

## SAC COLLEGE COUNCIL MINUTES

February 13, 2013

PRESENT: Erlinda Martinez  
Michael Collins  
James Kennedy  
Sara Lundquist  
Linda Rose  
Ray Hicks  
Madeline Grant  
Monica Porter  
Janet Grunbaum  
Sean Small  
Clara Avila, ASG Representative

ABSENT:

LIAISON: Christina Romero  
James Wooley

GUESTS: Rhonda Langston

**I. CALL TO ORDER**

Dr. Martinez called the meeting to order at 9:02 a.m.

**II. APPROVAL OF MINUTES – December 12, 2012 (not available)**

Minutes of the December 12, 2012 meeting were not available.

**III. SPECIAL/NEW ITEMS**Board Update

Dr. Martinez announced the meeting on Tuesday is the Board's planning meeting to discuss goals and setting a stage for the next year.

Budget Update

Dr. Martinez reported there is no new information regarding budget. The Governor's proposal is out along with the trailer language. The Legislative Analyst Office (LAO) has provided some review. Budget assumptions are being prepared. January was good for revenue and now waiting for assessment of the Governor's Proposal. Administrative Services is working on exceptions for the ending balance. Dr. Collins has been working with VPs to address negative balances and cleaning up deficits now instead of at the end of the year. The Planning and Budget Committee is working on identifying ways to tie planning with budget; attached resources to need and discuss with Planning and Budget Committee.

Facilities Update

Dr. Collins discussed scheduled maintenance including the repair of old pipes that will cost more money until the central plant is built which is still in the planning stages. He also discussed other projects including the perimeter project, College Avenue which is now open and the soccer field. These are expected to be completed by June. Bristol entrance is open but some work remains to be completed with limited impact to pedestrians and vehicle traffic. Dunlap Hall continues with plans and design phase which will be presented for Board approval on February 19. Operations in this building will be interrupted during the renovation phase. Restrooms are being planned for the Planetarium. Mr. Small thanked administration for additional staff parking in Lot 6 during the renovation and closure of lot 5 at the corner of Bristol and 17<sup>th</sup> Street. Mr. Small also mentioned that College Avenue looks spectacular at night with the new lighting aligning the street as you exit the campus.

RSCCD 2013 Planning Design Manual (draft attached)

A copy of the latest draft of the RSCCD 2013 Planning Design Manual was distributed for review and discussion. Dr. Martinez noted a correction was needed

to the coversheet to include "2013" and the addition of the date on the footer of each page. This document will be presented to the Board for approval and will include the new committee structure. Any comments, corrections or edits need to be submitted through your appropriate constituency group.

#### Professional Development (attached)

Dr. Martinez discussed the revitalization of professional development and support of basic skills. Dr. Lundquist reviewed the document and asked that comments be submitted by February 27; silence will be interpreted as agreement. Dr. Lundquist explained this is a unifying document of faculty, management and classified and the importance of student success to all groups.

A discussion followed about communication with faculty regarding DSPS accommodations and how to avoid formal complaints for accommodations. Dr. Lundquist shared information about a situation that an accommodation for a student that caused the review of current processes. In some cases the letter comes from DSPS and affirmed by the student presenting letter to faculty. There is some new language to add to the syllabi to affirm student success. Maria Aguilar will be meeting with departments to discuss and be a "face" for intermediary. A lengthy discussion followed about the responsibilities of faculty and the responsibilities of DSPS students that require accommodations and the processes.

#### Classified/Faculty Excellence Awards

The date has been set for May 14 in Phillips Hall. The faculty have concerns and requested clerical support for their process. The faculty committee will reconvene to review nominations and make the selection but seeks assistance with the coordination of the program. Dr. Martinez suggested the Faculty Chair, Monica Collins and Classified Chair Teresa Mercado-Cota meet and advise if there are any additional concerns or need for assistance in the coordination of the awards program. Mr. Small noted that classified are ready to volunteer to assist in the coordination of this program.

### **IV. STANDING/CONTINUING BUSINESS**

#### SAC Safety Report

Lt. Wooley distributed and reviewed the significant incident report for the period December 12, 2012 through February 10, 2013.

Lt. Wooley also discussed the Campus Safety 101 workshop held during flex week and the active shooter video. A fire drill is tentatively scheduled for March 21 at 10:00 a.m. (9:30 at CEC) and 7:15 p.m. (7:30 p.m. at CEC). Safety Office will also be testing the burbee system with no one on campus and AlertU. There have been 365 new students added to the AlertU system.

#### Faculty Senate Report

Mr. Hicks reported the senate will continue to have future discussion regarding safety on campus including locks on the inside of doors and whether having armed safety officers on campus is something to be proposed; continuing dialogue is needed. On other matters, faculty committees are forming and the selection processes to begin for the hiring of new faculty along with preparations the next faculty institute. The senate has accepted an offer from the bookstore to host a meeting; therefore the March senate meeting will be at the bookstore and will include a discussion related to online textbooks.

Mr. Hicks reported he received a note from the State Academic Senate on the trailer bill for community colleges and there is much concern for the student success task force and completion requirements in five years. It is time to have a conference or meeting between what the counselors are doing and the academic side of the house. Mr. Hicks expressed his concern for counseling staff being overwhelmed and what the student success task force is pushing on them. He suggested all work together to address this new game plan. He did not have a suggested date or how the meeting should be structured.

#### Classified Report

Mr. Small voiced disappointment of consultants for Measure Q. They expressed appreciation to all groups except CSEA. Classified staff and CSEA were really involved by walking precincts and assisting with the campaign.

#### ASG Report

Ms. Avila reported the following ASG activities: ICC hosting club rush this week with an art contest; first ICC meeting held last week; applications now available for students to apply for ASG officer positions – the deadline is March 5 and elections to be held March 20-21. The SLI (Student Leadership Institute) applications are now available with the event to be held April 5-6. Black History Month celebration is scheduled for February 28 with a display of struggles and accomplishments.

#### SAC Foundation Report

Ms. Romero announced that a 1925 alum and long-time donor recently passed away leaving SAC as a beneficiary of a significant donation of \$300,000 from the estate. It comes with some directives regarding the acquisition of art. The details are pending further clarification, but it could become part of the centennial campaign with a match from the Foundation. It is hoped that this will leverage more gifts from future donors. Ms. Romero discussed two upcoming president's circle hosted events for the Friends of the Theatre with a champagne reception on March 22 and opportunity to attend the spring production of Welcome to Arroyo's and Friends of Music with a reception at a Foundation Member's home on April 12 with an opportunity to listen to Junwong Jin's piano recital. This will also serve as a fundraiser for the Steinway Campaign. More details will be forthcoming. Nominations for Alumni Hall of Fame have been received and will be reviewed for selection of honorees.

#### Enrollment Update

Dr. Rose reported that enrollment for credit and non-credit is 24,230 which is really good and on the pathway of meeting target with a little over by 146 FTEs. Students from every class cancelled due to low enrollment have been placed in another class. There are more 12-week classes than before. The summer schedule will be the same with two 6-week sessions and one 8-week session.

#### Calendar of Events

Dr. Martinez briefly reviewed the calendar of events noting that Dr. Collins will serve as the Grand Marshall for KinderCaminata on Friday, March 8.

## **V. SHARED GOVERNANCE REPORTS**

#### Curriculum and Instruction Council

Ms. Porter briefly discussed the four approved AAT/ASTs, the four in the cue, and six others pending that should be coming through this semester. Two were just approved yesterday. She noted there is some concern for the course descriptions.

Accreditation Committee

Technology Committee

Facility Committee

Planning and Budget Committee

Dr. Collins distributed a document that included the SAC budget priorities that were approved by the Planning and Budget Committee and the budget calendar. He reviewed the document noting this ties the SAC budget process with the District budget calendar.

Student Success Committee

Institutional Effectiveness and Assessment Committee

Safety and Security Committee

## **VI. OTHER BUSINESS**

All SAC Email

Dr. Martinez briefly discussed the all email issue and noted that SAC is making some final adjustments.

Reorganization Request – CEC Intermediate Clerk (Admissions & Records Specialist I

Mr. Kennedy explained the need for the reorganization because the duties are more related to admissions and records and it aligns with similar positions on campus. Now is the opportunity to make the change since the position is vacant. The only fiscal impact is \$1,555 annually to the general fund.

Reorganizations – Student Services

Dr. Lundquist reviewed the requests and explained that all three requests are restricted funds with no impact to general funds. Funding for the Upward Bound Program requires a position with a BA thus the reason for the change from Student Program Specialist to Student Services Coordinator. It is requested that the Administrative Clerk position vacated due to retirement be changed to Administrative Secretary due to the level of responsibilities that have increased. The new Veterans Upward Bound Program needs to establish a staffing structure to implement the program thus the request for 1 fulltime Student Services Coordinator, a fulltime Student Program Specialist and .475 Senior Clerk. Dr. Lundquist discussed the upward bound programs and explained that the College must reapply every three years. These are federally funded programs and funding is not guaranteed. The Veterans Upward Bound (VUB) grant is \$1.2 million dedicated to increase the number of veterans that attend SAC. This is a five year grant.

There were no additional questions or comments, The reorganizations were approved by consensus and will be forwarded to Human Resources for processing.

## **VII. ADJOURNMENT**

The next meeting is scheduled for February 27 at 9:00 a.m. online via cccconfer.org This meeting adjourned at 10:43 a.m.