

SAC COLLEGE COUNCIL MINUTES

August 14, 2013

PRESENT:	Erlinda Martinez James Kennedy Sara Lundquist Linda Rose John Zarske Janet Grunbaum Sean Small Jorgie Sandoval, ASG President Brian Perez, ASG Vice President	ABSENT:	Michael Collins Madeline Grant
		LIAISON:	Christina Romero
		GUESTS:	Rhonda Langston

I. CALL TO ORDER

Dr. Martinez called the meeting to order at 9:06 a.m. John Zarske was introduced as the Faculty Senate President, Jorgie Sandoval as ASG President and Brian Perez as ASG Vice President.

II. APPROVAL OF MINUTES – July 10, 2013

The minutes of the July 10 meeting were presented for review. With no changes or edits submitted, the minutes of the July 10 meeting were approved as presented by consensus.

III. SPECIAL/NEW ITEMSBoard Update

Dr. Martinez announced the next board meeting is scheduled for August 19. There will be a reception at 4:00 p.m. just prior to the start of the board meeting to welcome new faculty. The Faculty Institute will begin on Monday, August 19 as well. The board docket will have part-time hiring and instructional agreements for areas such as OTA. It is a routine docket and nothing is expected to come up at the meeting.

Accreditation

Dr. Martinez noted the college requested a liaison from the Board to serve on an accreditation standard team and that individual will be Trustee John Hannah. At the September 9 Board Meeting Dr. Rose and an SCC representative will make a combined presentation to the board on the subject of accreditation and the status of current activities. Mr. Sandoval inquired about the student representative to the accreditation standard teams. Dr. Lundquist provided a brief review and noted that she and Dr. Rose would like to attend a future ASG meeting to discuss this subject more thoroughly and solicit student involvement. Dr. Rose briefly spoke about a letter from the Department of Education regarding the City College of San Francisco matter. She will provide hard copies at the next meeting.

Professional Development

Dr. Martinez reminded constituents of the call for representatives to serve on the Professional Development Task Force. A tentative meeting has been scheduled for September 11 at 1:30 p.m. Dr. Martinez also referred to the Report of Professional Development Survey Results that was completed in June 2013 and provided to college council members via email. A small budget of \$10,000 has been reserved for professional development. Dr. Lundquist advised that another update on professional development from the Community College Chancellor's

Office that targets student success is now available. The information will be shared with the task force at their meeting on September 11.

Dr. Rose briefly spoke about a letter received from CSU Long Beach about a change in admission requirements and the big implications for students. A copy of the letter was distributed to college council members. Dr. Lundquist added that the change requires students to show that major-specific criteria have been met for admission. This requires that our AATs and curriculum align with these requirements so that our students seeking admission can get in. We want to make it hard for the CSUs to say no to SAC students. We do not want to delay students transfer because of this change in the admission process.

IV. STANDING/CONTINUING BUSINESS

SAC Safety Report – No report

While Lt. Wooley was not present for the meeting, an incident report for the period June 24 through August 11 was distributed to college council members via email. Dr. Martinez further noted a recent slip and fall incident of a community member using the track who was transported for further medical evaluation.

Faculty Senate Report

Mr. Zarske announced he's looking forward to the start of the semester, getting faculty involved in accreditation and generally educating faculty of their roles and responsibilities during his term as faculty senate president.

Classified Report

Mr. Small reported instances of individuals using abusive language (profanity) with staff in the student services areas. These behaviors by students and community members are very aggressive and negatively affecting staff. Dr. Martinez and the entire SAC President's Cabinet noted that managers are to immediately intervene and that such behavior is not acceptable. It was further suggested that staff attend flex workshops to help deal with difficult people. There is a zero tolerance for verbal, abusive or foul language toward any staff member. This matter was discussed at great length and Dr. Martinez noted that she would discuss the issue further with managers.

ASG Report

Mr. Sandoval noted that ASG is gearing up for the start of the semester with a focus on filling all vacant legislative positions and soliciting student involvement. Their motto this year is Resources, Recruitment and Recreation. A welcome BBQ is scheduled for Wednesday, August 28 with the support of the SAC Foundation and the bookstore vouchers raffle.

SAC Foundation Report

Ms. Romero briefly reported on the Foundation "road show" whereby she and staff will be visiting divisions/departments to promote payroll deductions campaign. It is a goal to increase payroll deductions by 10% this year. Ms. Romero distributed marketing pieces for the payroll deduction and annual fund campaigns. She concluded her report noting that Student Success grantees will be acknowledged at convocation on Friday, August 23.

Enrollment Update

Dr. Rose reported that final numbers for FTEs increased for the summer. She also noted that classes have been added to the fall schedule to include Friday evening and Saturday morning classes (and the classes are filling up). The focus is

on transfer, basic skills and career technical courses. If classes aren't making it due to enrollment, they are cancelled but replaced with another class that fulfills the need of our students (waitlisted classes, etc.). Dr. Rose briefly discussed the "express to success" program and noted that SAC is well on its way to meet target and grow to obtain "access funds" at 1.63% to be added to base budget next year if successful.

Calendar of Events – Briefly reviewed.

V. SHARED GOVERNANCE REPORTS

Curriculum and Instruction Council

Accreditation Committee

Technology Committee

Facility Committee

Planning and Budget Committee

Student Success Committee

Institutional Effectiveness and Assessment Committee

Safety and Security Committee

VI. OTHER BUSINESS

Reorganizations

- Student Life – FT Student Services Coordinator
- Tutorial Center – 10 Ongoing Learning Facilitators
- International Student Coordinator – Director, Special Programs
- Publications Assistant

A copy of each reorganization was provided via email or dispersed at the meeting and was discussed at length. Upon completion of questions and answers, the reorganizations were approved by consensus to move forward to Human Resources for further consideration and action.

Comprehensive Master Plan

Dr. Martinez discussed the draft comprehensive master plan that is available for review on the district's website. A link was provided to college council members via email. Dr. Martinez explained it includes the district's 10-year plan which constantly changes (for example newly purchased property at the corner 17th Street and Bristol).

Facilities

Dr. Martinez commended staff for enduring the summer construction projects and anticipates the front visitor's lot to be open for the first day of the semester. There will be "festival" parking on the old soccer field as overflow. The "village" swing space is targeted to have temporary buildings move in during the break between semesters; however, it may not happen till later in the year. The swing space will first be used for occupants of Dunlap Hall and then Johnson Center.

VII. ADJOURNMENT

The next meeting is scheduled for August 28 online via CConfer at 9:00 a.m. This meeting adjourned at 10:34 a.m.