

SAC COLLEGE COUNCIL MINUTES  
October 9, 2013

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

**I. CALL TO ORDER**

Dr. Martinez called the meeting to order at 9:10 a.m.

**II. APPROVAL OF MINUTES – September 25, 2013**

The minutes of the September 25 meeting were approved with a correction to the spelling of Mr. Jonathan De La Mora's name. There were no other comments or corrections.

**III. SPECIAL/NEW ITEMS**

Governance Structure – College Council Retreat

Dr. Martinez discussed a possible retreat being scheduled in January 2014 adjacent to a scheduled college council meeting with the purpose of reviewing the shared governance structure to ensure alignment with institutional goals toward college completion, teaching and learning, academic senate, planning and budget. This will provide clarity and focus for college council. It may be discovered that all is fine or that changes need to be made. The item was discussed at length and concluded with a directive to schedule a retreat in January with an extended invite to the executive members of ASG, Academic Senate and classified representatives.

Board Update

Dr. Martinez announced the next board meeting is Monday, October 14 and will be held at SCC.

The October 28 Board of Trustees meeting will be held at SAC. The SAC Foundation will provide a brief report at that meeting by launching the centennial campaign. SAC will also display our mission posters, possibly host an informal reception and provide campus tours.

Accreditation

Dr. Rose announced the accreditation co-chairs planning meeting is scheduled for October 18 with the purpose of reviewing and evaluating drafts completed at this point. Anyone interested may attend the meeting on Friday, October 18. Drs. Rose, Jaros, and Lundquist are currently reviewing the strategic plan and the new district master plan. Dr. Lundquist also discussed how SAC and SCC are assisting one another with templates and surveys.

Intersession

Dr. Martinez announced that intersession is scheduled for January. The deans are working on the classes to be offered. She confirmed she had just tweaked the

message from the president to be published with the intersession schedule of classes so it is about to go to print. Dr. Rose confirmed that the schedule of classes is anticipated to be available online by October 25 with registration to begin on November 4. She added that less than 100 sections will be offered and only 1000 copies of the schedule will be printed.

#### College Website

Dr. Rose briefly discussed the new SAC website followed by a demonstration of web pages for accreditation, college council and other SAC web pages of interest.

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

#### SAC Safety Report

Lt. Wooley distributed an incident report for the period September 23 through October 6, 2013 and briefly reviewed incidents. He noted the assault and battery incident that resulted in a two-year suspension of a student following a judicial hearing. A general discussion followed about the abduction claim and what students can do proactively to protect themselves.

The fall evacuation drill will be held on October 17 at 10:17 a.m. as part of the Great California Shake-Out Event. The spring fire drill is planned for February 26 and may be expanded to include ICS training. Lt. Wooley also discussed the inquiry for more striker chairs. He reported the recommendation of the HEPSS (Health, Emergency Preparedness, Safety and Security) task force is to maintain the current level of two newer striker chairs (very expensive equipment) along with the "old" striker chairs to remain in all multi-level buildings. Dr. Collins added that as new buildings go up, the design will include new striker chairs. Mr. Zarske asked for training of building captains on how to use the new and old striker chairs and how to help people out of their wheelchairs. Dr. Lundquist announced the upcoming "Eyes and Ears" training to be done at SCC on October 17 at 2:00 p.m. with the SAC BAT (Behavior Assistance Team) planning to attend.

#### Faculty Senate Report

Mr. Zarske distributed a copy of the academic senate resolution supporting a process for suspension of classes. This resolution was passed by both the SCC and SAC senates. This document is presented as a first reading and will be held for the next in-person meeting in November. Dr. Martinez and Mr. Zarske will also discuss further one-on-one. Ms. Grant noted the temporary suspension applies to those courses that have not been offered but do not want removed from the college catalog. Mr. Kennedy asked that the senate provide a representative at the CEC staff meeting on Thursday, October 17 at 2:00 p.m. to discuss this topic.

Mr. Zarske reported the faculty priorities committee met and created a ranked list for consideration by Dr. Martinez. Dr. Martinez noted the possibility of adding a chemistry instructor in light of the recent passing of Michael Kelcher. She will not send it back to the committee for consideration of that addition but stated she now had information beyond what the committee did at the time of their consideration.

At the senate meeting, it was determined that a savings bond would be purchased for the son of Michael Kelcher and those interested in donating can contact a senate member. Another idea is a memorial plaque or brick that can be purchased by faculty and staff. Dr. Martinez confirmed that the SAC Foundation is working on such a project as we move toward the 100<sup>th</sup> anniversary

in 2015. In response to the Kelcher matter, crisis counseling has been made available for students and colleagues in the department/division.

Mr. Zarske concluded his report noting the senate continues to gather information on faculty handbook updates.

#### Classified Report

Ms. Grunbaum expressed a concern of mowing the lawns at 8:00 a.m. and stuff being tracked into buildings. Dr. Collins acknowledged an awareness of this situation and would address it accordingly. Mr. Small has photos of classified employees' cars being used as cup holders in the Lot 6. Unfortunately, he was unable to attend college council due to an emergency negotiation meeting at district operations. The pictures will be shared at a future meeting. The matter was briefly discussed with Dr. Collins asking ASG President, Jorgie Sandoval to assist by asking students not to place items on cars in the parking lots.

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.

#### ASG Report

Mr. Sandoval reported that ASG positions are almost filled with the latest addition of a treasurer. Still needed are senators representing DSPS, Library, and Human Resources. Mr. Sandoval asked that all shared governance committee chairs include him in all email and meeting notices so that he can support students attending the meetings or assign an alternate when necessary. ASG is currently working on the SAC mascot project with a prototype in the design stage now. They have launched social media through twitter, Instagram and Facebook. Mr. Sandoval extended appreciation of Rhonda Langston for assistance with the Latino Heritage celebration that over 300 students attended. Upcoming events include "Get Fit" tentatively scheduled for October 16 and Halloween Event on October 30 (5-7 p.m.) and October 31 (11-2 p.m.). Next month the focus will be on Native American Heritage celebration tentatively scheduled for November 21 with a potential Day of the Dead being worked on with Phil Marquez and Martha Guerrero. In an effort to go green, ASG environmental awareness commissioner, Mario Quintero-Salazar is looking into getting recycle bins in the Student Life Office. In concluding his report, Mr. Sandoval expressed a concern that the part-time coordinator is not able to provide enough support for ASG. ASG will continue to gather information and suggestions for addressing this concern.

#### SAC Foundation Report

Dr. Martinez reported that the SAC Foundation sponsored the President's Circle event at the Pacific Club in Newport Beach with 5-6 new members joining. The goal was \$60,000 and the projected is potentially \$70,000. This is all unrestricted funds. In other matters, there was a recent meeting of individuals to discuss the approaching 100<sup>th</sup> anniversary celebration year.

#### Enrollment Update

Dr. Rose reported that 100 additional sections have been added in 12-week, two 8-week and 6-week classes. Though tracking at this time appears a little behind, the intersession schedule is being built without cannibalizing the spring schedule. Intersession is above and beyond what is needed to meet target.

Calendar of Events

The calendar of future events was reviewed with Mr. Zarske extending an invitation to attend the open educational resources event with Trustee Solorio on October 29. Flyer will be sent via email.

**V. SHARED GOVERNANCE REPORTS**Curriculum and Instruction Council

Ms. Porter briefly discussed the State prerequisite matter noting that SAC and SCC are in agreement to move forward with a plan for presentation to the Board of Trustees. Ms. Porter also commended Mr. Sandoval for providing student representation on the Curriculum and Instruction Council.

Accreditation CommitteeTechnology CommitteeFacility CommitteePlanning and Budget Committee

Dr. Collins announced the 2014-15 planning obligations were approved and posted on the committee website. The committee can now focus on the resource allocation process. This is how the budget priorities get set for next year.

Student Success CommitteeInstitutional Effectiveness and Assessment CommitteeSafety and Security Committee**VI. OTHER BUSINESS**Requests for Authorization to Apply for a Grant

- Launching Internships in STEM – NSF (ATE)

Dr. Rose and Dr. Cher Carrera briefly reviewed the grant noting the importance and vital links for SAC students including paid internships with JPL and expansion to possible positions here in Orange County. It also includes faculty internships and possible stipends, professional development courses and educational training on new equipment.

This request for authorization to apply for a grant was approved as presented.

- Bridges to the Baccalaureate Program – NIH

Dr. Carrera reviewed the grant and explained this is a consortium led by CSU Fullerton as a bridge to the baccalaureate program with SAC and SCC with a focus on science and math fields. It will provide support to students to make the transition from 2-year to 4-year programs. This is \$175,000 for five years with research opportunities for students in paid and non-paid internships. This is a collaborative grant with CSUF being the umbrella, SCC to focus on behavioral science and SAC to focus on biomedical and chemistry segments.

This request for authorization to apply for a grant was approved as presented.

Reorganization – Financial Aid – Intermediate Clerk (19 hours)

The purpose of this reorganization is to provide clerical support to the Student Placement Office. With no questions or comments, the reorganization was approved as presented.

Facilities Master Plan Committee

Dr. Martinez briefly reported that the Facilities Master Plan Committee met and a draft update will be presented to the Facilities Committee at their next meeting before being presented to College Council. The update offers expansion way out into the future with the biggest change being the orientation of the Library. Mr. Zarske asked that in the future, the Facilities Master Plan Committee meet on a non-College Council Wednesday. Mr. Zarske also expressed favorable comments about the perimeter site improvements especially noting the Gym with the black and red trim.

**VII. ADJOURNMENT**

The next meeting is scheduled for October 23 at 9:00 a.m. via cccconfer. This meeting adjourned at 10:49 a.m.