

SAC COLLEGE COUNCIL MINUTES
March 13, 2013

PRESENT:	Erlinda Martinez Michael Collins Linda Rose Micki Bryant (Lundquist) Madeline Grant Ray Hicks Monica Porter Janet Grunbaum Clara Avila, ASG Representative	ABSENT:	James Kennedy Sara Lundquist Sean Small Edna Tobias, ASG President
		LIAISON:	James Wooley
		GUESTS:	Rhonda Langston Sylvia Turner

I. CALL TO ORDER

Dr. Martinez called the meeting to order at 9:04 a.m.

II. APPROVAL OF MINUTES –February 13, 2013 (available) and February 27, 2013 (not available)

The minutes of the February 13, 2013 meeting were presented for review. There were no comments or edits and therefore the minutes are approved as presented. The minutes of the February 27, 2013 meeting were not available for review.

III. SPECIAL/NEW ITEMS

Board Update

Dr. Martinez reported there was a Board meeting on Monday. It was a long meeting with the Board going into closed session at 7:00 p.m. At the Board meeting a discussion emerged about the remainder of Measure E funds following construction projects at SCC. These leftover funds, at the direction of the Chancellor, have been designated for use by SAC. Legal counsel has advised that these funds must be depleted before SAC can tap into the Measure Q funds. However, as a result there was a display of emotions from SCC about the movement of the funds, completion of projects and getting what is needed for the new buildings at SCC.

Budget Update

Dr. Martinez stated there is no new information to report regarding the budget. Because of the trailer bill that is being proposed for continuing education, Jim Kennedy (CEC) and Jose Vargas (OEC) will be traveling to Sacramento with Chancellor Rodriguez and Vice Chancellor Hardash to discuss the negative impact to our District should it pass.

Facilities Update

Dr. Martinez briefly discussed the potential of swing space during upcoming projects and scheduled maintenance projects. There is a lot going on at SAC. There are a number of upcoming projects with user groups being developed with possible meetings in April. However, there is a need to get architects and contractors on the same page. SAC is changing the delivery method for such large projects in order to do buildings right without the addition of multiple change orders. Dr. Martinez expressed her frustrations as well and noted that movement is only as quick as the contractor. The soccer field project is on target with possible field turf being installed in May. The perimeter project is behind due to a "glitch" between the city and contractor. There is no way SAC will have the 17th Street

entrance closed for the fall semester, therefore, a revised phasing plan is being considered. Dr. Collins also reported that scheduled maintenance projects are progressing with roofing repairs, parking lots on campus, and rekeying of rooms with a goal of being able to lock the doors from the inside. There may be some access control initiated for secure areas. A discussion followed about key-card access system including the cost to install and maintain such a system.

Accreditation

Dr. Martinez confirmed that she sent out an email notice to all managers regarding consideration of participation of classified staff on accreditation and shared governance committees and has a list of classified employees that have been recommended to work on different standards for the self evaluation report.

IV. STANDING/CONTINUING BUSINESS

SAC Safety Report

Lt. Wooley distributed and reviewed the significant incidents report for the period February 11, 2013 through March 10, 2013. A brief discussion followed about the need for additional lighting in various areas on campus especially near bike racks. This would illuminate areas and provide better visuals through the surveillance cameras. Lt. Wooley also confirmed the spring evacuation/fire drill that is rescheduled for April 4. As this date might conflict with CEC's spring break, Lt. Wooley will confer with vice president James Kennedy to coordinate an appropriate date for the evacuation/fire drill at CEC.

Dr. Collins noted the ICS (Incident Command System) chart has been updated and a binder created. These materials will be distributed at the next management council meeting. He also discussed plans for having tabletop topic discussions and exercises in the near future.

Faculty Senate Report

Mr. Hicks reported the Faculty Senate met yesterday and were happy to be guests of the Johnson Center and the Bookstore. At that meeting, the senate discussed a way for students to get access to books online instead of attempting to go around the bookstore. Peggy Card-Govela attended the senate meeting and discussed the new online scholarship process. The senate also discussed the disability statement that is being proposed. They also discussed the student success initiative and the additional work for counselors; the ability to integrate the changes with Student Success Initiative (SSI) and the Governor's budget proposals. It is anticipated that senators will be better prepared for upcoming discussions at plenary when more will be known. A discussion followed regarding the student success initiative, the PowerPoint presented to the Board by Dr. Lundquist and John Hernandez, the white paper on the student success initiative and the potential role of paraprofessionals.

Classified Report

Ms. Grunbaum inquired about a modified work schedule for the summer. Dr. Martinez confirmed that a four ten-hour day workweek is being proposed, but she does not have the specific weeks at this time.

Ms. Grunbaum also discussed the cigarette dispensers near Russell and Dunlap Hall. Dr. Collins will follow up.

ASG Report

Ms. Avila reported that 105 Student Leadership Institute (SLI) applications have been received with an expectation of 70 completing the class in April. Ms. Avila also discussed upcoming ASG and ICC events including Black History Month Celebration, KinderCaminata and ASG election campaigns. There are four candidates running for president. Applications are now available for students seeking the student trustee position on the RSCCD Board. Ms. Avila discussed an ASG resolution that was approved in 2009 to define the advisor's role and possible changes that will be considered through ASG process before it goes to election.

Women's History Month celebration and ASG Mayday coalition campaign/panel discussion to stop deportation from Orange County are scheduled for March 19. ASG is discussing a possible community service class on civics so that community members can become involved and aware of their rights. An ICC meeting is scheduled for March 14 as club get ready for spring fest on April 17. An Advisors breakfast was held on March 1 that included "how to guide groups on campus." PTK was approved for conference funds to be used for an event in April.

In concluding her report, Ms. Avila inquired about a bike law that requires bikes to be registered. Lt. Wooley confirmed that such law is not enforced and that he would follow up with SAPD.

SAC Foundation Report

Dr. Martinez announced the President's Circle Event/Champagne reception being planned for Friday, March 22 just prior to the theatre production of Welcome to Arroyo's. The reception will be hosted in the Art Gallery. Then another President's Circle event/Steinway Campaign with a reception hosted at the home of Foundation board member Jayne Munoz is scheduled for April 12 just before the piano performance of Jungwon Jin. Tickets are available at \$100 (which includes donation to Steinway campaign or \$35 for general admission).

The Foundation is also gearing up for the Alumni Hall of Fame with four successful candidates selected for recognition.

Enrollment Update

Dr. Rose reported that SAC will enter the 2nd 8-weeks following spring break. The 2nd 8-week and 12-week classes are all full. SAC will probably be a bit over target. Fire and criminal justice academies have not been included in the count for this year yet. Headcount is 24,509 unduplicated with 94% retention at census. That is really good.

Dr. Rose distributed an Enrollment Management Revisited document from the Academic Senate for California Community Colleges. Dr. Rose would like to have the first campus enrollment management group meet in April. She requested representatives' names from each of the constituency groups including classified, administrators, faculty (two from each division) and students be submitted to her as soon as possible. She would like to send out an invitation for representatives to attend first meeting. It may eventually become a shared governance committee.

Calendar of Events

Dr. Martinez briefly reviewed the calendar of upcoming events and announced the next Take a Break with the President, for classified employees to meet with her is scheduled for March 21. After spring break Dr. Martinez will be providing a tour of SAC to new Trustees Mendoza and Alvarez.

V. SHARED GOVERNANCE REPORTS

Curriculum and Instruction Council

Accreditation Committee

Dr. Rose briefly reviewed the accreditation workshop from last week and encouraged participation of the entire campus. She noted the self-study report this year will be more complex than ever before, including the establishment of our standards for course completion to retention to student degree completion and student transfer. The self-study report will be due in August 2014. There is a meeting on Friday for all chairs and co-chairs. The momentum must continue to ensure the work is done for the visit in October 2014. The catalog that is being updated now is the one that will be used for the October 2014 visit therefore it is vital that it is updated accordingly. It is anticipated that all updates will be approved at the April 19 Board meeting. Ms. Porter briefly discussed the update of AAT/AST indicating there may be 16 now competed for the catalog. She also discussed curriculum and governance issues.

Technology Committee

Facility Committee

Planning and Budget Committee

Dr. Collins reported that all SAC Resources allocation requests have been submitted to Administrative Services and staff is gluing together by hand for review by VPs. This is bridging the gap between planning and budget. Dr. Collins also confirmed there will be no new money for 2013-14 once salaries and benefits, and operating costs are accounted for. There will be very little discretionary spending. Dr. Collins discussed the critical need to access the process and make adjustments as needed; how well did it work; how can we make it better, etc. At the last Planning and Budget Committee meeting, a resolution was passed to reaffirm the SB361 model holding the campuses harmless during the transition period and that will be taken to FRC (Fiscal Resources Committee). Dr. Martinez noted this is big for SAC and putting it in writing is terrific. She noted the accreditation standard is tough; SAC needs to have process in place and it would be a huge step for SAC.

Student Success Committee

Institutional Effectiveness and Assessment Committee

Safety and Security Committee

VI. OTHER BUSINESS

Reorganization Request – Financial Aid (carryover from February 27 meeting)

Dr. Lundquist again explained the need for the reorganization of data entry clerk in academic affairs to move to financial aid to assist with the increased workload. There were no questions and the reorganization will be forwarded to HR for further processing.

Reorganization – Intermediate Clerk (change of hours/months) CEC

Dr. Martinez explained the need for additional hours/months for the intermediate clerk at CEC and is funded with categorical money. There were no questions and the reorganization will be forwarded to HR for further processing.

Time Capsule

Dr. Martinez presented a paragraph for a plaque on the time capsule to be buried at the 100th anniversary celebration. Following a brief discussion, draft language was approved and the period of 25 years noted as sufficient for the time capsule to be buried with the addition of the college logo to the plaque.

VII. ADJOURNMENT

The next meeting is scheduled for April 10 at 9:00 a.m. This meeting adjourned at 10:27 a.m.