

SAC COLLEGE COUNCIL MINUTES
October 23, 2013 (via cccconfer)

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

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES – October 9, 2013

The minutes of the October 9 meeting were approved with a correction to the report from Classified Representative, Janet Grunbaum to read: In concluding her report Ms. Grunbaum shared an aerial photo taken of the campus by a local aerial photographer Fred Emmert, Air Views Aerial Photography; her son Brandon was the pilot. There was also a correction to Mr. Sandoval's report to spell correctly the name of Martha Guerrero instead of Martha Vargas. There were no other comments or corrections.

III. SPECIAL/NEW ITEMS

Board Update

Dr. Martinez confirmed that the RSCCD Board of Trustees will conduct their regular October 28 meeting here on campus at SAC in the Spot (U-102). A small reception will be hosted by ASG at 4:00 p.m. Dr. Martinez will offer informal tours as requested by Trustees. The mission posters with SAC students' quotes will be unveiled at the meeting. Another highlight will be the presentation of the SAC Foundation Board to launch the Centennial Campaign.

Accreditation

Dr. Martinez announced a revised timeline has been distributed to the co-chairs. On Friday, December 13 at 10:00 a.m. Dr. Martinez will do an open forum/update for all faculty, staff and students. It will provide a status report of "where we are and how we are doing". An announcement will be sent out soon. Mr. Kennedy expressed thankfulness for students serving on Standard I to review their draft. Dr. Carrera explained that Dr. Rose discussed the status of each standard at a recent dean's meeting. All teams have made progress with bullet points and a new deadline of November has been set for Dr. Rose's review. Accreditation is not about being perfect but honestly providing a record of where we are at this moment in time.

College Council Retreat

As a follow-up to the discussion at the October 9 college council meeting, Dr. Martinez provided two dates for consideration of a college council retreat: January 22, 2014 (11-3:00 p.m.) and February 26, 2014 (11-3:00 p.m.). Each date is an online meeting of college council which can easily be changed to an in-person meeting and then extended to include the retreat at 11:00 a.m. with lunch provided. Dr. Martinez suggested the council consider the dates and provide

feedback at the November 13 meeting. Dr. Martinez reiterated the purpose is to review structure to determine whether it reflects the college's goals and mission. She has a few documents to share at the retreat and maybe they will discover that all is fine and no changes are necessary or that a total restructure needs to be done. Mr. Zarske noted a potential conflict with the FRC meeting on February 26.

IV. **STANDING/CONTINUING BUSINESS**

SAC Safety Report

The Significant Incidents Report for the period October 7, 2013 through October 20, 2103 was distributed via email just prior to the online meeting. Lt. Wooley reviewed the incidents including three harassments, a couple of grand thefts, and vehicle thefts. He also discussed a hit-and-run accident of which was caught on the surveillance camera. He explained that some lighting adjustments are needed for better surveillance coverage at night.

Campus Safety/Emergency Preparedness

Lt. Wooley reported the evacuation drill conducted during the Great California Shake-Out on October 17 was a success. There were a few radio failures that have now been corrected. The drill is a good reminder of how to respond when an earthquake happens. Mr. Zarske announced that at least three out of five classes on one floor of Hammond Hall, did not "drop, cover, and hold" as directed during the drill. It is important that faculty urge participation in this drill and the importance of knowing how to react in an emergency. A discussion followed with suggestions of how to convey this vital information to students and faculty. The spring fire drills are proposed for February 26, but Lt. Wooley will confirm with Dr. Rose. One is conducted in the morning and the other conducted in the evening.

SAC staff participated in a recent training offered at SCC by the OC Department of Education called Eyes and Ears. At the training, it was pointed out the importance of "if you see something, say something". It is anticipated this training will be brought to SAC in the future.

Faculty Senate Report

Mr. Zarske reported that the Area D regional meeting was held at Imperial Valley College. While he was unable to attend, SCC Senate President did attend and shared reports of the meeting. Topics of interest include a task force looking into community colleges offering BA degrees; a few resolutions to move forward to plenary and a recommendation for ACCJC to do their own program review. Dr. Martinez asked if there was any discussion about the two-tier fee structure. Mr. Zarske noted that six districts were approved with only one actually doing it, but no position has been taken by the senate. Plenary is scheduled for November 7, 8 and 9. SAC will host Area D regional meeting next fall (2014).

Mr. Zarske also reported information from the Senate meeting related to the HR committee recommendations. He acknowledged that the SAC President and Cabinet have a difficult job when considering what positions to fill district-wide; looking at the bigger picture, being mindful of FON, 50% rule and the budget to support the positions. A matter of concern to faculty is the new single sign-on which uses the employee's web advisor ID. Dr. Martinez suggested it was not a college matter but a district issue. Mr. Zarske advised that he and SCC senate president will be taking their concern to the chancellor. The senate also discussed

the online student evaluation of faculty and the low response rate and the reading requirements for students. A lot of students have difficulty reading.

In concluding his report, Mr. Zarske announced a college fund is being set up for the son of Michael Kelcher. To date \$5,000 has been collected. If anyone is interested in donating, please see him or a senator.

Classified Report

Mr. Small reported that as other groups have been examining themselves so have classified staff; the group is working hard to communicate shared governance reports and the feedback has been that people did not know what to do on a committee. A flow chart has been created of the various committees and who is serving on them with links to web pages to capture agendas and minutes. He also discovered a 1999 publication of a "shared governance handbook" that provides information on the importance and "how to" suggestions for serving on such committees. Mr. Small will provide a copy of the document to Dr. Martinez for consideration of review at the college council retreat.

ASG Report

Mr. Sandoval confirmed that ASG will host the reception prior to the board meeting on Monday, October 28. He will meet with ICC to get their assistance as well. ASG will sponsor "Get Fit" this afternoon with contests and prizes thanks to the Don Bookstore and SBO (Rhonda Langston). On Thursday, October 31, ASG will have a Halloween event in the Spot and the Fountain area from 11:00-2:00 p.m. with food and beverages. State Farm has sponsored the event with \$375 check. The Don Mascot project is progressing with designs due on Monday to the ASG PR Commissioner. The launch into social media continues to grow. In concluding his report, Mr. Sandoval thanked staff for supplying the recycle bins in the student life office.

SAC Foundation Report

Dr. Martinez reported that the SAC Foundation received a check for \$15,000 at their recent executive board meeting. The SAC Foundation will be attending the RSCCD Board of Trustees meeting on Monday, October 28 to launch the centennial campaign.

Enrollment Update

In the absence of Dr. Rose who was at a conference, Dr. Martinez reported that the Deans are working diligently to add more sections for a total of 125 sections to be offered during intersession. Registration begins Monday, November 4.

Calendar of Events

The calendar of upcoming events was reviewed with Dr. Martinez announcing the California Community Colleges Chancellor's Circle event to be held at SAC on Monday, November 4. As noted in a previous email to college council members, Dr. Martinez invites them and their respective executive committee members to attend the event (make sure to RSVP online). The event includes possible tours of the campus, lunch address by Chancellor Brice Harris and small break-out sessions.

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

CEC Committee

Mr. Kennedy reported that faculty, staff and students of CEC will be attending a Recreation and Parks Committee meeting today in Santa Ana to support the lease extension that is being considered by the City. Mr. Kennedy and the students will speak on behalf of CEC at 5:30 p.m. at the Memorial Recreation Center on Flower Street.

Reorganizations

- On-going Learning Facilitator (John Chambers)
Dr. Martinez briefly reviewed the proposed reorganization that moves the position from Humanities/Social Sciences to Fine and Performing Arts; basically a reassignment from one area to another.
- Student Services Coordinator (Transfer Center)
Dr. Martinez explained the reorganization is necessary to establish a part-time position with special funds to support the transfer center.

These items were presented for review and will be considered further at the November 13 meeting. Questions can be addressed to Dr. Rose and Dr. Lundquist respectively.

VII. ADJOURNMENT

The next meeting is scheduled for November 13 at 9:00 a.m. in S-215. Dr. Martinez asked for consideration of cancelling or rescheduling the November 27 meeting (Wednesday before Thanksgiving). The November 27 meeting will remain on the calendar with a determination to be made at the next meeting. This meeting adjourned at 9:45 a.m.