

SAC COLLEGE COUNCIL MINUTES
February 22, 2017

PRESENT:	Linda Rose Michael Collins James Kennedy Carlos Lopez Sara Lundquist Elliott Jones Monica Zarske Bonita Jaros Madeline Grant Sean Small Lithia Williams Lisette Cervantes, ASG President	ABSENT:	ASG 2 nd Representative
		LIAISON:	Christina Romero

I. Call to Order

Dr. Rose called the meeting to order at 9:06 a.m.

II. APPROVAL OF MINUTES – January 25, 2017

It was moved by Dr. Jaros and seconded by Monica Zarske to approve the minutes of the January 25, 2017 meeting. The minutes were approved as presented.

III. STANDING/CONTINUING BUSINESS

SAC Safety Report – No report

Faculty Senate Report

Dr. Jones commented on convocation presentation and discussions. Many items discussed at the senate meeting were held over for the next meeting including a proposed resolution.

Classified Report

Mr. Small confirmed CSEA ratified their agreement with the District.

ASG Report

Ms. Cervantes reported on the ASG Leadership retreat where the focus was on increasing publicity and engaging students in campus events. ASG expressed appreciation of Dr. Rose for allowing the leadership to attend convocation. A welcome back was held last Thursday with an opportunity drawing for students that visited at least three of the 14 student services booths. It was a huge success with 178 students discovering services available to them. Upcoming events include encouraging students to participate in the General Assembly for Community Colleges; Black History Celebration on February 23 with a showing of the movie Twelve Years a Slave and Club Rush on March 2.

SAC Foundation Report

Ms. Romero reported on the activities of the SAC Foundation and the Scholarship Office with a focus on the application process. Ms. Romero discussed the diverse populations served through scholarships and unrestricted funds. She also discussed the President's Circle that began in 2006 with now over \$90,000 to assist students.

Enrollment Update

Mr. Lopez provided a brief report on enrollment noting that spring is slightly up 46-47 FTEs, but will change with class cancellations due to low enrollment. He also discussed positive attendance being up. Noncredit is down 10% for the year. ESL and HS diploma programs are struggling. CEC is seeking new partnerships in the community to encourage enrollment in the older adult programs. Target is flat and overall SAC will be down about 3%.

Budget UpdateAccreditation Update

Dr. Jaros announced that 80% of the mid-term report has been drafted. The oversight committee meeting is scheduled for Thursday. Dr. Jaros will continue to collect documents/evidence. There are two substantive change reports due (distance education) in the fall and Dr. Jaros is working with Cherylee Kushida. Additionally, she is working with Michelle Parolise for the baccalaureate degree and team visit scheduled for October. The annual report is in process. It is important to review and establish the institutional standards and IEPI goals soon.

IV. SHARED GOVERNANCE REPORTSCurriculum and Instruction Council

Mrs. Zarske confirmed the Curriculum and Instruction Council submitted for the baccalaureate degree upper division coursework and it was approved with no edits, no send backs.

Facilities Committee

Dr. Collins briefly discussed the last facilities committee meeting whereby the reallocation of parking spaces in lot 6 and lot 11 were approved; giving more student spaces in lot 6 and more staff spaces in lot 11; essentially flip-flopping the designated spaces.

Planning and Budget Committee

Dr. Collins announced the next Planning and Budget Committee meeting is in two weeks. The committee will discuss projections for the end of the year. The budget is performing well and SAC anticipates an ending balance about 6.5%. Some of that balance will change as collective bargaining units settle respective agreements. This is the halfway point and this is how SAC looks today. It is possible to end the year between \$7-\$9 million with \$3 million in fund 13 and \$5 in fund 11.

Student Success and Equity Committee

Dr. Lundquist reported the Student Success and Equity Committee met last week. Their discussion focused on professional development, BSI, student success and equity and SSSP. The integration of basic skills to completion. The team will continue to meet and determine next steps.

V. OTHER BUSINESS1. Reorganizations

- Administrative Clerk (HS & T, OTA)
The need for the position is required to support the baccalaureate degree program and application process, maintain reports for the program and is a critical need to make program successful. It was moved by Monica Zarske and seconded by Dr. Jaros to approve the reorganization. The reorganization for the Administrative Clerk was approved as presented.
- Senior Clerk (Professional Development)

This position supports professional development on this campus. This full-time senior clerk position will support the academic senate office as well. It was moved by Madeline Grant and seconded by Monica Zarske to approve the reorganization. The reorganization of the Senior Clerk was approved as presented.

2. Request for Authorization to Apply for a Grant

- Seamless Pathways from Noncredit to Credit – Dr. Kennedy discussed the need and goal of aligning pathways from noncredit to credit and then to jobs. This will be very good for SAC and provide resources to develop better pathways and continue the establishment of SAC being the primary adult education program in the area. The grant has been submitted. It was moved by Dr. Lundquist and seconded by Carlos Lopez to approve the request for authorization to apply for a grant. The request was approved as presented.

The next three requests are related to grants in the Business Division

- Strong Workforce Vertical Sector Leaders: Global Trade & Logistics (Regional Funding) and the Strong Workforce Vertical Sector Leaders: Small Business & Entrepreneurship (Regional Funding) – These two vertical grants are going to expand resource development and host events for high school students. Faculty will be able to tap into resources and hire clerical support for the grant. It was moved by Dr. Lundquist and seconded by Monica Zarske to approve the request for authorization to apply for a grant. The request was approved as presented.
- Strong Workforce ProGTL – International Business Education Alliance – Through this grant SAC will build an online resource hub for teaching materials for CTE, high school and college faculty. This allows faculty and students to connect on regional activities. It was moved by Monica Zarske and seconded by Dr. Jones to approve the request for authorization to apply for a grant. The request was approved as presented.

3. RETREAT FOCUS

The remainder of the meeting focused on the role of college council and the governance structure. Dr. Rose explained that College Council, a collective representation of the constituency, reviews planning before it goes out to the campus as a whole. It is time to review the governance and committee structure including membership because none of the planning instruments is static but are dynamic.

With a focus on the mission statement of the college, Dr. Rose distributed samples from two other colleges (Skyline and Cypress) that have revised their mission statements. There are only two OC colleges approved to offer the baccalaureate degree – Cypress and Santa Ana College. Others in Los Angeles County include Rio Hondo (auto) and West LA (dental hygiene). Dr. Rose shared that Occupational Studies could be an umbrella of which many others subjects could blend into future degrees and expand the program. It is necessary to have the curriculum in place along with the rigor needed for the baccalaureate level.

SAC's mission statement should reflect our goals and our mission. This body (college council) is responsible for the development of the mission statement and presenting it to the campus wide retreat. It should be a collective thought

that addresses the entire institution. It needs to be concise, precise, explicit, and brief. It should address education, mutual agreement (college promise), ADTs, baccalaureate, AA, AS, pathways and certificates. The mission statement should guide our practices, operations and outcomes. What does SAC do? How does SAC do these things? Why do we exist? Philanthropy, business, community, partners (SAUSD, Garden Grove, UCI, CSU Fullerton, CSULB and others to be named). The what, how and why drive everything. How can we help students solve problems? Following a very collaborative discussion, it was determined that everyone would do homework by drafting a mission statement paragraph to be shared with college council and considered at the next meeting. On March 22, we will begin the conversation that will lead the campus discussion. It will guide all that SAC does. It guides the planning that we need to complete, it guides fiscal, and physical planning as well as accreditation. We will expand group on March 22 to include executive representatives of each constituency group (about 12 people).

Dr. Rose thanked everyone for the feedback and excellent work.

VI. ADJOURNMENT

The next meeting is set for March 22 at 8:00 a.m. This meeting adjourned at 10:40 a.m.