

SAC COLLEGE COUNCIL MINUTES
May 22, 2019

PRESENT: Linda Rose
Vaniethia Hubbard
James Kennedy
Jeffrey Lamb
Madeline Grant
Monica Zarske
Sean Small

LIAISON: Scott Baker
Christina Romero

ABSENT: Bart Hoffman
Roy Shahbazian
Elizabeth Weber
Lithia Williams

GUESTS: Maria Dela Cruz
Brenda Estrada
Theresa Hagelbarger
Jarek Janio
Alicia Kruienza
Janice Love
Doug Manning
Kimberly Mathews
Veronica Oforlea
Fernando Ortiz
John Steffens
Karen Scott
Amanda Farah

I. Call to Order

Dr. Rose called the meeting to order at 9:05 a.m.

II. Routine Items

1. Approval of Minutes – Minutes from April 24 and May 8, 2019, were not available to approve.
2. Accreditation – Dr. Rose stated that the accreditation process is changing. She will update the council when more information is available.
3. BSOS Activities – Dr. Rose shared that the first cohort of the Bachelor of Science in Occupational Studies program will be graduating at the June 7 Commencement. They will also hold a pinning ceremony on Saturday, June 8.
4. Retreats – Dr. Rose announced the SAC Management Council retreat will be held on July 12 and SAC Classified retreat is being planned for July 19. Details will be sent out at a future date. Please encourage staff to attend.
5. Personnel – Dr. Rose shared that she has been conducting several new faculty interviews. There are 14 replacements and two new positions being filled. There are also five Academic Dean positions that are in the hiring process. Two have been hired and three are in process. Two Administrative Secretary positions have been posted for the Humanities and Social Sciences Division.

III. Constituent Reports

1. **ASG Report** – Alicia Kruienza reported on behalf of ASG that they held the “Clothesline Project” on May 21 which acknowledges victims of domestic violence. Various events have been held recently, including a speaker on Foster Youth and an Asian American Pacific celebration. The students are busy preparing for finals!
2. **Academic Senate** – Monica Zarske reported that a team from Student Services spoke at their last Senate meeting regarding student discipline and conduct. Academic Senate reviewed the Student Equity Plan draft. They discussed starting a mentorship program for new faculty. Cherylee Kushida updated them on the online instruction policy. Dr. Lamb thanked Monica Zarske for her two years as Academic Senate President. He shared that she was especially helpful to him in his first year here at SAC!

3. **Public Safety** – No report.
4. **Student Services** –
 - A. Alicia Kruiuzenga reported that Commencement is Friday, June 7 and will include the first OS Bachelor of Science cohort. We will have a larger stage to allow the students to walk up on stage as their names are called. A SAC student will sing the national anthem, the jazz band will place "Pomp and Circumstance", and the SAHS Drum Corp will lead the recessional. There will be a full rehearsal (including speakers and students) on Thursday, June 6. The city has agreed to only charge \$5.00 for parking each day. The Nursing Department will have their pinning ceremony on Saturday, June 8. She shared that MANY students earned major awards and today at 4:00 Dr. Rose is hosting a reception for the President's Scholars.
 - B. Dr. Hubbard presented the "RSCCD Employment through Education – SCCD Grant" request for Authorization to Apply on behalf of DSPS. The grant will enhance efforts to disabled students through Guided Pathways. It will support the efforts of moving students from non-credit to credit and various certificates will be available. At this time, Dr. Lamb suggested approving all grants being presented at today's meeting at the same time. The motion for this request is provided under the Academic Affairs portion.
5. **Academic Affairs** –
 - A. Dr. Lamb presented three requests for Authorization to Apply for the following grants: "California Education Learning Lab for STEM Gateway Courses", for \$256,000 to enhance the overall online instruction environment; "CVC-OEI Improving Online CTE Pathways" to aide in developing CTE pathways; "SWP/Regional Work Based Learning – STEM", a workforce grant that creates course value. A discussion ensued regarding different aspects of grant requests overall. Dr. Rose said when submitting a request you must consider costs for evaluation & research and allocate the necessary funds for such. You also need to address how you are going to evaluate your work. Kim Mathews stated the need for submitting a "cost of position" form if a new position is being created. Dr. Rose reminded everyone that if a hired position is based on grant funding and the grant ends, the job stops. "Grant Position" will be indicated on future job announcements. There were questions about item #8 on the "SWP/Regional Work Based Learning" grant regarding if the position would be institutionalized after the grant ended. Madeline Grant agreed to change the answer to "no" and will resubmit the corrected page. It was moved by Dr. Lamb to approve the three grant authorization requests, with changes indicated. Dr. Kennedy seconded. The motion passed. Dr. Lamb made an additional motion to ask Budget and Finance committee to take on the task of reviewing the current "Request for Authorization to Apply for a Grant" form addressing the process, criteria and related forms needed and to submit to College Council for approval. Dr. Ortiz seconded. The motion passed.
 - B. Enrollment – Dr. Lamb reported that enrollment is flat from this time last year, term to term. Positive attendance hours generated in the academies looks like it will be slightly down this year. Criminal Justice Academies are increasing.
 - C. Guided Pathways – Dr. Ortiz and Dr. Dela Cruz reported that teams are working on the web design and content, new branding, and brochures. A Career Exploration Fair focusing on CAPS is being planned. Early Decision

will be designed around CAPS in the future. "Completion Team" has changed their name to "Success Team."

D. Reorganization Requests –

- Academic Affairs/Student Services - FT Administrative Secretary and FT Student Services Coordinator (Dual Enrollment) reporting change from Dean, Student Affairs to Dean, Academic Affairs.

It was moved by Dr. Lamb and seconded by Dr. Hubbard to approve the reorganization request. The motion passed.

- Academic Affairs – FT Director, Special Programs/CTE, FT Administrative Secretary/CTE, FT Senior Account Clerk, FT Student Services Coordinator (2), PT Research Analyst (Vacant), PT Instructors – reporting change from Human Services & Technology Division to VP Academic Affairs.

It was moved by Dr. Hubbard and seconded by Madeline Grant to approve the reorganization request. The motion passed.

6. **Continuing Education** – Dr. Kennedy reported they are in "summer mode" now! They held their Adult High School diploma ceremony May 17 with 102 graduates! (By year end they will have 38 more.) The GED/HiSet ceremony was held May 21 with 30 completers, 44 in the Inmate Education Program. The student stories were wonderful! (HiSet is a more relevant test than the GED, with different equivalencies.) Most students said they planned to come to SAC next! Continuing Ed summer activities will have a major focus on Guided Pathways "Enter the Path". They are looking at better processes, documentation, and redesigning the website with better information.
7. **Administrative Services** – Dr. Kennedy reported on Dr. Hoffman's behalf regarding a "Campus Cleanliness & Maintenance Workgroup" to add to the Governance Committee structure as a sub-committee of the Facilities Committee. There was much discussion and concerns about the purpose and function of the "workgroup." It should not become a political or complaining group, but rather a planning group. Dr. Rose mentioned that we do not have a maintenance plan and that all plans of the college need to be integrated to work together. It was suggested to change the name to "Maintenance & Operations Planning Task Force" and to look at it again. Dr. Rose said we need to look at the entire structure of the college. Report back to your constituent groups regarding your committee's structure to get updates/feedback. Dr. Kennedy recommended to bring the discussion back up at the next meeting. College Council needs an action plan to review Governance Handbook, timelines, and expectations.

IV. Other

Technology Update – John Steffens presented on "Colleague Self-Service", an Ellucian project to take effect December 2020. Our deadline to get completely off of WebAdvisor is 18 months away! He needs help from all areas to give information to the workgroup. They need to know what operations in your area are standardized and what operations are "fuzzy" on how something works. Dr. Rose suggested there be a Faculty retreat presentation, as well as Management Council, and Convocation. Madeline Grant said there needs to be a dedicated team to support this. Dr. Rose asked the Vice Presidents to work with their Deans to get faculty and classified staff representation. Dr. Lamb asked if SACTAC could help with this and Dr. Kennedy said "yes" and invited everyone to their meeting this Thursday. The committee will be working on their mission and purpose. John

also announced that the "Live with Student" chat system is online now. People can go to the "Student Help Desk" for tech support.

V. Next Meeting and Adjournment

The schedule for 2019-2020 College Council meetings has not been set as of yet. This meeting adjourned at 11:10 a.m.