

SAC COLLEGE COUNCIL MINUTES  
December 14, 2016

PRESENT:	Linda Rose Michael Collins James Kennedy Carlos Lopez Sara Lundquist Elliott Jones Monica Zarske Bonita Jaros Pam Hernandez (Alt.) Theresa Hagelbarger (Alt.)	ABSENT:	Sean Small Lithia Williams ASG President ASG 2 <sup>nd</sup> Representative
		LIAISON:	Scott Baker, Interim Lt. Christina Romero

**I. Call to Order**

Dr. Rose called the meeting to order at 9:03 a.m.

**II. APPROVAL OF MINUTES – October 26, 2016**

It was moved by Dr. Jaros and seconded by Dr. Collins to approve the October 26 meeting minutes as presented. The motion carried unanimously.

**III. STANDING/CONTINUING BUSINESS**

SAC Safety Report

Interim Lt. Baker discussed the dissemination process of new radios for executive levels to provide better communication between all RSCCD sites including CEC and SCC. Eventually, new radios will be provided to building captains as well. At this time, only the President and Vice President radios and the security staff radios are being upgraded to provide clear communication of all sites. Interim Lt. Baker also announced a new dispatcher to the SAC safety and security team. Additionally, Interim Lt. Baker reported on minor incidents that occurred on campus. Though the assaults were not school related, good video was captured with surveillance cameras of the suspect who may have mental health issues. SAC Safety and Security is working with SAPD for a possible identification. Also discussed was the importance of LiveSAFE App.; and the students doing what they were supposed to do in this type of situation. A lengthier discussion followed about the disconnect of communication with staff and offices, the potential threat, and early closure of the campus later that same afternoon. Some offices did not receive any kind of notice about the potential threat on campus.

Faculty Senate Report

Dr. Jones briefly discussed the LiveSAFE App which was used to call in an incident and taking three clicks to get connected. It is suggested that the number of clicks be reduced for faster service and connection. Interim Lt. suggested a little tweaking of the system is needed and will be considered. Additionally, Dr. Jones discussed the activities of the faculty senate including putting together workgroups for guided pathways not just for a pathway to completion of degree but workforce development as well. Monica Zarske, George Sweeney, and Louise Janice are working on the details for the upcoming faculty senate spring retreat. The first reading of the SACTAC plan has been postponed until February 8. There were concerns expressed at the senate meeting of the impact of the national elections and safety of students. SCC did a resolution and got some pushback.

Classified Report – No report

ASG Report – No reportSAC Foundation Report

Ms. Romero briefly discussed the scholarship process being in full motion with Christine Cha meeting with faculty to review application and selection processes, and making presentations in classrooms for students. Ms. Romero also reported that the endowment size has increased to \$5 million with more offerings that are competitive and support SAC student needs. Workshops can be scheduled by contacting the Scholarship Office. Additionally, the Foundation Office is in full swing for receiving Alumni Hall of Fame nominations and Ms. Romero encouraged everyone to submit nominations now. Dr. Rose noted that nominated alumni serve as models and encouragement to current students to continue their progress.

Enrollment Update

Mr. Lopez discussed the gap in enrollment for public safety courses due to the change in curriculum. Current FTES is 266 with non-credit at 130. The good news is intersession is up; though enrollment started two weeks earlier when compared to last year. The enrollment is expected to stabilize with projections of 30-35 FTES for intersession. More enrollment data will be available in January.

Budget Update

Dr. Collins announced that \$1.2 million on-going costs for personnel has been budgeted and funded for SAC. These are new personnel positions to be filled in the spring. These costs have been allocated and projected funds/expenditures through 2021. SAC can sustain these costs through that period. The FON continues to be tweaked to support new faculty obligations. As faculty retire, the positions are tracked for full funding. Dr. Collins also discussed associated costs for the new central plant and continuous maintenance of the facility which will be included in the 2017-18 budget. He also noted working with ITS to implement the SACTAC technology plan to upgrade computers at a cost of \$900,000 with \$500,000 committed by SAC and \$150,000 committed by the District. This is a 2-3 year process to match up ongoing costs and keep up with technology expectations. ITS staff ratio is 1-100 devices, which is overwhelming. Other business includes the transition of SBO to SAC Administrative Services ensuring that the best services are provided to our students. Dr. Collins also discussed the HVAC costs of \$100,000 to support connection of central plant and the need to upgrade mechanical systems with associated buildings that will be spent in the spring. The college is also committing to improvement in three new transportation vans and three work vans including one stake bed truck (F-250) for the grounds staff; three electric carts; three gas vehicles being replaced with electric ones. Dr. Jaros expressed concern for site improvement reports, getting the website pages updated, and requested assistance with these tasks. Dr. Collins agreed and referred to discussions with the district and the need to work through SACTAC and TAG. Dr. Rose noted the ongoing costs and ensuring that a maintenance plan is in place and the necessary funds allocated.

Accreditation Update

Dr. Jaros reported three items for discussion.

1. Mid-Term Report – Dr. Jaros is working on responding to the four recommendations and collecting evidentiary documents. “Naggy McPhee” will show up in January to meet with individuals that have not provided necessary documents for the report. Shelly Jaffray will be

working with Dr. Jaros to write the report in a clear manner. Actionable Improvement Plans (AIP) are also due in January. The oversight committee will meet throughout the Spring working with the President on recommendation 4.

2. Dr. Jaros began work on the annual report including discussions with Janice and Whitney from College Research Department for data points. There are more than 100 questions and 7 essays that need to be prepared for the annual report. It is exciting to share these experiences and success stories in our essays and Dr. Jaros discussed ideas with Dr. Lundquist for highlighting exceptional programs, students and successes. Soon Dr. Jaros will meet with Dr. Lundquist and Carlos Lopez to complete this work. Additionally, instructional set standards have to be looked at along with feedback that dovetails to the Instructional Education Plan (IEP) report. It is anticipated that a draft will be presented to College Council in January.
3. Governance Committees should be completing their review of the mission statement analysis. The meeting to discuss the Strategic Plan is set for March 17, at 8:00-3:00 p.m. Dr. Jaros is creating a chart for the President listing the progress. The Facilities Committee will be dealing with the mission statement in the Spring. The Faculty Senate will provide input regarding the mission statement too. Julie Stark, Carlos Lopez and Dr. Jaros will meet with the workgroup to review the Educational Master Plan. The workgroup is comprised of faculty and classified representatives and a response to standard 1 for the evaluation all processes.

Additionally, Dr. Rose announced the successful completion of the Fire Safety accreditation review. The SAC outline for a technical report will serve as the State model for future public and safety accreditations. Paralegal also received full accreditation.

#### Calendar of Events

The calendar of events was briefly reviewed noting the holiday celebration scheduled to begin at 11:00 a.m. today. The college will be closed December 22 through January 2.

#### **IV. SHARED GOVERNANCE REPORTS**

##### Curriculum and Instruction Council

Monica Zarske reported that the OTA baccalaureate degree program curriculum has been approved. She extended appreciation to Michelle Parolise for work done over the last two years to develop the curriculum, to communication studies, sociology, and math faculty pulling together for this project. There is still more to do, but really proud of the work that has been accomplished. Mrs. Zarske will send new curriculum to Dr. Jaros. Curricunet-Meta continues with the testing mode to be conducted for credit and non-credit soon. The Curriculum Council has had the SAC mission statement on the agenda for two meetings and two faculty members have sent comments to Dr. Jaros.

##### Facilities Committee

##### Planning and Budget Committee

Dr. Collins reported the Planning and Budget Committee meeting was held on December 6. RAR information from October 16 data and district ITS was reviewed.

### Student Success and Equity Committee

Dr. Lundquist briefly reported on the very robust Student Success and Equity Committee (SSEC) meeting that focused on college values, banners affirming the college's commitment to our students, and validating our students as a prized product of SAC and CEC. The committee also discussed RARs and student equity – this being the first year of the RAR process for SSEC. A small subcommittee was formed to determine the expenditures for equity funding. The committee also worked on multiple majors and student placement.

## V. OTHER BUSINESS

### 1. Reorganizations

- Administrative Clerk (19hr Ongoing) (from Budget Office to M & O) – Dr. Collins discussed the movement of the Administrative Clerk position to M & O to support the facilities operations.
- Lead Central Plant Operator - Dr. Collins discussed the need for the position to run and maintain the new central plant and work with HVAC. These two positions will provide needed support to Mark Wheeler. Theresa Hagelbarger asked if the positions would be open recruitments, to which Dr. Collins confirmed yes, the routine recruitment and selection process would be followed.
- Two A & R Specialist I (19hr Ongoing) – Dr. Lundquist explained these are replacement positions for a 50% employee that retired. Dr. Lundquist also confirmed that the recruitments will be handled in the standard method.
- Development Coordinator (Foundation) – Christina Romero explained the need for the position to support the continuous work of donor development and the overall increased size of endowments now processed through the Foundation Office. This individual will work with partners of the college. The position was previously presented and approved as part-time and is presented now as full-time position.
- Career Education and Workforce Development (Administrative Secretary, two Student Services Coordinators, and Research Assistant) – Carlos Lopez discussed the need for the positions to support the Career Education and Workforce Development work which includes \$1.5 million/year and the associated reports as a result of being granted the funds. The research component is very important.
- Student Affairs/Academic Talent Search (High School Community & Outreach Specialist to Student Services Specialist 11-mo; Student Services Specialist, part-time 10-mo; and Administrative Clerk) – Dr. Lundquist explained the need for these positions.

With no other questions, it was moved by Dr. Kennedy and seconded by Dr. Collins to approve the reorganizations as presented. The motion passed unanimously.

### 2. Request for Authorization to Apply for Grant

- Zero-Textbook-Cost Degree Grant Program – Planning Grant  
Carlos Lopez explained that SAC is pursuing a planning grant to another pathway for International Business.
- Song-Brown Grant Capitation for Nursing  
Carlos Lopez explained the grant is for the continuation of an existing grant and is a renewal.

It was moved by Dr. Collins and seconded by Dr. Jaros to approve the requests for authorization to apply for a grant as presented. The motion passed unanimously.

3. Research Study Cost Partner – Achieving the Dream’s OER Degree Initiative -- SAC was awarded the Achieving the Dream OER Degree Initiative and this partnership provides over \$30,000 to do the research work.
4. SAC Letterhead Tagline  
Dr. Rose briefly discussed SAC letterhead as it is time to update as a result of swearing in new RSCCD trustees and requested feedback about the current tagline. It was moved by Carlos Lopez and seconded by Monica Zarske to approve the removal of the tagline on the SAC letterhead. The motion passed unanimously.
5. Dr. Lundquist briefly discussed the upcoming College Promise Grant Proposal that is due February 3. She will be working closely with Carlos Lopez to collaborate on the proposal for the \$750,000 grant, and present it at the next meeting.

**VI. ADJOURNMENT**

The November meetings are cancelled with the next meeting scheduled for January 11 at 9:00 a.m. This meeting adjourned at 10:18 a.m.