

SAC COLLEGE COUNCIL MINUTES
May 28, 2014

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

CALL TO ORDER

Dr. Martinez called the meeting to order at 9:08 a.m.

I. Participatory Governance

1. College Council Retreat Report
Want to have a meaningful discussion and to have discussion on governance about what the next step will be and what we are going to do. One page summary about what we want to do to encourage that we are organized for student success. Also have strategic plan and would like to approve today. The strategic plan is a living document.
2. Governance Survey
Dr. Lundquist made a recommendation and it was agreed that the survey results be sent to all co-chairs for participatory governance committees.
3. Governance Handbook
Changes to the Participatory Governance Handbook were reviewed and changes approved. President's Office staff will make changes and send out electronically with request that feedback be submitted to the President's Office.

II. Classified Staff Feedback

1. Communication Survey
2. Focus Groups
3. Strategies

The emerging themes as a result of the communication survey and the focus groups were:

- Communication
- Training
- Institutional Pride

The strategy of sending out a weekly bulletin is not feasible without PIO staff. However, the idea of promoting "college day" with all staff wearing college colors and branded items was positively received. The suggestion for a leadership academy to "grow our own leaders" was also positively received. Dr. Martinez met with Mr. Small and Ms. Grunbaum and wants to get mission statement from classified staff and link to college mission statement. Dr. Martinez is also considering a way of assigning a manager to oversee staff development. A suggestion was also made to have videos made of various departments to provide an introduction of the department to the campus. This could provide an

overview of what other departments do on campus. Make it part of the annual awards ceremony and highlight a few departments. A mentor program was suggested. A central depository for classified staff to provide feedback on communication they receive. It was suggested that Classified Leadership be set up similar to House and Senate. Have managers conduct surveys after staff meetings. When asked if survey and focus groups documents could be provided to managers, it was confirmed that such will be done. Another suggestion was to survey classified employees for an interest in learning to be a better communicator with managers.

Dr. Martinez thanked everyone for reviewing the data and providing some strategies for moving forward. When asked if copies of the survey and focus groups could be provided to classified employees, it was confirmed that it could be done.

III. **Professional Development**

A draft document was provided for review and discussion opened for changes. This has to do with meeting our mission of having "a degree in every home" in Santa Ana. Dr. Lundquist suggested a bullet be included for Student Leadership Training.

IV. **Strategic Plan**

The revised strategic plan was presented and reviewed. It was moved by Dr. Collins and seconded by Mr. Kennedy to approve the strategic plan for a two-year period with reviews by College Council twice in the fall and twice in the spring. There was no further discussion and it was approved unanimously.

V. **Accreditation Status**

Dr. Martinez explained that the self evaluation report (draft) is in much better shape with some discussion needed related to standard IV. Editing continues while evidence is linked to the narrative. Jill Stearns, President of Modesto Community College, has been assigned the chair of the visiting team. When asked if Middle College High School is part of the accreditation process, it was explained that they have their own accreditation process. Perhaps an accreditation Jeopardy-type game show could be created for the fall convocation to further educate staff of the visit in October. A suggestion was made that the co-chairs of all governance committees be included in the handbook.

VI. **Standing/Continuing Business**

1. Approval of Minutes – May 14, 2014
The minutes of the May 14, 2014 meeting were not available for review and approval.
2. SAC Safety Report – Campus Safety
In the absence of Lt. Follo, Dr. Collins provided a brief report of incidents that occurred on campus and at CEC. Mr. Kennedy briefly spoke of an incident at CEC that occurred last night, whereby a student threaten to commit suicide. CEC initiated a lockdown procedure and called in SAPD who were able to apprehend the individual and confirm no weapon was in possession. It was a scary situation but CEC staff followed set procedures and will follow up with additional training for staff.

Dr. Collins discussed the emergency preparedness drill that is scheduled for August 15 to include collaboration with College and District staff, SAPD and OCFA related to an “active shooter” scenario.

Ms. Grunbaum reported a case of an employee lost cell phone from a cart; however, employee was told that surveillance camera was not functioning which causes a false sense of security. Dr. Collins confirmed that staff is not watching the video feeds; however, he would follow up with security to insure that cameras were operating correctly.

3. Faculty Senate Report

Mr. Zarske noted that he is working on getting a faculty senate representative from each and every department/division and that regular senate reports should be made at division meetings. Ms. Judy Iannaccone attended the senate meeting and discussed district communication. The Paralegal Department is considering a name change. The faculty handbook has been approved with edits. It is hopeful to have it completed and noted as a source for the accreditation report.

Ms. Porter reported that all ADTs are done. Twenty-two had been identified for transfer, but we completed 23. All were processed through Curriculum & Instruction Council.

4. Classified Report – No Report

5. ASG Report

Mr. Sandoval noted this as his last report. ASG sponsored a “stress relief” activity for students during finals. It will include pets between 11-1 p.m. just outside the spot. The SAC RX energy drink is now available in the bookstore. It is FDA approved. A student advocate has been selected to represent SAC at the Advocacy for Students event in Sacramento. A docket item has been prepared for the implementation of increased activity fee and method of collection for next year. ASG summer retreat is being planned for training of incoming leadership and SAC will host regional ASG leaders on June 12. Mr. Sandoval recalled several changes that occurred during the year including the increase of the ASG budget from \$50,000 to \$60,000 on the sale of activities stickers alone; a successful year.

6. SAC Foundation Report

Ms. Romero announced that long-time friend, alum and member of the SAC Foundation, Donna Scarbrough, passed away last week. It is believed that Ms. Scarbrough was part of the first graduating class from the college at its current location. In addition, the Board has approved a new member, Dr. Louis Bratcher and recently Madeline Grant hosted a Foundation Board Member, Ken Purcell, in her classroom. She noted the class meeting was very successful. The SAC foundation is also working with community partners to support the upcoming classified appreciation day in June.

VII. SHARED GOVERNANCE REPORTS

Curriculum and Instruction Council

Technology Committee

Dr. Collins reported that the TrakDat team is progressively working toward implementation and with the assistance of Geni Lusk the team was able to build a foundation of the programs into TrakDat.

Facility Committee

Dr. Collins announced the latest construction updates were on the facilities webpage. Summer will be very busy with instructional supplies being moved out of Dunlap Hall and installation of the Village. Two-way traffic will be reduced to one-way traffic from parking lot parking lot 9 through College Avenue for the period June 9-July 30. Lot 11 will be set with 300 parking stalls. All road work should be completed by September 15. The learning center is moving to U-201A and U-202 which will open up needed classrooms elsewhere. The learning center will remain at this location until the renovation of the Johnson Center. The Planetarium is slightly delayed by 30 days due to termite damage that needed to be dealt with. The expected completion date is now October 1. Once the Planetarium is completed the VRC will move into office space in the new addition. The staff/user group is looking at furniture and configuration of the office to provide the best service to our students.

Planning and Budget Committee

Dr. Collins reported there is an appearance of SAC being \$3.3 under budget; allowing for carryover next year. The tentative budget was presented as a "roll over" at the Board meeting last week and is basically a place holder until the final budget is approved in October. Staff is working on closing out the year now. The FRC (Fiscal Resource Committee) is having the 50% discussion and there is a need for both colleges and the district to cover the 50% obligations. An agreement has been made that SAC will cover 62% because of more expenses due to size of campus. SAC budget is doing well and met obligation.

Student Success Committee

VIII. OTHER BUSINESS

1. Reorganizations

- Research Analyst – Dr. Martinez explained the distinct need for a Research Analyst, stating that SAC cannot continue without the critical support of this position. This is at the top of the priority list. All the data for the college and the district cannot feasibly be accomplish by one person, Nga Pham. This request was sent through the RAR (resource allocation request) process and is one of the highest needs SAC has. With no objection, the request is approved by submission to HR for processing.

2. CEC Graduation is Friday, May 30 with SAC Commencement on Thursday, June 5 with a small reception for platform guests in S-215 at 4:00 p.m.

IX. ADJOURNMENT

The next meeting is June 11 at 9:00 a.m. to be held in person in S-215. This meeting adjourned at 11:03 a.m. with Dr. Lundquist reciting a quote from the Book *I know Why the Caged Bird Sings* by Maya Angelou who died early this morning at the age of 86.