

SAC COLLEGE COUNCIL MINUTES
August 12, 3015

PRESENT:	Erlinda Martinez Michael Collins Sara Lundquist Elliott Jones Oscar Cortes Lithia Williams (Hernandez)	ABSENT:	Cher Carrera Pam Hernandez Bonita Jaros James Kennedy Monica Porter
		LIAISON:	Christina Romero

I. Call to Order

Dr. Martinez called the meeting to order at 9:11 a.m. noting that the Nursing Program received notification of their full accreditation review with no exceptions. Additionally, the OTA program is progressing with the AA and Baccalaureate degree in Occupational Studies as affirmed by the ACOTE (Accrediting Commission for Occupational Therapy Education). Dr. Lundquist briefly discussed the progression of the pending Psychological Services Program accreditation review. The SAC 100 street banners are going up on 17th Street and along Bristol.

II. APPROVAL OF MINUTES – May 13, May 27, and June 10, 2015

The minutes of the May 13, May 27 and June 10 meetings were presented for review and approval. The minutes were approved as presented with no corrections or comments submitted.

III. SPECIAL/NEW ITEMS

1. Board Update

Dr. Martinez announced the upcoming board meeting and briefly discussed an item being presented to the board for approval called SafeTrek. It is a cell phone app that can be downloaded to provide escort service as one holds down a button on their phone until they reach their destination safely. If the app is interrupted and not turned off, SAC police or SAPD will respond to the location tracked by the app.

2. Accreditation

Dr. Jaros has returned from vacation and is finalizing the draft of the accreditation follow-up report.

3. Institutional Effectiveness Survey

Dr. Martinez briefly reviewed the Institutional Effectiveness Survey results that were distributed to all constituency members. She asked that the document be reviewed more thoroughly as homework and report back to college council what is needed to address the expressed concerns, or what action should be considered along with comments. She explained that accreditation is about how we are trying to improve our institution which includes this report and the feedback upon it being reviewed. What changed as a result?

At the next meeting, Josh, the research analyst will be invited to discuss the student satisfaction survey results (which were also distributed to constituency members) and the student focus groups feedback. As a result of the Student Satisfaction Survey, SAC is clearly identified as student-centered. Dr. Lundquist briefly discussed the upcoming visit with Josh and the TABLO software being

used to track the data. It is a very useful tool and will be available to faculty and staff to determine how to improve in their respective areas.

4. Participatory Governance Handbook

The Participatory Governance Handbook is pending final signature due to the designation by Academic Senate and CSEA of their respective representatives. Lithia Williams will follow-up with CSEA, while Dr. Jones will consult with Academic Senate.

IV. STANDING/CONTINUING BUSINESS

SAC Safety Report

Dr. Collins announced the California Shakeout scheduled for October 15 at 10:15 a.m. as the annual earthquake preparedness drill. During the third week in the spring semester, SAC will conduct the annual evacuation drill. Alistair Winter has been hired to fill the Chief position at the District. Interviews to fill the Lieutenant positions will be held next Monday and hopefully presented to the board for approval. The new Lieutenants and Chief will carry firearms. Arming of other officer positions will follow progressively.

Campus Safety/Emergency Preparedness

Once the SafeTrek app and service is approved and available, there will be a need for constituency groups to assist in rolling out and promoting the services and features. It is available to all faculty, staff and students and can be used here on campus or at home. Lithia Williams suggested that CSEA would announce the SafeTrek app in the monthly newsletter to help get the word out to staff.

Faculty Senate Report

Dr. Jones reported the Academic Senate is focused on planning for the upcoming retreat and workshops during flex week.

Classified Report

Lithia Williams confirmed that classified staff were here through the summer and here to serve students. Additionally, CSEA would like to host a booth at the centennial birthday party of which Christina Romero confirmed the possibility and will speak with Co-Coordinator Teresa Mercado-Cota. Ms. Williams also inquired about upcoming events that could be published in the CSEA newsletter. In concluding her report, Ms. Williams noted that CSEA is working on filling all participatory governance positions on the various campus committees.

ASG Report

ASG President Oscar Cortes announced the approaching welcome back being planned by ASG on Wednesday, August 26, 11:00-1:00. They are working on getting a food truck or Subway sandwiches along with a radio station and prizes from the Don Bookstore. Christina Romero will work with Oscar about a future partnership. The Student Leadership Retreat is being planned for October 9-11, or a single day event on October 9. In concluding his report, Mr. Cortes confirmed that ASG is working to fill vacancies on various campus committees to include student representation.

SAC Foundation Report

Christina Romero confirmed that CCLC (Community College League of California) has announced Irasema Salcido as a distinguished alum and will be recognized at the annual conference in San Francisco in November. Ms. Romero provided a

brief report on the planning of the Centennial Birthday Party scheduled for September 19, 2015. There is an expectation of 2,500-3,500 attendees. Eve Kikawa and Teresa Mercado-Cota are leading the coordination for the event. The Kids zone is now being sponsored by Disney. The details for the Beer and Wine Garden, vintage cars and timeline are being finalized as are contracts with food trucks. Sean Small is working on a prop cake so that Dr. Martinez can lead the singing of Happy Birthday. There are many ways to get involved, volunteer, RSVP your attendance, invite others, submit your SAC story online and be a part of SAC history. The Centennial Spring Expo is scheduled for March 12, 2016 and is still in the planning stage. Dr. Martinez briefly discussed how managers have been assigned to volunteer at the event as a duty day, some classified employees will be reassigned to work the event, with others volunteering.

Enrollment Update

Dr. Martinez reported that current enrollment figures are slightly down as compared to last Fall. Summer FTES are up 131 as compared to last summer. SAC is offering more sections to make sure that students get the classes they need and want. Enrollment of international students is way up. The college was given funds for marketing and Dr. Collins has been working with the marketing committee to roll-out and promote the college, fall registration and will soon focus on intersession and spring advertising.

Calendar of Events

V. SHARED GOVERNANCE REPORTS

Curriculum and Instruction Council

Facilities Committee

Planning and Budget Committee

Dr. Collins noted that numbers from the State are great. We are pleased with the apportionment coming to SAC. However, 2015-16 is a stabilizing year, because 2016-17, and 2017-18 will continue to decrease as the result of proposition 28 going away. Dr. Martinez confirmed that non-negotiable positions will be discussed soon and that she is nervous about 2016-17. Dr. Collins noted that SAC cut \$1.6 million in un-funded positions. It will affect ending balance because of hiring new faculty. One-time money was received and the RAR process will be utilized to determine priorities and needs. The adopted budget will be presented to the Board in September. When asked by Lithia Williams about the development of new sections based on waitlists, Dr. Martinez confirmed that such listed are reviewed consistently by the Enrollment Management Task Force to address student needs.

Student Success and Equity Committee

VI. OTHER BUSINESS

Reorganizations – Student Services

- **Director of Research** – On July 20, an email was sent to College Council requesting review and approval of the reorganization of this position. The request was approved for submission to Human Resources as of July 28.
- **Associate Dean, Instruction and Student Services (SAC/SCE)**
- **Associate Registrar**

Dr. Martinez explained the need for these positions to be aligned with appropriate positions within the District as well as aligning the Associate Dean of Instruction and Student Services position with the duties actually performed as the Dean of Instructional and Student Services (SAC/SCE).

The reorganizations were reviewed, discussed and approved for submission to Human Resources for further processing.

VII. ADJOURNMENT

Dr. Martinez reminded everyone of the upcoming Family Photo on Friday, August 21. She encouraged everyone to wear SAC logo gear and meet at the practice field. Breakfast refreshments will be available at 7:30 a.m. and then everyone will move into position for the family photo at 8:30 a.m. with the photo taken by 8:45 a.m. All offices will be closed for the first hour on Friday. Dr. Martinez confirmed that she will send out a notice to all SAC email users confirming the date, time and location of the family photo.

The next meeting is scheduled August 26 online via cccconfer. This meeting adjourned at 10:31 a.m.