

SAC COLLEGE COUNCIL MINUTES

August 13, 2014

PRESENT:	Erlinda Martinez Michael Collins James Kennedy Sara Lundquist Bonita Jaros, ALO John Zarske Pam Hernandez Lithia Williams (CSEA Alternate) Leann Rodriguez, ASG, Judicial	ABSENT:	Cher Carrera Madeline Grant Maria Taylor Raquel Manriquez, ASG President
		LIAISON:	Ray Stowell Christina Romero
		GUESTS:	

I. Introductions/Orientation/Call to Order

Dr. Martinez called the meeting to order at 9:09 a.m. by asking everyone to introduce themselves as SAC begins a new year with new representatives.

Dr. Martinez then discussed the role of shared governance and the responsibilities of constituents serving on shared governance committees. She also reviewed the latest revisions to the Participatory Governance Structure document noting additional changes including the addition of Faculty Coordinator for Institutional Effectiveness to be a member of College Council, that the Technology Advisory Task Force will report to Planning and Budget Committee, and the HEPSS Task Force will report to Facilities Committee. Dr. Lundquist discussed changes to Student Success & Equity Committee. The changes were approved and the final will be prepared for signatures at the next meeting.

Dr. Martinez affirmed that College Council is a recommending body and that the President has the overriding vote. Council members have an equal voice and she encouraged constituents to speak up, provide a different point of view, argue and listen and on occasion agree to disagree. Each representative has valid points of view; however College Council must have a broader perspective.

Dr. Martinez briefly reviewed the meeting schedule including the second meeting of the month to meet online via ccc confer. The online meeting can be changed to an in-person meeting as needed.

II. APPROVAL OF MINUTES – May 28, 2014 and June 25, 2014

The minutes of the May 28, 2014 and June 25, 2014 meetings were presented and approved with no comments or edits.

III. SPECIAL/NEW ITEMS**1. Board Update**

Dr. Martinez announced that SAC will host the RSCCD Board of Trustees for their regular meeting on Monday, October 13. It is a great time for students and staff to attend the Board Meeting. SAC will highlight and recognize some of our community partners at this meeting and may have PTK also provide a presentation at this meeting.

2. Professional Development

Dr. Martinez briefly discussed the importance of professional development and thus the reason for Teresa Mercado-Cota to coordinate some of those tasks. Lithia Williams and Pam Hernandez noted that flex week in August is a terrible time for classified employees. It was suggested that a better time of the year

would be during spring break when there are no classes or registration processes. Dr. Martinez confirmed the possible activities will remain focused on getting students through SAC.

3. Leadership Academy (draft)

A draft copy of a proposed leadership academy was presented for review and feedback. The thought is that the leadership academy would be 5 days over a specific period of time with a lot of work in between each meeting. Council members were asked to review the draft document and provide feedback along with suggested criteria for who should attend and how they are selected. This is “wet cement” and is still in the development stage.

IV. STANDING/CONTINUING BUSINESS

SAC Safety Report – No report

Campus Safety/Emergency Preparedness

Interim Lt. Ray Stowell and Dr. Collins provided a brief explanation for the exercise on Friday, August 15 that is a collaborative effort with SAPD, OCFA, RSCCD and College staff. A series of “active shooter” scenarios will be initiated on campus. The day’s events will begin with an evacuation drill whereby all buildings on campus will be evacuated followed by a radio roll call before releasing everyone to return to their respective buildings. The remainder of the day will be dedicated to SAPD, OCFA, RSCCD and SAC staff being involved in a variety of “active shooter” scenarios. This allows SAPD and OCFA to become familiar with district and college staff and location of buildings on campus. Lt. Stowell extended his appreciation to students who are willing to be volunteers and cast members as victims. Lt. Stowell discussed campus road closures and assured that all armed officers will be required to turn in their weapons, issued a replica gun before entering the drill site (Building C). The unified command center will be in lot 6. Staff is invited to participate as observers and must check-in at the unified command center. The observation deck will be the second story hall overlooking the lobby of the C Building. Dr. Martinez asked that a summary report on the drills be brought back in September for College Council review.

Faculty Senate Report

Mr. Zarske noted there were no senate meetings during the summer, but they are gearing up for Flex Week with a number of meetings including the senate retreat on campus and dinner at Jeff McMillan’s home later in the week. Mr. Zarske noted there were some frustrations with recent hire decisions.

Classified Report

Ms. Hernandez noted that Janet Grunbaum had emailed her a concern about Standard IIIA communication with classified employees. She would like to continue the discussion. Dr. Martinez confirmed her actions and discussions with SAC management and will provide a summary of that at the next in-person meeting. On a final note, Ms. Hernandez shared a concern that students may have a difficult time finding or locating the village once school begins. She also suggested that faculty be patient with classified while classes are filled and placement of classrooms occurs. Dr. Collins confirmed that M & O staff will again be stationed at all entrances of the campus to welcome students and provide friendly directional assistance during the first week of school. Dr. Collins also noted that 320 additional stalls will be available in lot 11 near the Village.

ASG Report

In the absence of ASG President, Leann Rodriguez from the Judicial branch of ASG, provided a brief report. The ASG Leadership Retreat is tomorrow with a focus on the role of ASG and the responsibilities for student advisors. Monday and Tuesday, ASG will host a planning retreat including the welcome back, Latina/o Heritage events, and so on. The ASG "Buy Your Books" program will begin on Monday with \$150 vouchers up from grabs with the potential of also renting books.

SAC Foundation Report – No reportEnrollment Update

Dr. Martinez noted that SAC is over 400 FTE short which equates to approximately \$1 million less in appropriations. An Enrollment Task Force has been initiated and will meet daily with Deans, Counseling and A&R to discuss, support and develop strategies for reaching target. More general education classes are being added to the schedule and low enrollment classes are being cancelled. SAC is in 'crisis mode'. Maria Taylor will be included in the meetings when she returns from vacation to assist with room assignments. In the meantime the intersession schedule is being reviewed and built to address this crisis as well. This process will be institutionalized with meetings every two weeks before and two weeks after the beginning of a semester. The Enrollment Management Task Force will also develop an enrollment management plan.

Calendar of Events**V. SHARED GOVERNANCE REPORTS**Curriculum and Instruction Council – No reportFacility Committee

Dr. Collins announced the Facilities Committee is scheduled to meet on August 27.

Planning and Budget Committee

Dr. Collins announced the Planning and Budget Committee is scheduled to meet on September 2.

Student Success Committee – No report**VI. OTHER BUSINESS**1. Reorganizations

- Change of Assignments – Community Services, Facilities Coordinator, and Associate Dean & Dena of Instructional and Student Services(CEC)
Dr. Martinez explained for need for change of assignment. It does not change the rate of pay, titles, or duties, and does not have to be reevaluated by HR. These are for change of assignment only. Teresa Mercado-Cota will have tasks associated with professional development. Community Services and Facilities Coordinator will report to Dr. Collins. Nilo Lipiz and Chris Kosko will exchange some supervisory tasks. The reorganizations were approved as presented and will be forwarded to HR for processing.

2. Inspirational Quotes

Dr. Martinez shared a list of inspirational quotes to be used in the renovated amphitheatre. College Council members were asked to review quotes, submit quotes and make a note of 4-6 favorites to be considered to be engraved in stones. This is part of the new look and ties into the centennial celebration.

3. Accreditation Website

Dr. Jaros announced the accreditation website is up but staff is still working on some of the links. They are not broken, just not "hot" yet.

VII. ADJOURNMENT

The next meeting is scheduled to meet online via cccconfer on August 27 at 9:00 a.m. if needed. This meeting adjourned at 10:40 a.m.