



COLLEGE COUNCIL MINUTES

Wednesday, May 8, 2024, 9:00-11:00 a.m., Zoom

<https://rscsd-edu.zoom.us/j/81268295268?pwd=Ap6g7NDbK30KRLdsGqdejIXv2Mjt0b.1> / Meeting ID: 812 6829 5268

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Voting Members Present:

Annebelle Nery	Larisa Sergeyeva	Deisy Romero for Maria Dela Cruz
Vaniethia Hubbard	Claire Coyne	Lithia Williams
Jim Kennedy	Sarah Salas	Kristi Blackburn (Alternate)
Jeff Lamb	Monica Zarske	Madeline Grant for Steve Bautista
Bart Hoffman		

Liaisons & Guests Present:

Yuri Betancourt	Dalilah Davaloz	Ron Gonzalves	Shannon Kaveney
Daniel Martinez	Leisa Schumacher	John Steffens	Greg Toya
Eden Andom	Mary Steckler	Annie Pitchford	Krystle Taylor
Kelvin Leeds	Jennifer Valencia	Mark DeAsis	Nicole Patch
Jaki King	Jennie Beltran	Tanisha Burrus	Pilar Traslavina
Paul Vernola	Nicholle Clark	Merari Weber	
Maria Briseno	Jessica Avalos	Janet Cruz-Teposte	

1.0 Procedural Matters

1.1 Call to Order: Jim Kennedy called the meeting to order at 9:05 a.m.

1.2 Approval of Additions or Corrections to Agenda: Claire Coyne motioned to approve the May 8th agenda, which was seconded Jeff Lamb. The motion passed.

1.3 Approval of Minutes-Regular meeting of April 24, 2024 (tabled to next meeting)

1.4 Action Items:

- **Request for Reorganization (1):**
 - **Administrative Services-Administrative Clerk:** Claire Coyne motioned to approve the reorg, which was seconded by Lithia Williams. The motion passed.
- **Educational Master Plan-Final Draft – 1st Read:** Monica Zarske motioned to approve the 1st Read of the Educational Master Plan-Final Draft, which was seconded by Claire Coyne. Discussions ensued with a recommendation noted to change the name of the document to no longer include the word “Master”. The preferred recommendation of “Comprehensive Educational Plan” will be brought back to the Academic Senate or Senate Executive for further review. Following discussion, the motion passed by consensus.

2.0 Informational Items

2.1 President’s Report: Annebelle Nery resumed the meeting at 9:20 a.m. and noted the next updated President’s Report would be shared following the May 13, 2024 RSCCD Board meeting. The current version from the April 15th Board meeting is [April 15, 2024 - President's Board Report - YouTube](#).

2.2 Board Policies & Administrative Regulations-3rd Review

- **AR 3502 Networked Video Cameras (NEW):** Claire Coyne motioned to approve AR 3502, which was seconded by Larisa Sergeyeva. Discussion ensued noting this item was presented at District Council but received a split vote. It was noted the College would be doing a 3rd Review and the recommendations would be shared forward to be considered for an Amendment. The motion passed by consensus.
- **AR 6300 Fiscal Management:** Claire Coyne motioned to approve AR 6300, which was seconded by Monica Zarske. Discussions ensued noting the recommendations were accepted at District Council and Adam O’Connor updated the AR. It was noted that AR 6250 was tabled at District Council for further discussion given the missing CCLC language. Annebelle Nery noted AR 6250 would be brought back to the next College Council meeting. Following the concluding discussions, the motion passed by consensus.
- **AR 6450 Wireless or Cellular Telephone Use:** Vaniethia Hubbard motioned to approve AR 6450, which was seconded by

Claire Coyne. Discussions ensued noting this item was presented at SAC Planning & Budget as a 1st Read, but the item was tabled. A recommendation will be forthcoming for a Draft AR to define the process for reviewing and updating all AR items for improved efficiencies and a better understanding. This same recommendation was discussed at IE & A, with College Council be the “Action” Committee upon reporting committee(s) recommendations. It was recommended to revise the PG Handbook to include the Board Policy and Administrative Regulations processes, along with a flowchart for guidance. Discussions continued with a recommendation that the Planning & Budget Committee be broken out into two (2) separate committees, with Planning (goals, objectives, strategies, etc.) to guide the Budget. The concluding remarks noted the recommendations were accepted at District Council. The motion passed with one (1) opposition (Sarah Salas).

- AR 7600 Campus Security Officers (NEW): Bart Hoffman motioned to approve AR 7600, which was seconded by Monica Zarske. Discussions ensued noting why the CCLC is requiring Districts to have this item related to reform with either Campus Police / Securities. A recommendation was made to note the College suggestions on AR items would be shown as follows:
 - League changes – noted in Red
 - Local changes – noted in Blue

Discussions continued with a recommendation AR 7600 be presented to SAC Facilities & Safety Committee and the shared recommendations for revisions be brought forward to Chancellor’s Cabinet and/or District Council. Following the concluding remarks, the motion passed.

3.0 Reporting Committees

- 3.1 Academic Senate: Claire Coyne reported on the upcoming Senate meeting next week, Distinguished Faculty of the Year, Professor Donato Martinez, upcoming 2nd Reads at the next meeting, including the Educational Master Plan and AR 2510 (SAC & SCC collaborating on recommended language), policy recommendation for Emeritus status for faculty (SAC & SCC collaborating), A.I. task force joint efforts between SAC and SCC to come up with policies and practices for use in the classroom, and concluded her report noting the 2nd Read of Credit for Prior Learning, Assembly Bill 789.
- 3.2 Facilities & Safety Committee: Bart Hoffman had no report to provide.
- 3.3 Institutional Effectiveness & Assessment (IE&A) Committee: Jeff Lamb reported on the discussions related to the Educational Master Plan (which may have a name change), BP and AR items, Request to Apply for a Grant Authorization form revision, Outcomes Assessment, Program Review, upcoming presentation on meeting agenda and minute templates and Spring Summit.
- 3.4 Planning and Budget Committee: Bart Hoffman reported on the recommendations shared for the need to have an AR to guide the BP and AR process for 1st and 2nd Reviews and Fund 11 and Fund 13 Tentative Budgets.
- 3.5 Professional Development Committee: Eden Andom reported on the last meeting April 24th and upcoming Classified Staff Appreciation Week events during the week of May 20-24, the May 17th Gather & Grow “Maximizing your Impact” event, Unlocking your Leadership Potential, and concluded her report thanking all managers for their support with Classified Appreciation Week and the next meeting is scheduled for May 22nd.
- 3.6 Student Equity and Achievement Program Committee (SEAP): Jeff Lamb reported on the upcoming meeting, Faculty Goal Facilitator opportunity, Chantal’s AB943 presentation, SEAP funding allocation process and report, institutionalized activities on Equity funds, and creation of work group to make recommendations on BP and AR 7120 for Faculty, Staff and Administration hirings to address equity and diverse components for impactful changes. He concluded his report noting the recommendations from these efforts would be brought back to College Council as a 1st and 2nd Read, after which time the recommendations would be shared forward to Human Resources Committee, upcoming job description for Director of the Office of Diversity, Equity and Inclusion for SAC and encouraged all to provide their feedback to the SEAP committee.
- 3.7 Santa Ana College Technology Advisory Committee (SAC TAC): John Steffens reported on the April 24th meeting, which included an update from the District-wide Accessibility Taskforce, regulatory updates to Title 2 of ADA from DSPS office staff, website regulations, the Academic Senate joint taskforce, services in Distance Education, A&R reports on data management and recording organizational membership and colleague, Windows 11 rollout with AI co-pilot (which will be disabled at this time), technology upgrades at Criminal Justice Academies in Tustin, and media/technology refresh plan and relationship to Resource Allocation Requests.
- 3.8 Enrollment Management Committee (EMC): Jeff Lamb reported on the current enrollment trends for the term and year-to-date compared to last year this time, key performance indicator presentation, development of a new Enrollment Management Plan and tying that to the Educational Master Plan and how the two (2) plans intersect and operationalizing them.
- 3.9 Guided Pathways Steering Committee (GPSC): Tanisha Burrus reported on the last meeting of the year on May 1st, which Included a recap of Coordinator and Success Coaches survey, challenges of time constraints and scheduling meetings,

CAP months and planned improvements, Classified Professionals Success Survey, CAP Discovery Fest to be part of SAC Days, and CAP Discovery Day on August 12th. She concluded her report noting the GP subcommittees and their alignment with the 4 pillars of data pathways and all co-leads accepted their roles.

4.0 Oral Reports

4.1 ASG: No report provided.

4.2 Classified: No report provided.

4.3 Cabinet:

Student Services: Vaniethia Hubbard reported on the year-end events, including the Veteran’s Recognition Dinner, Commencement website, and year-end event list link which includes Academic Affairs year-end events as well. She concluded her report noting the kick-off of Asian Pacific Islander Desi American month on May 9th, Pathways beyond Boundaries event, Foster Youth Awareness Month kickoff with Galen Elmore and Grad Fest event.

Administrative Services: Bart Hoffman and Shannon Kaveney reported on the recent hiring efforts in Maintenance & Operations with three (3) new custodial hires, Paul Vernola, Maintenance Supervisor, Lead Central Plant Operator Lance Ralston and two (2) grounds keepers Andrew Alvarado and Anthony Yia. Their report was concluded noting the hiring needs for Lance’s vacancy and the Facilities Coordinator as well.

Academic Affairs: Jeff Lamb reported on enrollment head count, which is up by about 17 ½ %, FTES is up 12.7%, higher productivity than last year at this time, our schedules are meeting both student needs with improved efficiencies. The increased head count is due to the collaborative efforts of everyone across campus, including marketing and Student Services. He concluded his report highlighting the United Domestic Worker (UDW) Demonstration Project with the State Chancellor’s Office and significant union partners up and down the State. Approximately 70 of 5,700 UDW members in our service area have expressed an interest in attending a community college. Collaborative efforts across campus are dedicated to developing curriculum in support of students from the LGBTQIA+ community, in particular in social justice. There is a Social Justice ADT, which will look at leveraging existing curriculum, as well as the creation of new curriculum for this support in both services and study

Continuing Education: Jim Kennedy reported on the 2nd Student Quote Contest with over 200 submissions from students across various academic programs, with the winning quotes have been transformed into bookmarks. A Career Fair was hosted on April 24th with many employers in attendance, including Disneyland, Knott’s Berry Farm and several healthcare providers. The CEC culinary students prepared the meals and fed the employers that were in attendance, resulting in some of the student getting hired on the spot. On April 23-25 over 600 individuals were provided free tablets and smartphones through a partnership with Outreach Program Services of America. Students will pay an \$11.00 FCC license fee for the five (5) years of cellular service provided through the program. This was all made possible through the earmarked dollars from Congressman Correa’s office to reduce the digital divide. He concluded his report highlighted enrollment, with 2,343 FTES compared to 1,965 for a similar term last Spring, which is an increase of 19% with unduplicated head count up by 13%. CEC has earned 5,901 FTES year-to-date, which a record year of growth exceeding 6,000 FTES anticipated.

4.4 Public Information Office: Dalilah Davaloz reported on the efforts underway preparing for 2024 Commencement and other events with respect to the O.C. Register sponsored content articles, which will feature our 4th article highlighting the SAC Learning Center. The other three (3) articles will highlight Hall of Fame, Career Education, and Health Sciences Grand Opening. An email will be shared campus-wide with the links to these articles. The 2024-2025 academic year will include Spotlight Stories.

4.5 Other: Claire Coyne shared an announcement for the Noncredit Student Success Conference on May 10th hosted at SAC. Annebelle Nery shared a warm Mother’s Day wish to those in attendance.

5.0 Next Meeting and Adjournment

5.1 May 22, 2024 9:00 a.m. – 11:00 a.m. via Zoom

5.2 The meeting was adjourned at 10:39 a.m.