

SAC COLLEGE COUNCIL MINUTES
May 27, 2020

PRESENT: Linda Rose
Vaniethia Hubbard
Jim Kennedy
Jeff Lamb
Roy Shahbazian
Monica Zarske
Sean Small
Mariano Cuellar

GUESTS:

Maria Dela Cruz
Brenda Estrada
Jarek Janio
Alicia Kruizenaga
Lucia Chiang
Janice Love
Teresa Mercado-Cota
Veronica Oforlea
Fernando Ortiz
Sarah Salas
Leisa Schumacher
Karen Scott
Jennifer Valencia
Ray Wert

LIAISON: Christina Romero

ABSENT: Bart Hoffman
Madeline Grant
Elizabeth Harvey
Arianna Castillo
Scott Baker

I. Call to Order

Dr. Lamb called the meeting to order at 2:05 p.m.

II. Routine Items/ President's Items

1. Approval of Minutes – Dr. Kennedy made a motion to approve the meeting minutes from May 13, 2020, with a second motion from Monica Zarske.
2. President's Report – Dr. Lamb summarized the May 23, 2020 DRAFT RSCCD Reinstatement Instruction Plan ("Plan"), which was approved by the RSCCD Board of Trustees on May 26, 2020 and will be used to begin planning for re-entry. Roy Shahbazian noted the version of this Plan was not vetted through Academic Senate prior to Board approval. He and Monica Zarske noted the new verbiage added in the approved Plan, they recommended that IGETC be included in the Plan and raised concerns about the lack of communication with the changes between the various versions and that the representation in this process was not inclusive. The concern was voiced about repetitive behavior by the District and Board by passing the participatory process. Roy noted the Plan did not include Student Services like previous versions and raised questions about the process. It was noted that the Plan was fast-tracked by the BOT and that it did not follow the Participatory Governance process. It was suggested that a list of shared governances be provided to the District to inform them of the process. It was noted that delineation of duties would be beneficial to provide. The ACCJC guidelines were summarized with attendees and Dr. Lamb stressed the importance of consultation with Academic Senate and faculty. It was noted that external triggers would continue to guide our planning efforts and decisions in determining which courses to offer. Following the questions about how to begin planning, the recommendation was to develop plans A (Remote w/limited F2F), B (Potential F2F)

and C (mesh of both). Academic Senate made a recommendation to begin and end in the same modality and that students and faculty may not be ready to return to campus. Concerns and questions were raised related to facilities, daily cleaning and sanitizing, availability of PPE, close proximity in staff workspaces and safety. The importance of clear messaging and communication to students was emphasized. Questions were raised about Fall 2020 Convocation and how we are planning that event.

II. Constituent Reports

1. **Academic Senate** – Roy provided an update from the District Senate meeting last week. He inquired about the campus access process and raised concerns with the current process. He noted that Academic Senate will meet three times during Summer 2020 (June, July and August) and that the Leadership Institute has more representation than in the past.
2. **Public Safety** – Ray Wert noted the new campus entrance check-point, which is a directive from Chancellor Martinez. He noted that Campus Safety tracks approximately 2500 staff members weekly and is addressing members of the public regarding the campus closure. Dr. Lamb inquired about whether Campus Safety had sufficient supplies of PPE, cleaning and sanitizing products and Ray indicated supplies were sufficient, with contingency plans. Ray addressed the concerns raised about Campus Safety staff not wearing masks and welcomed attendees to report these instances.
3. **Student Services** - Dr. Hubbard provided an overview of how the \$1.2 million dollars in Cares funding has been distributed to date and that discussions have begun with the SAC Foundation office to identify funding assistance for DACA and Non-Credit students. She provided an overview of the Institutional handout and discussed the specifics. She noted that additional guidance would be forthcoming on how to utilize the \$300,000 for MSI (Minority Serving Institutions) training. She summarized the results of the Student Commencement Survey, noting that 70.25% of SAC students want an in-person ceremony and 50.41% surveyed would attend Commencement whenever it was rescheduled. The date of 2020 Commencement will be rescheduled to a future date, with alternative venues being explored in addition to Eddie West Field. A celebratory video and message will be created to be sent to the students on June 8, 2020.
4. **ASG Report** – Mariano summarized the upcoming events, including the Annual Banquet on May 28th, Open Mike event from 4:30-6:00p.m., and Don's Corner. He noted the transition of office between he and Monica Renteria and announced his upcoming role as the new Student Trustee.
5. **Academic Affairs** – Dr. Lamb summarized the enrollment details reflected in the RG0542 Term Based Enrollment Report and noted that enrollment is up for Summer 2020 compared to last year and Fall 2020 numbers are looking strong. He noted that SAC may benefit from CSU and UC students coming to us. Dr. Ortiz noted the Guided Pathways work continues with a focus on the creation of Success Teams. He noted that Convocation will be focused on Learning and Engagement and the planned guest speaker will be Dr. Kevin Kumoshiro. He also noted that Convocation will be held on Tuesday of Flex Week and not Friday as historically done. Monica Zarske noted the change of Convocation day was presented to Academic Senate, who supports moving the day from Friday to Tuesday and collaborating with the President's Office. Dr. Ortiz noted the recent MOU signed with FARSCCD for the mandated Common Days and that Narges Rabii-Rakin attend the referenced Academic Senate meeting. Monica Zarske noted that Accreditation work is moving along, including the gathering of evidence. She noted the ACCJC timelines remain the same as

initially planned with no changes due to the COVID-19 Pandemic. Templates are being created to assist with the writing efforts. Madeline Grant made a motion to approve the First Response Healthcare Student Support Fund Request for Grant and Monica Zarske seconded the motion. The motions were approved with no objections.

6. **Continuing Education** – Dr. Kennedy provided an overview of the enrollment to date for Continuing Education, along with a summary of the recent marketing efforts and campaigns for Summer 2020 to help increase enrollment. He noted the efforts underway for the re-entry planning in Fall 2020.
7. **Administrative Services** – None (Dr. Hoffman not absent)
8. **Student Information** – John Steffens provided a status report on the following:
 - Self-Service - The District will be taking the first step to transition Faculty. The current link for add codes will be renamed and redirect faculty to add authorizations. Staff training occurring to support faculty in this transition. The instructions will be updated and a short video will be created.
 - Web Redesign – The Non-Credit website is under development. A large thank you to Dr. Kennedy and Jennifer Hoeger. The design proposals are pending.
 - Starfish - Early Alert Progress Surveys will be scheduled for Week 4 and 9 in Fall 2020. Expect to see training sessions during professional development week. Meetings scheduled with the 5 areas (DSPS, Learning Centers/Tutoring; Financial Aid, Health & Wellness and Counseling) that will receive service referrals. Verbiage in email templates is being finalized and cohort set-up is ongoing.
9. **Classified** – No report (Sean Small had to depart meeting early).
10. **College Advancement/Foundation** – Christina noted the importance of faculty participation in the virtual Scholarship Ceremony on May 29th at 4:00 p.m. She provided an update on the funding support provided to DACA and International students and Raising the Game campaign. She noted the first ever \$300,000 endowment from Schools First Federal Credit Union.
11. **Public Affairs** – Teresa noted many changes with facilitating the projects previously lead by our PIO (Brin Wall who resigned) and that these projects will be supported by Public Affairs staff with assistance from District Publications where needed. She provided an overview of the summer marketing campaigns for both credit and non-credit, including the live radio show Dr. Lamb recently did to promote Adult Education Programs. She provided details for the upcoming Difference Makers event.
12. **Research** – Janice reviewed the handouts and data details of the survey results. She noted that the Employee Survey was distributed the week of March 16, 2020 when Classified staff were still present on campus. She noted that Nga Pham will be facilitating the RP Group survey and cited the comparison nationally and with other community colleges.

IV. Other

V. Next Meeting and Adjournment

The next meeting will be Wednesday, June 8, 2020 at 9:00 am via Zoom. Dr. Lamb adjourned the meeting @ 4:10 p.m.