

SAC COLLEGE COUNCIL MINUTES
October 26, 2016

PRESENT:	Linda Rose Michael Collins James Kennedy Sara Lundquist Elliott Jones Monica Zarske Bonita Jaros Pam Hernandez (Alt.)	ABSENT:	Carlos Lopez Sean Small Lithia Williams Luis Mejia, ASG President ASG 2 nd Representative
		LIAISON:	Scott Baker, Interim Lt.
		GUEST(S):	

I. Call to Order

Dr. Rose called the meeting to order at 9:32 a.m.

II. APPROVAL OF MINUTES – October 12, 2016

It was moved by Pam Hernandez and seconded by Dr. Collins to approve the October 14 meeting minutes as presented. The motion carried unanimously.

III. STANDING/CONTINUING BUSINESS

SAC Safety Report

Interim Lt. Baker recalled a previously reported theft of a computer from an open classroom. He announced the suspect was caught. He continued with his report that the vandalism to the outdoor art display was caught on surveillance cameras. It is believed the incident is not school related and the suspect is not a student. The cameras provided a good depiction of the suspect. Safety Officers have been alerted to the description and are attempting to track down the individual. There were a couple of domestic incidents in the parking lot; one included a stalking situation between a student and non-student (former boyfriend). The student does not want to pursue, but because the incident was caught on video, SAC has identified the individual, a warrant is out for his arrest and a restraining order is in place. The victim is now parking in the front of the campus and was provided information for LiveSafe App to be added to her phone. It was also confirmed that the student was referred to resources through Psychological Services. Interim Lt. Baker also reported on another incident between two students. Surveillance video is being reviewed to identify the suspect so that appropriate action can be taken.

A lengthy discussion continued related to information reported in the Cleary Report and when an alert is distributed campus-wide. Dr. Rose confirmed that SAC needs to educate the student body about Title IX including what kind of protection and services are available to students who are victims. Everyone on campus should know how to report such violations. Would like to start with Management Council to help people understand when Title IX issues arise and how SAC is to respond; it is the college's responsibility to respond. Dr. Lundquist noted that SAC has made great strides with the new VAWA training and is moving in the right direction. Pam Hernandez related an incident of a positive response by Campus Safety Officers and commended the staff for their diligence. Dr. Jones initiated a discussion on controlling rumors which could be damaging and the appearance of transparency or covering up incidents. It was noted that campus safety maintains weekly reports of incidents and upon request, individuals could

seek out that information. While some of the information is not yet posted to the Campus Safety webpage, it is being considered. Campus Safety will continue to provide incident reports to College Council.

Faculty Senate Report

Dr. Jones briefly reported on the activities of the Faculty Senate noting the second reading of the two resolutions related to CANVAS and both passing unanimously.

Classified Report – No report

ASG Report

While ASG President Luis Mejia was not in attendance, Dr. Jaros asked for another student to be appointed to the Accreditation Committee. Dr. Jones explained that ASG is working on their student appointments and getting their teams together.

SAC Foundation Report – No report

Accreditation Update - No Report

Enrollment Update

Dr. Kennedy in the absence of Carlos Lopez, reported that enrollment is struggling a little, including continuing education. The downturn in continuing education is due to the computing center which is no longer calculated the same and is negatively impacting SAC numbers. Additionally, there are fewer off-site locations which brings continuing education down about 9%. On the credit side SAC is down about 50 FTEs and most is in positive attendance. Dr. Rose noted that the committee is working on the enrollment management plan with potential discussions in College Council in the future. Strategies that were used in the past may not apply now. SAC needs to look at different ways and determine the target market. The teenage population is not key anymore. The college needs to be proactive, knowing who the target audience is and how to reach them for growth. Highlight CTE programs and workforce development, future development of baccalaureate degrees through community colleges and other pathways. When the Vice Chancellor of Economic Development changes the way of the funding stream, what is SAC going to do to respond as opposed to react. Dr. Collins added that funding is leading to completion and at a very rapid pace.

Budget Update

Dr. Collins reported that SAC budget is performing well; actually under budget. RARs have been approved, funded and sent back to the divisions/departments with account strings so divisions/departments can approve requisitions and get what was requested. The RAR process is being evaluated and a survey is being sent out. This allows the college to improve the process using the results of the evaluation survey.

Calendar of Events

The calendar of events was reviewed, briefly discussed with encouragement for attending events so that students see that staff is engaged in what is happening on campus. For those wishing to attend HEEF (Hispanic Education Endowment Fund) Celebration Dinner, please see Karen Scott.

Accreditation

Dr. Jaros confirmed she would like to finish the actionable improvement plans at the next meeting. She will follow-up with those committee chairs accordingly. The

update of actionable improvement plans will help to respond to recommendation 4. It is anticipated that the response will be written in accordance with the new standards. She has sent requests for governance committees to review the SAC mission. New Standard 1A is dedicated to the mission, which will probably be revised appropriately so in the future. When asked how Dr. Jaros envisions obtaining feedback, she welcomed the opportunity to attend the various governance committees to lead the discussion as it relates to New Standard 1A which has four sections to it. A meeting is being scheduled for early spring and SAC must have the mission statement discussion by then. Dr. Jaros was invited by Dr. Collins to attend the November 1 Planning and Budget Committee at 1:30 p.m. to discuss the mission statement with the committee. Dr. Rose noted the discussion and work will begin to form the focus survey. The President has to make sure that input from all constituents is included to develop the focus survey.

Dr. Jaros continued her report confirming a meeting with Carlos Lopez to discuss curriculum and any changes that need to be addressed through substantive change. She is also assisting Cherylee Kushida with distance education. In concluding her report, Dr. Jaros confirmed receipt of a letter from the commission regarding the outstanding ADTs for Chemistry and Biology. A general discussion followed about students declaring majors, drilling down to determine what students are focused on and internal reports in response to Standard 2.

IV. SHARED GOVERNANCE REPORTS

Curriculum and Instruction Council

Monica Zarske reported that 99.9% of all curriculum for the OTA baccalaureate degree has been completed. There is some general education courses from math and communication studies being considered because of ACCJC standards. She commended communication studies department for coming in at the last minute with an appropriate course. A final approval will be next. Also being considered is the graduation language and what should be in the catalog for the baccalaureate degree; such as its own section with an indicator that designates courses are for baccalaureate degree students only. This is for fall 2017.

Another item of discussion was the academic renewal policy. SCC tweaked it a bit, while SAC is fine with the language and happy to be in alignment. The committee is also discussing CurricuNet Meta at every meeting and anticipates the user friendly system to be implemented soon. It includes non-credit and CTE components.

There are nine new certificates coming out of CTE and Workforce Development. Additional programs being considered include a Mural program, Global Business, International Finance and Marketing. The committee also discussed international students and short-term programs that have emersion programs now on campus. The automotive and manufacturing technology curriculum is being reviewed and advisors' recommendations considered to revamp programs for transferability.

Facilities Committee

Dr. Collins reported the Facilities Committee met last week and considered a recommendation of taking 56 staff stalls in lot 6 and giving them to students for parking. It appears staff does not use these stalls and students would. Then adding 48 staff stalls to lot 11 (near the Village) and 8 more staff stalls in lot 1. The Committee will consider this recommendation for approval at the next meeting after providing opportunity for the recommendation to be thoroughly discussed.

Planning and Budget Committee

Dr. Collins announced the next Planning and Budget Committee meeting is November 1 with a focus on approving the 2017-18 budget cycle and budget criteria. RAR request forms will be going out the first week in November. It is anticipated that continuous improvement will be made in the process. FRC is currently evaluating the budget allocation model. The Chancellor's Office has suggested putting a cap on ending balances. A sub-group is looking into that process to determine any possible changes. The sub-group includes representation by faculty senate with Dr. Jones and Ray Hicks, along with Dr. Kennedy and Dr. Collins of SAC.

Student Success and Equity Committee

Dr. Lundquist briefly discussed Student Success and Equity Committee draft minutes for the second time to get information out and expressed concern for the lack of student representation in College Council meeting. Dr. Lundquist reported on committee discussions related to academic success and creating an academic services center whereby students obtain assistance for financial aid, technology issues; a one-stop shop type of space. Transforming the student center to support the new way of computing attendance for the academic computing center. She also discussed the availability of laptops (that were purchased for the Digital Dons Program) now available to staff and students for purchase through the bookstore. There is one more meeting before the holiday break.

V. OTHER BUSINESS1. Reorganizations

- Research Analyst – Dr. Lundquist explained the critical need for the team effort of adding a research analyst funded through general funds to support the Office of Institutional Effectiveness and the Vice President of Academic Affairs to develop the education master planning tools to support student learning. This position would be dedicated to accreditation, institutional effectiveness along with a focus on student equity. This is a collaboration of the VPs knowing that 50% of the position will be dedicated to institutional effectiveness with a dotted line to the research department. This is an important and very much needed position for the institution to move forward. Because of a lack of representation by all constituents, Dr. Rose directed the electronic version of the document by sent to all college council members for a vote via email. Upon email confirmation from College Council members, the reorganization for the Research Analyst was approved as presented for submission to HR for further processing.

2. Mission and Vision Statement

Dr. Rose briefly discussed the college mission and vision statements noting that a thorough discussion will be held at a future meeting including the review of the participatory governance structure.

VI. ADJOURNMENT

The November meetings are cancelled with the next meeting scheduled for December 14 at 9:00 a.m. This meeting adjourned at 11:21 a.m.