



COLLEGE COUNCIL MINUTES

Wednesday, March 23, 2022

Voting Members Present:

Annebelle Nery
Bart Hoffman
Vaniethia Hubbard
Jim Kennedy

Jeff Lamb
Sarah Salas
William Nguyen
Avinash Ramaswamy

Jim Isbell
Maria Dela Cruz
Monica Zarske
Lithia Williams

Liaisons & Guests Present:

David Waters
Christina Romero
Stephanie Clark
Dalilah Davaloz
Jorge Forero

Cristina Gheorghe
Shannon Kaveney
Teresa Mercado-Cota
Veronica Oforlea

Fernando Ortiz
Bill Reardon
Leisa Schumacher

1.0 Procedural Matters

1.1 Call to Order – Annebelle Nery called the meeting to order at 9:01 a.m.

1.2 Approval of Additions or Corrections to Agenda

Approved

Annebelle Nery called for any changes, none were noted and the Agenda was approved as stands.

1.3 Approval of Minutes – Regular meeting of March 9, 2022

Approved

Annebelle Nery called for revisions and one was noted on page 1. The minutes were approved with corrections, which was supported with six (6) yes votes and no abstentions or oppositions.

1.4 Action Items

- Enrollment Management Plan

Approved

Jeff Lamb provided a detailed overview of the efforts to complete the Enrollment Management Plan and Fernando Ortiz noted this item had been Approved by the Institutional Effectiveness & Assessment Committee on December 1, 2021. Bart Hoffman motioned to approve the item as presented and Monica seconded the motion, which was approved with six (6) yes votes and no abstentions or oppositions. The motion passed with consensus.

- NOVA Scale of Adoption Assessment – 1st Reading

Approved & Adopted

Fernando Ortiz provided a broad overview of the progressive work to date to Finalize this item for submission. Stephanie Clark followed with an in-depth summary of the progress to date, next steps and timelines under each of the Guided Pathway Pillars.

Some of the Next Steps noted were:

- Linking Education Plans to Scheduling
- Incorporating verbiage from the Enrollment Management Plan
- Data Coaching
- Program Learning Objectives
- Port folium (Canvas tool needed District-wide)
- Utilization of Surveys
- Research whether Nuventive and CurricUNET Meta can align.

Bart Hoffman motioned to approve the 1st Reading and Monica Zarske seconded the

Motion. Jeff Lamb motioned to approve and adopt the item without a 2nd Reading, which was seconded by Vaniethia Hubbard and approved with seven (7) yes votes and no abstentions or oppositions. The motion passed with consensus and the item was adopted in full with the 2nd Reading foregone.

- Facilities and Safety Committee Goals **Approved**

Maria Dela Cruz motioned to table this item until the Facilities and Safety Participatory Governance Structure was reviewed and approved, which was seconded by Sarah Salas. Upon resuming the agenda order, Bart Hoffman provided an overview of the 2022-2023 Goals and noted they were approved on March 15, 2022. Monica Zarske motioned to approve the 2022-2023 Goals as presented and Jim Isbell seconded the motion, which was approved with seven (7) yes votes and no abstentions or oppositions. The motion passed with consensus.

- Facilities and Safety Participatory Governance Structure **Approved**

Bart Hoffman provided a descriptive overview of the historical details and why the two Committees were combined and noted the 2nd Reading occurred at the March 5, 2022 meeting with a recommendation to forward onto College Council. The duplication of Committee Members was noted for correction and a recommendation was made to include CSEA and CEFA participants to ensure equity for Non-Credit stakeholders. Jim Kennedy motioned to approve the presented structure with the recommended amendment to include CSEA and CEFA, which was seconded by Monica Zarske and approved with six (6) yes votes and no abstentions or oppositions. An additional motion was made to amend and approve the removal of "Academic Senate Co-Chair" and replace it with "Faculty Chair", which was approved with seven (7) yes votes and no abstentions or oppositions. The motions passed with consensus.

- Hiring Administrative Regulations – 3rd Review **Approved**

- AR 7120.2 Classified Employee Recruitment and Selection
- AR 7120.3 Management Recruitment and Selection
- AR 7120.1 Full-time Faculty Recruitment and Selection

Madeline Grant provided an overview of the recommendations received to date and noted no further feedback was received. A copy of the approved March 23, 2022 College Council minutes will be provided to the Human Resources Committee (HRC), along with the consolidated feedback presented. Annebelle Nery will report back to College Council after HRC reviews the recommendations.

- Request for Authorization to Apply for a Grant (1) **Approved**

- AWS Cloud Skills Program

Jeff Lamb provided a summarized detail of this grant and noted the State contacted Santa Ana College (SAC) to explore this opportunity and potential funding. The monies from this grant would provide SAC with the necessary funds to support the development of another branch of study for students, reassigned time for 2-3 full-time faculty, program development and implementation. This effort would include both Credit and Non-Credit components. Bart Hoffman motioned to approve the Grant as presented, which was seconded by Jim Isbell and approved with five (5) yes votes and no abstentions or oppositions. The motion passed by consensus.

2.0 Informational Items

2.1 President Report

Jeff Lamb reviewed the summarized report from the recent Bottleneck Study and described how the data elements were utilized to determine the student course needs and demands for the 2nd 8-weeks. A question was raised on how we institutionalize the support for these needs, which was followed by a recommendation to utilize Guided Pathways Support Coaches and Teams. Continuing Education is facilitating non-passing students over the summer through the College Readiness Program. All English and Math students texted for course offerings over Summer and Fall of 2022. The Cash for Credit Program details were provided as well. The Non-Credit to Credit Matriculation Pathway is working to improve deficiencies for all students. AB705 students who may not be prepared for college level courses were discussed. The question was raised about the goal and guidance to address this.

- **2022-2023 College-Wide Initiatives**

Annebelle Nery reported on the three (3) top College-Wide Initiatives, which are:

1. Non-Credit College Prep
2. Expanding on Reports (Retention & Persistence)
3. Pathways to Community – Noché de Familia

- **2022-2023 FTES Targets**

Annebelle Nery provided an overview of the data mart report and acknowledged the work by those involved with the Enrollment Management Plan. She highlighted the importance of this data related to student retention, success and competency. She noted the reassignment of Dual Enrollment to the President's Office.

- **Bond Project List Presentation**

Bart Hoffman reviewed the Tier 1 List for the Bond Project and noted the Facilities Committee was part of the Facilities Master Plan workgroup. He reported on the funds that will be set aside for sustainable improvements for \$35M of regulatory compliance. The Continued Education Center site is at the top of the list and the City of Santa Ana will be investing funding into Centennial Park, with the Applied Technology Building and Parking Structure noted as #2 in priority. It was noted that we have a parking deficit across Campus.

- **Standard Operating Procedures (SOP)**

- Vehicle Usage and Gas Card
- Facilities Modification Request (FMR)

Bart Hoffman provided an overview of these newly created living SOP items, which were created to capture the institutional knowledge. These items can be found on the District Intranet for assistance with these processes.

3.0 Reporting Committees

3.1 Academic Senate: Jim Isbell reported on 1) the approval of the new By-Laws, which will be in effect in the 22-23 Academic Year, 2) the OER Resolution passed, 3) the Academic Senate Plenary April 7-9 and 4) the new content areas of Native American and Asian American Studies.

3.2 Facilities Committee: Bart Hoffman reported the Committee met on March 15th, which included the 2nd Reading of the Participatory Governance structure and Goals for this Committee. He concluded his report noting the recent presentation by Carri Matsumoto on total cost of ownership for all college facilities and that processes will be developed.

3.3 Institutional Effectiveness & Assessment Committee: Fernando Ortiz noted no report given the Committee had not met since March 9th. The next meeting will occur on April 13th and Annebelle Nery is planned on the agenda. It was noted that all managers will be preparing Program Reviews and Outcome Assessments, providing Staff Leadership Requests and

Budget Augmentation Requests as part of College-Wide discussions. Committees will be formed to guide these efforts.

3.4 Planning and Budget Committee: Bart Hoffman reported on the 2022-2023 priorities, Purchasing deadlines workgroup formation and recommendations for improvements.

3.5 Professional Development Committee: Teresa Mercado-Cota provided an overview of the handout she presented, which will be distributed to attendees following the meeting.

3.6 Student Equity and Achievement Program Committee (SEAP): Fernando Ortiz noted no report and the next meeting is planned for April 14th.

4.0 Oral Reports

4.1 ASG: Avinash Ramaswamy reported on 1) the recently attended Washington D.C. Conference and highlighted the keynote speakers, 2) ASG is becoming more active on campus and the community and 3) the topics of Financial Aide, Mental Health, Student Housing and Great Experiences.

4.2 Classified: Sarah Salas reported on 1) CSEA collective bargaining agreement initial proposal, 2) Return to Work discussions, 3) vacancies on Participatory Governance committees and 4) the next meeting on April 19th.

4.3 Cabinet

Student Services: Vaniethia Hubbard reported on KinderCaminata planned for Fri., March 25th from 8:00-11:30 a.m. All are invited to attend.

Administrative Services: Bart Hoffman noted no report.

Academic Affairs: Jeff Lamb reported on 1) the IEPI visit on March 24th, 2) Spring 22 enrollment to date, 3) Fall 22 schedule build in progress and 4) Sabbatical Leave proposals reviewed and recommendations to the President.

Continuing Education: Jim Kennedy noted no report.

4.4 Public Information Office: Dalilah Davaloz reported on 1) the continuing marketing efforts, 2) Cash for Credit Campaign and 3) specific accelerated & targeted marketing for Late Start classes.

4.5 Other: The Awards for Excellence event is planned for May 19th at 2:00 p.m. in Phillips Hall.

5.0 Next Meeting and Adjournment

5.1 April 13, 2022

9:00-11:00 a.m.

Via Zoom

5.2 Annebelle Nery adjourned the meeting at 10:54 a.m.

Adjourned