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**COLLEGE COUNCIL MINUTES**

Wednesday, November 9, 2022, 9:00-11:00 a.m., via Zoom

**Voting Members Present:**

Bart Hoffman  
Vaniethia Hubbard  
Jim Kennedy  
Jeff Lamb

Claire Coyne  
Jim Isbell  
Monica Zarske  
Maria Dela Cruz

Nestor Cuellar  
Lithia Williams  
Sarah Salas

**Liaisons & Guests Present:**

David Waters  
Yuri Betancourt  
Tim Butler  
Dalilah Davaloz  
Tyler Johnson

Shannon Kaveney  
Chantal Lamourelle  
Fernando Ortiz  
Bill Reardon

Leisa Schumacher  
John Steffens  
Tim Winchell

**1.0 Procedural Matters**

1.1 Call to Order: Jeff Lamb called the meeting to order at 9:01 a.m. on behalf of Annebelle Nery.

1.2 Approval of Additions or Corrections to Agenda: Claire Coyne motioned to approve the November 9<sup>th</sup> agenda with no corrections or additions, which was seconded by Bart Hoffman. The motion passed with 6 yes votes and no abstentions or objections.

1.3 Approval of Minutes – Regular meeting of October 26, 2022: Monica Zarske motioned to approve the minutes from October 26, 2022, which was seconded by Sarah Salas. The motion passed with 6 yes votes, 1 abstention from Bart Hoffman and no objections.

1.4 Action Items:

- Request for Authorization to Apply for a Grant – Template Revision: Jeff Lamb provided a detailed overview of the proposed revisions for improving the form and process. Discussions ensued with additional recommendations provided. The updated form will be added to a future agenda for a 2<sup>nd</sup> Review.
- Request for Authorization to Apply for a Grant (2):
  - WIOA (Workforce Innovation & Opportunity Act Title II): Jim Kennedy provided an overview of the details. Bart Hoffman motioned to approve the request, which was seconded by Jim Isbell. The motion passed with 7 yes votes and no abstentions or oppositions.
  - Vocational Career Education Apprenticeship: Jim Kennedy provided an overview of the details. Bart Hoffman motioned to approve the request, which was seconded by Claire Coyne. The motion passed with 7 yes votes and no abstentions or oppositions.
- BP 6250 Budget Management & AR 6305 Reserves – 1<sup>st</sup> Review: Jeff Lamb provided an overview of the details, with Bart Hoffman citing the State Chancellor's Finance Office for references. Recommendations to both BP and AR were as follows:
  - Paragraph 4 – additional clarifying verbiage is needed regarding: 1) the access to reserve funds; 2) how this paragraph aligns with the Budget Allocation Model (BAM); 3) actual percentage of funds needed; 4) review if 2 months of operating budget is sufficient and 5) further explain "plan to spend" verbiage.
  - Paragraph 2 – additional verbiage is needed regarding: 1) 12.5% references; 2) What

document guides and/or determines the 12.5%; 3) items should be presented to SAC's next Planning & Budget meeting; 4) return to next College Council for a 2<sup>nd</sup> review and 5) request an extension to allow for capturing additional feedback.

## **2.0 Informational Items**

### **2.1 President Report:**

- On behalf of Annebelle Nery, Jeff Lamb reported on the November 8 Board of Governor's Learning Tour visit at SAC and highlighted the focused purpose of their visit to campus citing the improvements and growth SAC has experienced since our new College President's arrival. SAC is the only campus that grew in enrollment across the entire State this year.
- DI Dashboard: This item will be tabled until the next meeting.

## **3.0 Reporting Committees**

- 3.1 Academic Senate: Jim Isbell reported on November 8<sup>th</sup> meeting, which included guests from People & Culture, Classified and Nestor Cuellar (representing ASG), who all provided informational reports. He noted Claire Coyne's Hayward Award Nomination call, Bachelor's Degree update from Larisa Sergeyeva (including Pathway to Law who may apply for a Bachelor's Degree at SAC), Faculty hiring list to come forward, \$100,000 grant awarded to Kelly Ro and Justin Tolentino (in Math) and concluded his report highlighting the donation needs for Professor Megan Lange.
- 3.2 Facilities & Safety Committee: Bart Hoffman reported no updates since the November 15 meeting.
- 3.3 Institutional Effectiveness & Assessment (IE&A) Committee: Fernando Ortiz reported on the highlights from last week's meeting, which included 2022-2023 Goal planning and aligning those with the IEPI work, development of three workgroups (Classified, Participatory Governance and Planning Processes), Participatory Governance structure and concluded his report with a call for participants. Jeff Lamb will add updated planning document(s) to a future President's Cabinet agenda.
- 3.4 Planning and Budget Committee: Bart Hoffman reported on Nuventive Improve and RAR process, 2<sup>nd</sup> reading of Planning & Budget Goals, the November 1 RAR Summary presentation by Mark Reynoso, 1<sup>st</sup> quarter budget performance, 1<sup>st</sup> reading of Budget Priorities and the 2<sup>nd</sup> reading will occur at the next meeting.
- 3.5 Professional Development Committee: No report provided.
- 3.6 Student Equity and Achievement Program Committee (SEAP): Jeff Lamb and Chantal Lamourelle reported on the efforts underway to finalize the Equity Plan by November 30<sup>th</sup>, 1<sup>st</sup> & 2<sup>nd</sup> Reading by Academic Senate and 1<sup>st</sup> review by College Council.
- 3.7 Santa Ana College Technology Advisory Committee (SAC TAC): John Steffens reported on the committee goals, highlights from the last meeting and concluded his report noting the work underway to link the committee goals to the College plans.

## **4.0 Oral Reports**

- 4.1 ASG: Nestor Cuellar reported on the October 19<sup>th</sup> Undocu event No Human Illegal, October 20<sup>th</sup> Paws 4 Stress, VP Townhall, Nov. 2<sup>nd</sup> Día de los Muertos, Book Alive, November 9<sup>th</sup> International Festival, November 14<sup>th</sup> President Townhall, November 17<sup>th</sup> Meet the Doctor and concluded his report noting applications were still forthcoming from 34 students to participate in ASG.
- 4.2 Classified: Tyler Johnson reported on the upcoming Chapter meeting next week and CSEA Executive positions and concluded his reported thanking everyone involved with the November 8<sup>th</sup> BOG Learning Tour campus visit.

#### 4.3 Cabinet:

Student Services: Vaniethia Hubbard began her report by echoing Tyler Johnson's sentiments on the November 8<sup>th</sup> visit, joint event with U2 Scholars, CSUF Fieldtrip and concluded her reported noting Cash-4-Credit will continue in Spring 2023 with 8753 students who participated in Fall 2022.

Administrative Services: Bart Hoffman had no report to provide.

Continuing Education: Jim Kennedy reported that Continuing Education is doing well, the recent job fair which hired students on the spot, CEC ASG is very active, Halloween event and concluded his report noting as of November 9<sup>th</sup> FTES is up 19% from 1,072 last year to 1,508, with growth tracking between 20-25% and headcount up by 11%.

Academic Affairs: Jeff Lamb reported on the 6-9% growth in headcount, with PAC and Dual Enrollment helping to increase FTES, increase in FTES by 8.9% all attributed to efficient and productive scheduling. He continued highlighting the collaboration between Academic Affairs and People & Culture on the Rancho Academy Job Fair, which will consist of a cohort of 40 on the spot hires represented from both Credit and Non-Credit. He concluded his report summarizing the interviews in process for the F&PA Dean, Associate Dean Career Education & Dual Enrollment, Director Special Programs-Dual Enrollment and Director Distance Education.

4.4 Public Information Office: Dalilah Davaloz highlighted the two 30-second videos and noted they will be "live" soon, with national efforts in the future. The adds will be planned from Central to San Diego, CA at the present time. She concluded her report noting that efforts are concluding on finalizing the Intersession marketing.

#### 4.5 Other:

Jeff Lamb highlighted the upcoming Gallery Opening at the Santora Building with two local artists featured, the November Tribute to Michael Jackson dance performance and December Music department performance, which will feature our College President.

### **5.0 Next Meeting and Adjournment**

5.1 November 23, 2022

9:00-11:00 a.m.

Zoom

5.2 Jeff Lamb adjourned the meeting at 10:35 a.m.