

SAC COLLEGE COUNCIL MINUTES
November 13, 2013

PRESENT:	Erlinda Martinez Michael Collins Sara Lundquist Linda Rose John Zarske Madeline Grant Janet Grunbaum Sean Small Rhonda Langston Jorgie Sandoval, ASG President Jonathan De La Mora	ABSENT:	James Kennedy
		LIAISON:	Christina Romero James Wooley
		GUESTS:	Rick Manzano

I. CALL TO ORDER

Dr. Martinez called the meeting to order at 9:05 a.m.

II. APPROVAL OF MINUTES – October 23, 2013

The minutes of the October 23 meeting were presented for review and approval. With no comments or changes submitted, the minutes were approved as presented.

III. SPECIAL/NEW ITEMS

1. Board Update

Dr. Martinez reported on the activities of the board meeting of November 12. Cari Matsumoto, District Facilities Planning, provided a presentation on Measure E (noting the exact status of projects) and Measure Q. The Board also took action to expel a SAC student that had appealed the decision of a judicial hearing. While the action was taken in open session the student's number, not their name was reported out. The Board also conducted their self-evaluation, noting strengths and improvements needed.

2. Accreditation

Standard IV.A Chair – Dr. Rick Manzano

Dr. Martinez introduced Dr. Rick Manzano, chair of Standard IV.A team. Dr. Manzano distributed a brief questionnaire of eight questions for college council members to complete and return to him. He explained that the results will be used in the development of the self-evaluation report as it relates to shared governance committees.

Institutional Effectiveness Survey

A draft of the survey instrument to be used by the Institutional Effectiveness and Assessment committee was distributed for review and discussion. It is anticipated to be distributed by Thursday. Dr. Rose noted that a meeting of the co-chairs for each of the standards was held last week and changes were made to the survey. It was also noted that the classified survey would be conducted during the spring semester.

Strategic Plan

Dr. Rose distributed copies of the Access, Success and Completion monograph written by Terry O'Banion, noting how it will be helpful in the review and modification (as needed) of the college completion vision and mission. The document will provide excellent guideposts for improvement. Dr. Martinez

noted it is a wonderful foundation piece for the college council retreat in 2014. A brief discussion followed with an announcement that the material is also being reviewed by other committees.

3. College Council Retreat

As a follow-up to the last discussion, Dr. Martinez presented proposed dates for the College Council Retreat. Following a discussion of the proposed dates, it was confirmed that the College Council Retreat will be held on January 22 and begin at 12:00 noon. Dr. Martinez noted that some of her potential questions will be relative to IE&A Committee and the SACTAC committee.

4. Annual Staff Holiday Celebration – December 17

Dr. Martinez announced the SAC annual staff holiday celebration being planned for December 17. She explained there is a \$5 charge which includes lunch and a raffle ticket for some awesome prizes. A major gift is underwriting the gifts and prizes. The venue will be the small gym (W-107). Dr. Martinez expressed her expectation of managers to purchase tickets for their staff and also provide the time for staff to attend.

5. Smoking/Tobacco Policy

Dr. Collins inquired about the existing policy and the consideration of e-cigs. When the policy was established it was as a “tobacco free” campus not a “smoke free” campus. Both the HEPPS subcommittee and the Facilities Committee have discussed this new dilemma of e-cigs that are not tobacco products and Dr. Collins requested feedback of college council members. Ms. Grunbaum noted that signage is a big issue and more signs would help to enforce the policy. Mr. Zarske suggested that perhaps the policy needed to be updated to include tobacco-like products. Dr. Martinez suggested an addendum could be added to the existing policy to address the additional smoke/tobacco-like products such as e-cigs. Following a lengthy discussion, it was determined that the existing policy would be amended, additional signage posted and enforcement by safety and security. A draft will be considered by the Facilities Committee before a recommendation is brought back to College Council. Ms. Langston also discussed the image of college personnel seen smoking in college-owned vehicles/carts.

6. Request for Authorization to Apply for a Grant (draft)

Dr. Martinez explained that Academic Senate President, John Zarske, submitted a draft of the Request for Authorization to Apply for a Grant form for review and consideration. Mr. Small expressed a concern that the approval process may slow down requests causing them to miss deadline dates. Dr. Martinez explained that the signatures are advisory. Item #6 needs to be rewritten to read: *How does the project relate to the strategic plan of the college;* thus remove the words *goals and objectives*. It was also determined to delete the question: *Where is the need for this project identified in the related program’s EMP/DPP/Program Review?* The EMPC Chair box would be replaced with Appropriate VP. Ms. Grant expressed a concern of grant funds being used to purchase instructional equipment but once the grant is over the college is committed to the maintenance or updating of such equipment without the necessary funds.

IV. STANDING/CONTINUING BUSINESSSAC Safety Report

The Significant Incidents Report for the period October 21 through November 10, 2013 was disseminated to members present. Lt. Wooley briefly reviewed each incident.

Campus Safety/Emergency Preparedness

Lt. Wooley announced that a hand-tilt zoom camera is now available at campus entrances. He noted that better lighting is needed for night surveillance to capture license plate information. Lt. Wooley also discussed upcoming training sessions to be offered during flex week in February. Dr. Lundquist announced the Eyes and Ears Threat assessment training will be available to SAC on November 19, 2013 and January 21, 2014. She distributed a flyer with the detailed information. Dr. Collins announced that HEPPS is working on bringing CERT community emergency response team to SAC in the future. It will be conducted by Fire Science team of professionals.

Faculty Senate Report

Mr. Zarske reported that senators attended the annual plenary session last week. He shared a sample emergency folder from Santa Monica College. A suggestion was made that he provide the sample folder to a member of the HEPPS subcommittee. Mr. Zarske confirmed that after faculty expressed concerns for the display of their web advisor numbers being evident in the new sign-on procedures, ITS is taking action to revert to the old last name first name email addresses. Following a discussion regarding student evaluations of faculty, Dr. Rose noted that she is working with Dr. Mora, Judy Chitlik and ITS to revise the process. A survey of other colleges is being conducted with early information noting the online process is not working. The old-fashioned scantron version appears to have better responses.

Classified Report – No reportASG Report

Mr. Sandoval announced upcoming events including the ICC Fair on November 14, a Native American Indian Celebration on November 21 and a potential town hall meeting. ICC and ASG will “adopt a family” through service learning (their goal is to adopt two families with a fund of \$400). ASG is also sponsoring a clothing drive to support a neighboring shelter. Some ASG students will participate in the online orientation video and they are excited about that. Leave a Legacy program funded biology supplies for one class. Many student leaders attended the SSCCC conference and Mr. Sandoval noted the support to attend the conference was greatly appreciated. The students were able to network with students from sister colleges and learn to become better leaders.

SAC Foundation Report

Ms. Romero noted the Foundation Office is accepting applications for the student success grants. She confirmed that ASG can submit an application as long as the criteria are met. Ms. Romero shared a sample copy of the Annual Report and the Centennial Campaign booklets. She reported the annual fund campaign was a wonderful success ahead of the goal by \$4,000. One faculty member and one staff member won the Microsoft tablets. The Foundation is also partnering with the VRC to host the Wine Tasting Fundraiser along with the assistance of Rhonda Langston who was able to secure a \$5,000 underwriting from Bank of the West.

Thanks to partners like Madeline Grant and her husband that underwrite the wine and Memphis Café that underwrites the food. It's a wonderful fundraiser for the VRC. There will be two-for-one tickets on sale to staff on a limited basis. Next year the Foundation will work collaboratively with other groups on campus to develop a single source for holiday giving.

Enrollment Update

Dr. Rose reported that SAC is on target. She is tracking FTEs and noted that 173 classes were added to the schedule (including intersession) since August 2013.

Calendar of Events

The calendar of upcoming events were noted.

V. SHARED GOVERNANCE REPORTS

Curriculum and Instruction Council

Accreditation Committee

Technology Committee

Facility Committee

Dr. Collins distributed and reviewed the Project Updates document which provides an overview of Measure E projects on both the SAC and SCC campuses. It also includes information on Measure Q and scheduled maintenance projects. This document can be located on the committee web page. Dr. Collins reported that it is necessary to move forward on the replacement of the railing for Russell Hall. The project is being reviewed by DSA for an over-the-counter approval. The potential costs appear to be less than originally anticipated. The project is expected to cost \$150,000 but SAC had put aside \$400,000 and now the remaining balance can be reallocated to other campus needs. Parking lot 1 is closed and construction underway with the reopening to occur in January 2014. Boilers will be replaced in Buildings A, F, and R with periods of no heat. Appropriate notification will be sent out campus wide soon.

Planning and Budget Committee

Dr. Collins distributed copies of the SAC Planning and Budget Manual for 2013-14. He noted the manual is all encompassing with budget priorities, budget calendars, resource allocation procedures, and self-assessment checklist. This document is also located on the committee web page. Dr. Collins also distributed and reviewed the Budget Performance Quarterly Report which includes revenue and expenditures.

Student Success Committee

Institutional Effectiveness and Assessment Committee

VI. OTHER BUSINESS

Reorganizations

Dr. Martinez briefly reviewed the previously tabled reorganizations and the newly submitted reorganization for a data entry clerk at CEC to be an intermediate clerk with a small increase for a bilingual stipend.

- On-going Learning Facilitator (John Chambers)
- Student Services Coordinator (Transfer Center)
- Data Entry Clerk to Intermediate Clerk (CEC)

There were no objections therefore the reorganizations were approved to submit to HR for further processing.

VII. ADJOURNMENT

The meeting scheduled for November 27 is cancelled. The next meeting is December 11 with the President hosting the morning refreshments. This meeting adjourned at 10:40 a.m.