monday A-209 from 1-3pm.

iii. Looking for representatives in Kinesiology, F&PA, Human Services & Technology & Humanities... need more faculty involved.

iv. Lots of trainings available in Canvas. Take the Accessibility training, it is available on Canvas.

v. Accessible materials must be made available on or before these are requested.

vi. SLO training, created by Jarek and Jaki, is also on Canvas.

vii. Professional Development week with have DACA training and VETMA training. EEO Training is on that Tuesday.

viii. Lots of money available for conferences.

11. **Faculty Updates**

12. **Adjourn** meeting adjourned at 3:26pm by Stephanie Clark.