

SAC COLLEGE COUNCIL MINUTES  
February 12, 2014

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

**I. CALL TO ORDER**

Dr. Martinez called the meeting to order at 9:08 a.m. by welcoming everyone to the spring semester. Dr. Martinez noted the importance of continuing the governance conversation that was a major part of the College Council Governance Retreat on January 22, 2014.

**II. APPROVAL OF MINUTES – January 22, 2014**

The minutes of the January 22 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 announced the Board of Trustees will be considering approval of contracts at Tuesday's Board meeting that will affect SAC; including renovations to the Planetarium, parking lot 11 and the portable village, and a moving company to empty Dunlap Hall during the upcoming renovations. The lease with the city of Santa Ana for the property at CEC has been extended for another five years and will be presented for Board approval as well.

2. Request for Authorization to Apply for a Grant Form (draft tabled by Senate President Zarske)

3. Board Policy 6630 Naming District Properties and Facilities

Dr. Martinez announced that Schools First Federal Credit Union has agreed to a \$100,000 gift to the SAC Foundation and has requested the Terrace (to be constructed) near the fountain area in the mall be named Schools First Terrace. A discussion continued regarding current policy.

It was moved by Mr. John Zarske and seconded by Jorge Sandavol to name the specified area near the fountain as the Schools First Terrace. The motion passed unanimously.

4. Convocation Debrief/Follow-Up

Dr. Martinez discussed the convocation and the mass amount of data shown. Mr. Zarske commended Dr. Martinez for the selection of the topic. Dr. Lundquist noted that evaluations from the workshops are still being calculated.

## 5. Retreat Outcomes

As a result of the College Council Governance Retreat, it was recommended that the accreditation committee be removed as a shared governance committee. The other topic of discussion was linking technology with planning and budget. Dr. Collins and Mr. Kennedy have been asked to meet with those two committees to determine how SACTAC can be a subcommittee of Planning and Budget.

- **Revise Strategic Plan**

The group also looked at the strategic plan. The format was changed by cabinet and Dr. Martinez still needs to do her part. We are trying to link committees to the strategic plan. It should be available to college council soon.

- **Governance Structure**

- **Staff Development**

Staff development is still being organized.

- *Sharepoint*

There is an effort to capture training/conference attendance/information sharing through Sharepoint.

- *Faculty Senate*

The faculty senate is considering looking at continuing the discussion from convocation workshops and getting the information on sharepoint. Mr. Zarske noted the discussion on common core was an excellent breakout session as well as discussion on SLOs.

- *Classified*

This is the biggest area of concern. Dr. Martinez will meet with Sean Small and Janet Grunbaum to discuss this topic further.

- *Framework*

The purpose of staff development is to accomplish our mission for student success through retention, persistence and the completion agenda.

## 6. TrakDat

A recommendation was made by the Faculty Senate to pursue TrakDat software and services as the planning tool for SAC. Mr. Zarske and Ms. Porter discussed the progressive review and research conducted prior to the Faculty Senate making a recommendation for TrakDat. The workgroup included faculty and administrators looking for software for SLOs to link with planning and budget. The workgroup spent over a year looking at 12-15 different programs. After long deliberations, TrakDat appeared to meet the needs of the college best and aligned with Datatel. The Faculty Senate is happy to promote TrakDat. Dr. Martinez noted the importance of faculty and staff participation during the implementation phases. When asked when implementation would begin, Dr. Martinez suggested that SAC be able to demonstrate progress by the time the Accreditation visiting team arrives in October. Dr. Collins explained that it is not only SLO processes but institutional processes and every division/department will be engaged in the process. Dr. Carrera added that TrakDat is an institutional performance management system. Dr. Rose noted the system speaks to all of the accreditation standards and reflects a campus-wide improvement in making decisions. The standard is the minimum; SAC needs to strive for continuous improvement beyond the minimum. TrakDat is a planning tool to help make better decisions using those outcomes and improvement plans for institutional processes.

It was moved by Mr. James Kennedy and seconded by Mr. John Zarske that College Council support TrakDat and the implementation thereof. The motion passed unanimously.

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

##### SAC Safety Report

The Significant Incidents Report for the period January 20 through February 9, 2014 was shared with college council members. Lt. Wooley briefly reviewed the incidents.

##### Campus Safety/Emergency Preparedness

Lt. Wooley briefly commented on the emergency preparedness workshops available during flex week. He also announced a fire drill is scheduled for February 26 at 10:00 a.m. and 7:00 p.m. Dr. Collins announced that A-214 will be the new Emergency Operations Center (EOC) as there is generator available in that building that is not available in the S Building. He also mentioned the entire M & O staff attended the Search and Rescue workshop offered during flex week.

##### Faculty Senate Report

Mr. Zarske announced an EEO training workshop was provided for faculty with approximately 40 that attended. Additional training is scheduled for February 28 9-11 a.m. to accommodate the number of screening committees for the 28 faculty positions. Mr. Zarske discussed the SAC/SCC senate retreat which had a focus on accreditation. Other business items include excellence awards and the importance of nominating peers; distance education and student survey results. There is a big disconnect between HR and colleges regarding volunteers/tutors. Further discussion and clarification is expected from John Didion.

##### Classified Report

Dr. Martinez announced upcoming classified *Take a Break with the President* sessions scheduled for February 24, March 13 and April.

Ms. Grunbaum noted that classified employees are very busy with the start of the semester. However, a concern was expressed about grass clippings being on the sidewalks as employees arrived on campus. Dr. Collins acknowledged the concern and noted he would follow up with staff.

##### ASG Report

Mr. Sandoval reported the Student Advocacy Leadership Training (SALT) was a huge success with senators and assemblymen attending the network segment of the program; providing pearls of wisdom for students. Region 7 and 9 attended the training with other regions wanting to attend or hold a similar training; SAC is the envy of other colleges. He also discussed the amazing welcome back scheduled for later today noting that Dr. Collins and staff will be present to spread the word about AlertU. February 28 is the Student Leadership Institute. March 3-4, SAC ASG will participate in the March in March at the State Capital. Mr. Sandoval did express a concern for students wanting to get into Math 219; a lot of students need this course and there were less than 6 waitlist spots available with 89 students waiting to get in. Students are worried about meeting goal for transfer. Another concern is the need to have technology assistance with the hook-up of the Wii game system in the Spot. Mr. Kennedy will follow-up on the game system connection. ASG is conducting a fundraiser effort and Mr. Sandoval distributed

flyers for new subscribers to the OC Register. He was unable to speak about the terms but noted with each new subscription, the ASG would get a donation.

#### SAC Foundation Report

Letters to Blue Ribbon Committee members and the Planning Committee members for the 100<sup>th</sup> Anniversary have been distributed. A donor acknowledgement meeting is scheduled for April.

#### Enrollment Update

Dr. Rose reported that SAC is 1700 sections down from last year/last spring. The total for last spring was 2056 and SAC is at 1766; but there are still 8-week and 6-week sessions to capture more. Fewer classes were cancelled this spring; 14 sections of Math 219 were added. This is due to better planning. Of the 89 waitlisted that is spread out among 14 sections; it is not one list. There is a possibility for another Saturday class. Evenings are also a big demand. It was recommended that students continue to check webadvisor. The difficulty is the lack of rooms available on Tuesday/Thursday and the lack of available instructors. The waitlist is designed to cap at 10 and then students are funneled into other sections. Dr. Rose noted the change in scheduling practices to include more blocks so that students get through pathways. Currently, SAC has 20 AATs with pathways that need to be developed. A prescribed pathway is being created for students through the divisions.

In reference to accreditation, Dr. Rose noted that SAC is at the draft stage of the self-evaluation report. This report needs to be done to get to the board in April. A campus forum is also scheduled and will be announced soon.

#### Calendar of Events

The calendar of upcoming events was reviewed, noting the District-wide New Classified Employee Orientation on March 4, District Management Council on March 5 and KinderCaminata on March 7.

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

#### Curriculum and Instruction Council

Ms. Porter reported the Curriculum Committee met this week and have set a new timeline. They will have more time for the committee to review and the timeline for the faculty senate gets shifted. This provides a four-week timeframe from submission to committee consideration (which provides one week for the committee). Curriculum Committee has also gone paperless. They are working to adopt curricunet. There is a team also working on administrative regulations for pre-requisites and that will take about one year. Cherylee Kushida is making a change to the online teaching form (TMI). Also the title V form needs to be updated. As of January SAC has the highest number available of AATs at 20. They are now working toward obtaining AATs beyond the 20 required.

#### Technology Committee

#### Facility Committee

Dr. Collins announced the Facilities Committee will meet next week. A report on Measure E and Q projects and scheduled maintenance projects will be provided at that meeting. SAC is planning to spend approximately \$2 million by the end of the year to repair five buildings including roofs and windows. The timeline for replacement of the railing on Russell Hall is being developed.

Planning and Budget Committee

Dr. Collins shared a brief summary from the Planning and Budget Committee meeting. SAC is currently 5% under budget. The budget is performing really well at the half-way point. 2014-15 goals were approved.

Student Success Committee

**VI. OTHER BUSINESS**

Ms. Grunbaum inquired about the naming of the practice field and how to name the soccer field. Dr Martinez explained that a written recommendation from athletics, alum or Kinesiology could be submitted to the President's Office. Currently there is no name attached to the practice field. Ms. Grunbaum noted there is a sign posted for the John Ward Track and Field.

Ms. Langston commended Ms. Grunbaum for providing students for hire/work in the bookstore for spring rush. She also noted that Jenny Adams in the Cashiers office has accepted a position with ITS at the District. Dr. Collins commended Tom Bonetati in the bookstore for his coordination and exceptional business practices. Dr. Collins also noted that M & O staff have been deployed to provide directional assistance to students as they arrive at various locations on campus.

**VII. ADJOURNMENT**

The next meeting is February 26 at 9:00 a.m. online via CCCConfer with the fire drill to follow at 10:00 a.m. This meeting adjourned at 9:29 a.m.