

SAC COLLEGE COUNCIL MINUTES  
May 8, 2013

<p>PRESENT: Erlinda Martinez Michael Collins James Kennedy Sara Lundquist Linda Rose Ray Hicks Madeline Grant Janet Grunbaum Sean Small Clara Avila, ASG Representative</p>	<p>ABSENT: ASG President</p> <p>LIAISON: Christina Romero James Wooley</p> <p>GUESTS: Rhonda Langston Sylvia Turner Brent Miller, Principal, Harley Ellis Devereaux John Dale, Lead Designer, Harley Ellis Devereaux Dee Tucker, RSCCD Child Development Services Enriqueta Isais, Interim Director, SAC Zeferina Gonzalez, Associate Director, SAC</p>
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**I. CALL TO ORDER**

Dr. Martinez called the meeting to order at 9:03 a.m. She introduced Brent Miller and John Dale from Harley Ellis Devereaux, the architect firm that designed the Early Childhood Education Center at SAC. She also introduced Dee Tucker, Executive Director of Child Development Services, Zeferina Gonzalez, Associate Director at SAC and Enriqueta Isais, Interim Director at SAC.

Mr. Miller and Mr. Dale explained that an award was given by CCFC for the design of the building and it was their pleasure to present the award to the Early Childhood Education Center here at SAC. The staff of the child development center at SAC and the district office was commended for their involvement as well as the facilities staff at the district office Bob Partridge and Darryl Odum. The plaque was read in its entirety and presented to Dee Tucker.

**II. APPROVAL OF MINUTES – April 24, 2013**

The minutes of the April 24 meeting were presented for review. With no changes or edits, the minutes of the April 24 meeting by consensus are approved as presented.

**III. SPECIAL/NEW ITEMS**

Board Update

Dr. Martinez briefly reported that the Board had completed their last training on ethics which took about an hour at the last board meeting.

Professional Development Task Force

Dr. Martinez reported that over the past year, SAC has provided opportunities for professional development for faculty and staff and there is a desire to do more. A task force will convene to move agenda forward and chart out inventory of activities; what SAC is doing and how we can do more. A manager has been assigned to coordinate activities here at the district and locally. Upon her return to work, Dr. Elyse Chaplin will work on seeking task force representatives that reflect each constituency group. It is important to identify activities that stay within our goals. Dr. Lundquist confirmed the deadline for the report is July 1.

Participatory Governance Structure

Dr. Collins presented a recommendation from the Facilities Committee to increase the number of classified representatives appointed by CSEA to four. The recommendation was approved.

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

##### SAC Safety Report

Lt. Wooley distributed and reviewed the significant incidents report for the period April 22 through May 5, 2013. Lt. Wooley announced that his office and staff will be temporarily moved from the Safety and Security Office to L116 near media services during the construction of the front entrance to campus. He further indicated that the front entrance will be closed effective May 28. There will be one entrance and exit on 17<sup>th</sup> Street through parking lot 1.

##### Faculty Senate Report

Mr. Hicks briefly discussed colleges being placed on warning because "district offices" pursued grants. The issue is that some grants originate from the district office and there is no alignment to student success. The concern is unrestricted funds come to colleges but go out the door somewhere else at the district level. A brief discussion followed.

##### Classified Report

Mr. Small reported on information that was discussed at District Council regarding Obama Care and part-time classified employee benefits and reduction of work hours. Dr. Martinez confirmed that as of July 1, management is going to restrict the number of hours for short-term employees to 25 per week. Mr. Small suggested that a "rise" may come from short-term and full-time employees.

##### ASG Report

Dr. Martinez commended Ms. Avila for her involvement with College Council for the last two years and asked her to share future educational plans. Ms. Avila expressed excitement for being accepted at both Berkeley and UCLA. She also noted that several ASG students as of April 26 were accepted by various UCs. Many ASG students received scholarships at the recent ceremony. Gabriel Gonzalez has been named ICC President and Jorge Sandavol is ASG President. Nominations for the Northcross and Hammond awards were submitted and the students will vote this week. Less than 50 students participated in the voting last year and already more than 75 have participated this year so there has been an increase in student involvement. The ASG President drafted a resolution regarding the proposed PLA issue which will be presented to Chancellor Rodriguez and the Board of Trustees. The ASG Awards Banquet is next Friday. ASG had a tough year, but they seem to be doing better and on the right track. Dr. Martinez confirmed that students still need to fill positions various shared governance committees including accreditation standards teams. In concluding her report, Ms. Avila discussed the difficulty of having the ASG advisor being part-time and the importance of this position to the students.

##### SAC Foundation Report

Ms. Romero announced that the SAC Foundation Board will make a presentation to the RSCCD Board of Trustees on October 28 (the date the Board Meeting will be held on the SAC campus). The purpose will be to discuss work in progress and upcoming launch of the centennial campaign. It will be presented by both the past and current Foundation Board Presidents. Ms. Romero encouraged staff to attend the meeting as well.

In other matters, Ms. Romero announced the status of the Steinway campaign getting off to a great start. The Ceramics Guild lead by Pat Crabb raised and donated \$500. The Science, Math and Health Science Division purchased a \$500 key for the Steinway campaign. The Alumni Hall of Fame event is scheduled for Friday, May 24 and four alumni have been identified to be honored. To date \$251,000 have been given to students through scholarships and does not include rolling scholarships or high school awards ceremony. The Annual Ed Arnold Golf Classic is sold out with 144 golfers expected to golf on Monday.

#### Enrollment Update

Dr. Rose reported that the enrollment management group will have their first meeting next week and set goals and plan of success to go into fall semester. Dr. Rose is in the process of putting projections for CJ and Fire Technology together so that we know exactly where we are on target. The District Enrollment Management meeting is later today and will discuss next year's goals.

#### Calendar of Events

Dr. Martinez reviewed upcoming events noting commencement on Friday, May 24.

### **V. SHARED GOVERNANCE REPORTS**

#### Curriculum and Instruction Council

##### Accreditation Committee

Dr. Jaros presented the attached ALO report to college council. She noted that standard committees are meeting but some need wider representation of faculty and students. Timelines have been met and we are on target. Dr. Jaros promised to send college council a copy of the timeline and standard committees' membership. The IE& A Committee is serving as the oversight committee and has a meeting scheduled for later this afternoon. One of the tasks that IE&A is working on is the master planning documents. They will be doing an update and progress of goals on strategic plan of 2007-15 which has six vision themes that inform the goals and objectives. Last year at the all-college retreat, a recommendation was brought forward to change the mission statement and it was approved by various shared governance bodies. The goals and strategic plan have been streamlined. In 2009 we had approved and created a planning and budget process chart. IE&A will now review this diagram and make an assessment. Dr. Jaros briefly discussed the TLC and review of PA/PR reports. Priorities that rose to the top college-wide include professional development. She also discussed issues arose from the annual report including employment rates and benchmarks and standards for improvement. She noted that it confirmed the need for a research staff position at the college level with 121 CTE programs to report on but only three were identified in the report. The data was not usable. Dr. Jaros discussed POE (Planning and Organizational Effectiveness Committee) and their work to review and determine how vision themes align with district planning committee. Dr. Jaros recommended that all members of shared governance committees also serve on standard teams. For more information on Accreditation Basics, she referred everyone to the ACCJC website. The AAC&U and WASC is hosting a webinar on May 15.

##### Technology Committee

##### Facility Committee

Dr. Collins announced that 17<sup>th</sup> Street entrance will be closed as of May 28. The planetarium will be renovated to add restrooms with construction anticipated to begin in August for about a semester or four months. They will need to move DSPS and other services to other location on campus. Some of the back parking lots are being renovated during summer. The college/district is in negotiations for acquiring the property at 17<sup>th</sup> and Bristol (across the street from the college). The new Assistant Vice Chancellor of Facility Planning will begin in June. An eblast is being prepared to go out next week or the end of the semester to inform the campus of the upcoming disruptions due to various construction projects. Planning is the key to doing a building right. The campus will be torn up for the next couple of years and all are going to be inconvenienced and all need to be ambassadors of good will.

Planning and Budget Committee

Student Success Committee

Institutional Effectiveness and Assessment Committee

Safety and Security Committee

## VI. OTHER BUSINESS

Grant White Sheet

The form used to request grants was distributed via email for review and future discussion as needed.

Reorganizations

A & R Technology Specialist – Dr. Lundquist explained the need for the reorganization of the A & R Technology Specialist to Business Systems Analyst to address recommendations from ITS and in support of the degree audit program. Questions were answered and the reorganization was approved as presented.

Dr. Martinez explained that over \$6 million in requests were received and while we still do not know what the final budget will be we have a rollout of the tentative budget and with that in mind want to forward two new positions. Campus Budget Manager and Project Manager. “The Project manager would not work for District ITS but campus ITS to support department, division and campus goals in terms of data collection. SAC had this position previously and lost it. It is needed to help all of us with functionality. The Campus Budget Manager is to support administrative services to handle campus budgets. This is a classified management position with the hope of looking at the accountant position and adding another accountant position with the support of foundation and categorical funds. This is an effort to be transparent. Questions were answered including confirming the Project Manager would report to the Vice President of Academic Affairs. These reorganizations were approved with corrections made to the annual/monthly salaries.

Dr. Martinez announced that EOPS Associate Dean, Christine Leon will arrive on campus on June 27. Dr. Collins announced the final interviews for the facilities manager position will conclude today.

## VII. ADJOURNMENT

The next meeting is scheduled for May 22 online via cccconfer. This meeting adjourned at 10:37 a.m.