

SAC COLLEGE COUNCIL MINUTES  
October 8, 2014

PRESENT:	Erlinda Martinez Michael Collins James Kennedy Sara Lundquist Bonita Jaros Cher Carrera John Zarske Monica Porter (Alt.) Pam Hernandez Maria Taylor Brianna Brennan (Manriquez)	ABSENT:	Raquel Manriquez
		LIAISON:	Christina Romero Ray Stowell
		GUESTS:	Rhonda Langston Madeline Grant Accreditation Team Guests: Dr. Chito Cayajon Dorothy Cordell Dr. Earic Dixon-Peters Dr. Ray Somera Dr. Don Wallace

**I. Call to Order**

Dr. Martinez called the meeting to order at 9:10 a.m. with introductions of the accreditation visiting team members and each of the College Council members and guests. Dr. Martinez explained for the benefit of guests the operational process of meeting twice a month, once in person and once online via cccconfer; noting the option of moving the online meeting to an in-person meeting as needed.

**II. APPROVAL OF MINUTES – September 24, 2014**

The minutes of the September 24 meeting were not available for review.

**III. SPECIAL/NEW ITEMS**

1. Board Update

Dr. Martinez announced the next regular RSCCD Board of Trustees meeting will be held at SAC on October 13, 2014. The Board will recognize two college partners that provide support to our welding program.

2. Accreditation

Dr. Martinez briefly discussed the accreditation visit and the opportunities for faculty and staff to meet with team members individually and at the open forums. Additionally, Dr. Jaros noted the actionable improvement plan) which was sent out via email to college council members) has been loaded to the accreditation website. The plan will also address the accreditation team's recommendations following the visit along with an update in early spring. Dr. Lundquist noted it was created as part of our assessment and it is an active "to do" list. Dr. Lundquist also explained that applications for the Research position are being reviewed with candidates for interviews being selected next week.

3. CIO Search

Dr. Martinez briefly reported on the status of the CIO search, confirming a selected candidate (Omar Torres) being recommended to the Board for consideration of approval on October 13. Dr. Martinez briefly reviewed his professional experience.

#### 4. Professional Development

Dr. Martinez reported on the progress of professional development, noting that individuals are being moved into place: Mary Huebsch as agreed to lead/coordinate faculty professional development and Teresa Mercado-Cota is working with Classified Staff for professional development in the spring.

### IV. **STANDING/CONTINUING BUSINESS**

#### SAC Safety Report

Interim Lt. Ray Stowell reported on the incidents that occurred at SAC and CEC. He also announced that Beatrice Zuniga-Trujillo is the newest member of SAC Campus Safety and Security as the dispatcher replacing Ilene Mai.

#### Campus Safety/Emergency Preparedness

It was announced the California Shakeout earthquake drill will be conducted on October 16 at 10:16 a.m. and then again in the evening. Interim Lt. Ray Stowell briefly discussed the importance of the drill. Mr. Zarske asked that notice about such drills be made available to faculty before the start of the semester. Interim Lt. Stowell also discussed a smoking issue near The Village that is now being addressed with new signs posted. Due to the continuing number of bikes being stolen, posters are being considered for areas that are targeted for this type of crime. Also U-Locks are being sold in the bookstore at a very reasonable price. Suggestions for getting the word out to students include pop-ups on the website and ads in the el Don Newspaper.

#### Faculty Senate Report

Mr. Zarske noted that the Academic Senate hasn't met since the last College Council meeting. However, Louis Janus has been appointed the new Secretary/Treasurer replacing Madeline Grant. TracDat is thought to be a good choice by faculty with Dr. Collins, Madeline Grant and Monica Porter attending a special training today. The data and assessment is a huge piece of the system. Both Mr. Zarske and SCC Senate President will be attending a meeting with the RSCCD Board Committee on policy regarding BA degrees at community colleges.

#### Classified Report

Ms. Taylor briefly reported on the new employee orientation, also the CSEA sponsored "know your Rights" workshop, and that the excellence awards committee will meet with Teresa Mercado-Cota next week. The Professional Development Committee is scheduled to attend a forum on November 3. Pam Hernandez suggested that faculty contact division/department secretaries for additional information.... Additionally, Ms. Taylor commented on CSEA negotiations which provide an increase in professional development monies for full-time and now part-time employees.

#### ASG Report

Brianna Brennan, in the absence of ASG President Manriquez, provided a brief report on student activities, upcoming events and a special election being held October 15-16. She also discussed SAC being involved in state-wide advocacy, fundraising efforts, and serving evening students with activities as well.

#### SAC Foundation Report

Ms. Romero announced the new assignment of Teresa Mercado-Cota to assist with the coordination efforts of the centennial celebration work including the open house and birthday party events. Ms. Romero briefly discussed the "buy a

brick" campaign which allows individuals to purchase at multiple levels of expense. Additionally, there is only \$25,000 of the \$1 Million match funds available. Ms. Romero anticipates more strategic messages being disbursed from the foundation to continue with the Centennial Campaign to reach the goal of 100 new endowed scholarships, announcement of the tagline, and use of the centennial logo and stationery, and to highlight faculty and market college activities. Dr. Collins announced the Foundation received a very clean audit report with no findings. Esmeralda Abejar and Brenda Serratos were commended.

#### Enrollment Update

Mr. Kennedy reported on Enrollment Management noting that more English and Math courses will be offered during intersession and Spring to include through pathways. The Enrollment Management Workshop has been postponed due to a conflict on November 14 with Academic Senate Plenary.

#### Calendar of Events

The calendar of events was briefly reviewed including the Soldiers to Scholars Wine Tasting Event on November 13, and the welcome reception for Vice President Omar Torres on November 19.

### **V. SHARED GOVERNANCE REPORTS**

Curriculum and Instruction Council – No report

#### Facility Committee

Dr. Collins reported the Facility Committee met on September 16 with a status plan reviewed including updates on Measure E and Q; with Johnson Center and STEM users groups being scheduled.

#### Planning and Budget Committee

Dr. Collins reported that Planning and Budget recommended \$520,000 in classroom and computer replacement in accordance with RARs process. He confirmed that the process has been followed.

Student Success Committee – No report

### **VI. OTHER BUSINESS**

#### 1. Reorganization

- Admissions & Records Specialist II (Bilingual Spanish) – CEC
- Business Systems Analyst
- Admissions & Records Technology Specialist
- Admissions & Records Specialist I
- 2-Graduation Specialist (1-credit, 1-SCE)
- Student Services Specialist
- Counseling – Student Services Coordinator, Student Services Specialist, Transfer Center Specialist, Assessment Assistant, Instructional Center Technician, Test Proctor, and 3SP Research Analyst

Dr. Martinez discussed the need for more data and activities that support student completion through 3SP funds. She explained the need for the positions presented and answered questions accordingly. Dr. Lundquist noted the funds are similar to EOPS which is permanent categorical and these are permanent positions. The funds are actively driven by the success of programs and students. Dr. Martinez suggested that any comments could be presented to a cabinet member by Tuesday, October 14 otherwise with no comments, the reorganizations will be sent

forward to HR for processing. (Note: no comments were received and the reorganizations were sent on to HR.)

2. Request for Authorization to Apply for a Grant

- OC Biotech Collaborative
- SAC Engineering Lab Upgrade

The two requests for authorization to apply for a grant were approved as presented.

**VII. ADJOURNMENT**

The next meeting is scheduled to meet in person on October 22 at 9:00 online via CCCConfer. This meeting adjourned at 10:58 a.m.