



COLLEGE COUNCIL MINUTES

Wednesday, March 9, 2022

Voting Members Present:

Annebelle Nery
Bart Hoffman
Vaniethia Hubbard
Jeff Lamb

Sarah Salas
Madeline Grant
William Nguyen
Avinash Ramaswamy

Jim Isbell
Maria Dela Cruz
Monica Zarske
Lithia Williams

Liaisons & Guests Present:

David Waters
Christina Romero
Lorena Chavez
Dalilah Davaloz
Brenda Estrada

Jorge Forero
Cristina Gheorghe
Jarek Janio
Shannon Kaveney
Teresa Mercado-Cota

Veronica Oforlea
Fernando Ortiz
Bill Reardon
Maria Cardona
John Steffens

1.0 Procedural Matters

1.1 Call to Order

- Annabelle Nery called the meeting to order at 9:31 a.m.

1.2 Approval of Additions or Corrections to Agenda

- No additions or corrections were presented. The agenda was approved and will stand as presented.

Approved

1.3 Approval of Minutes – Regular meeting of February 23, 2022

- No additions or corrections were presented. The minutes were approved and will stand as presented.

Approved

1.4 Action Items

- Request for Reorganization – Distance Education **Approved**
 - Bart Hoffman motioned to approve the Request for Reorganization as presented, which was seconded by Maria Dela Cruz. The motion passed with consensus.
- Request for Authorization to Apply for a Grant-Rising Scholars **Approved**
 - Bart Hoffman motioned to approve the Request for Authorization to Apply for a Grant-Rising Scholars, which was seconded by Sarah Salas. The motion passes with consensus.
- Hiring Administrative Regulations – 2nd Review **Approved**
 - AR 7120.2 Classified Employee Recruitment and Selection
 - AR 7120.3 Management Recruitment and Selection
 - AR 7120.1 Full-time Faculty Recruitment and Selection

Bart Hoffman motioned to approve all AR's presented, which was seconded by Vaniethia Hubbard. The motion passes with consensus.

Some of the feedback that was given regarding the ARs is as follows:

- ✓ Definition of consensus is confusing and flawed.
- ✓ Who is the EEO Chair?
- ✓ “Demonstrated experience” is never equitable. It should be demonstrated knowledge, skills or willingness.

- ✓ The Classified AR contains a section related to Board Approval, including salary schedule placement comments, and candidate notifications. Should these be added to the other two ARs for standardization/clarity?
- ✓ Should individual committee members be named as defendants in a complaint or lawsuit, the Board will indemnify those members, provided each has followed prescribed policy and processes in executing his/her committee responsibilities.
- ✓ Timelines for hiring and offering positions need to be reviewed.

Motion for 3rd review of additional input by Jeff Lamb and seconded by Bart Hoffman.

2.0 Informational Items

2.1 President Report

- President Nery thanked all of the Accreditation Team for ISER and visits this week as well as their hard work and countless hours spent by each person involved.

3.0 Reporting Committees

- 3.1 Academic Senate: Jim Isbell reported that a third reading of the Bylaws will be conducted to include more diversity and inclusion.
- 3.2 Facilities Committee: Bart Hoffman reported that a first read of the Participatory Governance Structure to include Safety will be conducted. The Committee will also be conducting a first read of the goals.
- 3.3 Institutional Effectiveness & Assessment Committee: Fernando Ortiz reported that they met on March 2nd and discussed the Participatory Governance Handbooks processes, Institutional plans and the placement of the Enrollment Management Subcommittee.
- 3.4 Planning and Budget Committee: Bart Hoffman reported that the Committee met on March 1st and conducted a first read of the Budget Priorities. A Purchasing Deadline workgroup will be created to brainstorm and bring suggestions to the District Office. The workgroup will include Dean Grant.
- 3.5 Professional Development Committee: Teresa Mercado-Cota reminded college council about all the upcoming meetings and collaboration efforts for Women's History Month, LGBTQIA2S+ Summit and Pow Wow. Dr. Nery will deliver the opening remarks at the LGBTQIA2S+ Summit. She acknowledged the "Call Center" and how the community is watching closely since SAC is up in enrollment. Amberly is working very hard on professional development.
- 3.6 Student Equity and Achievement Program Committee (SEAP): Fernando Ortiz reported that the Subcommittee, Workgroups and Taskforces did not meet in March to allow them work with the Evaluation Team and to ensure that the progress of their work is transformational and structural on campus.

4.0 Oral Reports

- 4.1 ASG: Avinash Ramaswamy reported that a Feminine Products Drive will be taking place several times in March. He also reported that Phi Theta Kappa and the Thrive Center will be partnering to conduct a Professional Clothing Drive for students that may need something to wear for an interview. The ASG elections will be held on March 14th as well as a Pi π Day where a piece of pie will be given out. Some ASG members will participate at a conference in Washington D.C ON March 18th – 22nd. They will attend leadership workshops and meet with keynote speakers. He also mentioned that a virtual meeting took place regarding sustainability efforts to be carried out on campus.
- 4.2 Classified: Sarah Salas reported that they lost their LRR Labor Relations Representative and currently have a substitute.
- 4.3 Cabinet:
Administrative Services: Bart Hoffman reminded everyone that you can find the Standard Operating Procedures (SOP) under the Employee Intranet and by clicking on Santa Ana

College, in particularly the Contracts SOP. He encouraged everyone to refer to the Contracts SOP when dealing with contracts.

Student Services: Vaniethia Hubbard thanked Brenda Estrada for the wonderful job coordinating the CalFresh student event last week where students were able to receive assistance with county programs such as EBT cards. She also thanked Teresa Mercado-Cota for the Financial Aid webinar partnered with Assemblyman, Lou Correa, financial aid and FAFSA assistance was offered to students. She also thanked Dalilah Davaloz and Young Kim for the advertising of the Tick Tock Student Competition. Students shared why SAC is important to them. The winner will get one year tuition paid and a parking permit, second place will get a gift card to the bookstore.

Academic Affairs: Jeff Lamb thanked the entire Accreditation Team, he was very grateful for all their hard work. He stated that promoting classes and recruiting students will be conducted to increase enrollment. Accreditation is going very well and is attributed to the collaborative efforts of many people, including Dr. Ortiz, Jennifer Valencia and Committee Chairs. There are several events this week, and he invites us to participate.

Continuing Education: No report

4.4 Public Information Office

Dalilah Davaloz reported that on March 9th the Public Information Office shared advertising creative assets with Faculty and Management, asking them to post on Canva as well as share within their communities where possible. A 2nd round of advertising creative will be sent out next week, which highlights Cash for Credit and how students qualify if they're taking Accelerated courses. The office is also working on additional efforts with John Steffens to identify students with a certain amount of credits, encouraging them to enroll for me to be eligible for Cash for Credit dollars in hopes to increase enrollment. The Public Information Office will examine advertising efforts from 2021-2022 academic year to establish a plan and budget for 2022-2023. Then, the office will go to Planning & Budget in April to request monies for this coming academic year. After the meeting, the office will email out the January Marketing Report.

4.5 Other

Christina Romero encourage everyone to follow The Thrive Center on Instagram. They share amazing posts on SAC student stories and they do a great job branding our college. Teresa Mercado-Cota added that Dr. Yamamura was impressed with our Call Center and the follow up that is being done and taking note of all the wonderful processes taking place.

5.0 Next Meeting and Adjournment

5.1 March 23, 2022

9:00-11:00 a.m.

Via Zoom

5.2 Annabelle Nery adjourned the meeting at 10:16 a.m.

Adjournment