

SAC COLLEGE COUNCIL MINUTES  
November 18, 2015

PRESENT:	Erlinda Martinez Michael Collins James Kennedy Bonita Jaros Elliot Jones Cher Carrera Tom Andrews Stephanie Hernandez	ABSENT:	Pam Hernandez Sara Lundquist Monica Porter
		LIAISON:	Michael Colver Christina Romero
		GUEST(S):	George Sweeney

**I. Call to Order**

Dr. Martinez called the meeting to order at 9:00 a.m. Dr. Martinez noted that the January 13, 2016 meeting will begin at 9:00 a.m. for the regular meeting and because it is designated as the mid-year annual retreat and requested that all members plan to stay for the meeting through 12:00 noon and may include lunch. She also noted the agenda will be topic driven with Dr. Collins providing an in-depth presentation on the disruption to campus through various construction projects including the central plant infrastructure.

**II. APPROVAL OF MINUTES – October 14, 2015 and October 28, 2015**

The minutes of the October 14, 2015 meeting were presented for review and approved with a correction to the attendance of Cher Carrera who was present not absent at that meeting. The minutes of the October 28, 2015 meeting were presented for review and approved as presented with no comments or corrections.

**III. SPECIAL/NEW ITEMS**

1. Board Update

Dr. Martinez reported that the search firm for the new SAC president (following her retirement) was approved by the Board.

2. Accreditation

Dr. Jaros provided a briefing on the idea of integrated planning. She recalled that last spring College Council approved the Participatory Governance Structure which is the guide for all shared governance committees. Dr. Jaros also explained how shared governance is connected to each standard. At the January 13 meeting, College Council will discuss the four standards and identify what committees meet what standard. At each committee meeting in the spring, the applicable standard should be discussed. It is necessary to have accreditation on each and every agenda to provide evidence of the discussion.

3. Strategic Planning (RSCCD)

Dr. Jaros explained the RSCCD Strategic Plan has five goals and objectives. The Board of Trustees will convene a planning session on February 22. The Planning and Organizational Effectiveness (POE) committee will work on the presentation to the Board. Dr. Jaros and Dr. Lundquist will be working on this presentation from SAC. Dr. Martinez noted that the "scorecard" results will also be presented and discussed at the January Board meeting and the February Planning Session. The Trustees will have their organizational meeting in December which will change the current officers on the Board. Additionally,

Dr. Martinez noted that with the new Vice President of Academic Affairs coming on board, the plan is to launch the update of the Educational Master Plan as well.

4. Student Success/Equity Plans (Sweeney)

An electronic copy of the draft SAC Equity Plan was distributed via email to College Council members. The plan is due in December to the State. The 3SP plan is due in three days. Dr. Sweeney discussed the equity plan and what it is to SAC. He shared that he has met with faculty, classified and students to assist in determining how SAC can be made equitable; reaching students, retaining students, and getting students to completion whether through a certificate program, a degree or transfer. Other components include the student portal, combining of blackboard and education plans and student email with a single sign-on; technology support and determining how students feel connected, engaged, or successful. The goal is addressing equity and not allowing students to feel marginalized.

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

SAC Safety Report

Incident reports for the weeks of October 25 and November 9 were distributed via email to council members and briefly discussed including the stolen Chrome books from Middle College High School and the traffic incident on the interior campus road near 17<sup>th</sup> Street and Bristol that involved a Mendez student. It was also noted that no bikes were stolen within the last two weeks. Campus Safety is continuing their exchange campaign by taking in cable locks and exchanging them for U-locks.

Campus Safety/Emergency Preparedness

Lt. Colver discussed recent events that motivate and confirm the importance of being prepared for a crisis or emergency which could include active shooter or massive earthquake. The team is working on a presentation for being prepared whether an earthquake, office safety or disruptive student. Mr. Andrews inquired about panic buttons that were discussed by Sylvia Gordon at the October 14 College Council meeting. Lt. Colver confirmed that an analysis is being conducted of all panic button systems on campus including the areas suggested by Ms. Gordon. He also confirmed that he would follow-up with Ms. Gordon on the details once a report is completed. Additionally, Mr. Andrews discussed two-way radio complications of which Lt. Colver confirmed other options are being considered to address the lack of connection between the RSCCD sites. Dr. Jones expressed a concern from faculty about the pedestrian traffic on the campus road near 17<sup>th</sup> and Bristol.

Faculty Senate Report

Dr. Jones thanked Lt. Colver for attending the Academic Senate meeting including the review of the new reporting system that has been installed to all campus computers. The senate completed the first reading of the Equity Plan and will vote on it next week. Dr. Jones briefly discussed the Distinguished Faculty lecture that was presented by Steve Bautista. In concluding his report, Dr. Jones commented on the senate discussion related to the "low-cost, no-cost" icon for the schedule of classes. The senate is not supportive of the indicator due to the potential impact it may have on student registration for classes, different ranges of cost for different types of classes and it being maintained/updated. Stephanie Hernandez (ASG Representative), confirmed that SAC students are for the icon but

divided as to what is the determining factor for low-cost. Students are more comfortable with the no-cost icon which is very different to OER (open education resources). Students also encourage faculty to check with the bookstore to determine the exact book to be used in class. Ms. Hernandez said that students always shop around for the best deal including the selection of professors through “rate your professor” and other social media.

#### Classified Report

Mr. Andrews thanked Dr. Sweeney for reaching out and meeting with classified employees as to their impact to the success of our students.

#### ASG Report

Ms. Hernandez noted that she returned from the General Assembly in Sacramento. There were quite a few resolutions, though there was division among the assembly for one resolution. A Native American Indian Heritage celebration is being planned for next week – Thanks No Thanks. While it is a wonderful time of gathering and being thankful, the reality is very different than the American fairy tale; the American Indians endured much hardship and the goal of the celebration is to get the story straight.

#### SAC Foundation Report

Ms. Romero briefly spoke about the upcoming Pageant of the Trees event and how it supports student scholarships. She shared that \$20,000 was raised to support the event. Additionally, the Scholarship Office is in scholarship application mode, providing workshops and providing applications for scholarships. She encouraged staff and faculty to get the word out to students to apply for scholarships. Students should have received information through email as well. The Open House/Expo team continues with the work of the March event with more information to be available after the first of the year. The Foundation Board of Directors will consider Emily Randle as a new member at their next meeting.

#### Enrollment Update

Mr. Kennedy reported the focus is currently on intersession. SAC is at 70% as compared to last year. It is thought that students will register later after finals. For the Fall Semester, SAC is 30 FTE down as compared to last year, but significantly up for non-credit so SAC anticipates meeting the 1% growth target.

#### Calendar of Events

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

#### Curriculum and Instruction Council

#### Facilities Committee

Dr. Collins announced that fencing will begin in lot 6 and around Dunlap Hall. This is part of the central plant project which will include fencing around the Child Development Center area as well. One-way traffic on campus road near the village will be initiated in the future. Dr. Collins reminded everyone of the “most disruptive project” is in process and everyone will find new detours after winter break. The central plant project is expected to take 26 months. Dr. Collins and Dr. Martinez will continue a follow-up discussion as to the fencing relating to the mall area and the Open House/Expo in March.

Planning and Budget Committee

Dr. Collins confirmed that the budget is performing well. The committee is working through the RAR process with a meeting next week; the planning process for 2016-17 has been initiated. Dr. Collins is meeting with deans to reconcile 2015-16 RARs and determining budget for faculty hires. There is still \$222,000 instructional equipment funds for 2015-16 to be spent as well as determining the one-time funds to be used.

Dr. Collins also reported on the marketing efforts which is focused on Intersession and Spring Semesters. He distributed copies of the postcards available for sharing with students to get the word out and get students registered now.

Student Success and Equity Committee

The 3SP, Student Equity and BSI plans were discussed along with the early alert system of contacting students.

**VI. OTHER BUSINESS**Request for Authorization to Apply for Grant

- SCC Proposal on Implementing Project-Based Learning Module on Gluten – The grant is part of the Bio-Technology program that includes SAC, SCC, IVC and Fullerton College and is approved as presented.
- Song Brown Grant Capitation for Nursing – This is a renewal grant to support the increase of nursing students and is approved as presented.
- Song Brown Grant Special Program to Increase Nursing Student Success – This is a renewal grant to support nursing student success and is approved as presented.

Reorganizations

- *19-hour Development Coordinator* – this is a part-time development coordinator and is funded through Equity and Foundation. The position will support the development of scholarships and support the office.
- *19-hour Ongoing Job Developer* – this is a part-time internship coordinator and runs through 2018. It is a new position under the National Science Foundation grant.
- *Senior Clerk Community Services 1 FTE* – This is changing a 30-hour a week position to 40-hours a week. The employee has agreed to the change.
- *Associate Dean, Counseling* – This is recommending a new managerial level to the counseling division similar to Fire Tech, Criminal Justice Academy and Nursing.

The reorganizations were approved for processing to HR with no comments or objections.

Accreditation – Psychological Services

Dr. Jaros announced with great pride, the accreditation of the Psychological Services Internship Program. The first for community colleges.

**VII. ADJOURNMENT**

The next meeting will be December 9 at 9:00 a.m. This meeting adjourned at 10:28 a.m.