



**COLLEGE COUNCIL MINUTES**

Wednesday, March 27, 2024, 9:00-11:00 a.m., Zoom

<https://rscdd-edu.zoom.us/j/81268295268?pwd=Ap6g7NDbK30KRLdsGqdejIXv2Mjt0b.1>

Meeting ID: 812 6829 5268 / • +1 669 444 9171 US

**Voting Members Present:**

Annebelle Nery	Larisa Sergeyeva	Monica Zarske
Vaniethia Hubbard	Claire Coyne	Maria Dela Cruz
Jim Kennedy	Emmanuel Rodriguez	Lithia Williams
Jeff Lamb	Steve Bautista	Kristi Blackburn (Alternate)

**Liaisons & Guests Present:**

Dalilah Davaloz	Jennifer Dela Rosa	Ron Gonzalves	Shannon Kaveney
Daniel Martinez	John Nugyen	Bill Reardon	Leisa Schumacher
John Steffens	Greg Toya	Eden Andom	Mark DeAsis
Tim Winchell	Ernie Gomez	Mohammad Maidin	Mary Law
Andrea Picchi	Jennifer Valencia	Chantal Lamouelle	Linda (no last name)
Krystle Taylor	Merari Weber	Maria Briseno	Refugio Rodriguez
Sara Butler	Tanisha Burrus	Kelvin Leeds	Jordan Clark
Chi-Chung Keung	Jennie Beltran		

**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: With no additions or corrections, the agenda was approved as stands.

1.3 Approval of Minutes-Regular meeting of March 13, 2024: Claire Coyne motioned to approve the minutes, which was seconded by Monica Zarske. Discussion ensued, followed by Claire Coyne motioning to table the minutes to the next meeting, which was seconded by Monica Zarske.

1.4 Action Items:

- Request for Reorganization (1):
- Counseling Division/Career Center: Claire Coyne motioned to approve the reorg, which was seconded by Lithia Williams and approved by consensus.
- H.R. Process Note: No cost reorgs will include "\$0.00" instead of "n/a" in the "Current and Proposed annual salary/benefits cost" fields on the Reorganization Request form.
- Other items (1):
- Case Manager Job Description (New) – 2<sup>nd</sup> Read: Maria Dela Cruz motioned to approve the job description, which was seconded by Claire Coyne. Discussions ensued regarding similar positions at other colleges, credentials required for the position, job workload and duties, minimum qualifications and more time to review the description in greater detail. Following the discussions, Steve Bautista motioned to bring this item back for a 3<sup>rd</sup> Read, which was seconded by Vaniethia Hubbard and approved by consensus.

**2.0 Informational Items (continued next page):**

2.1 President's Report: Annebelle Nery shared her recent Board Report could be viewed at

<https://www.youtube.com/watch?v=NTa2Ydjbsto&t=3s> and welcomed Andrea Picchi, the new Dean of Kinesiology.

2.2 Request for Reorganizations – Feedback from H.R.: See above under 1.4 Process Note.

## **2.0 Informational Items (continued):**

### **2.3 District Office – Follow-up Portfolio and Personnel Requests:**

- Chief Communications Office-Portfolio and Personnel Requests: Chi-Chung Keung and Mary Law provided an overview of the supporting details for the personnel requests for this office and District function. Discussions ensued with clarification requested on why the District and SCC were emphasized throughout the materials and no presence of SAC was included, O.C. Register articles, target audience, goals and objectives related to these requests and how SAC would be supported. It was noted that SAC is very self-sufficient with specific semester and yearly strategic advertising, marketing goals and campaigns. SAC is the only college over the last ten (10) terms experiencing double-digit growth, bringing the District out of Hold Harmless, securing partial restoration, returning to large college status with the goal of bringing full restoration to the District, all of which is unprecedented. SAC has been in the O.C. Register for years and has a current advertising campaign with them. Within SAC's strategic marketing plan, we have three (3) goals: 1) increase enrollment, 2) communications, and 3) our SAC brand. Annabelle Nery concluded the presentation noting that SAC has not approved any funded positions for the 2024-2025 year, completed its timeline, received recommendations from Planning & Budget Committee and that an answer for these requests would not be known until around late Fall 2024.

### **2.4 Board Policies & Administrative Regulations – 2<sup>nd</sup> Review:** Vaniethia Hubbard and Mark DeAsis provided a detailed overview of the additional edits made following the March 13<sup>th</sup> College Council meeting and answered questions. Discussions ensued with a motion by Claire Coyne to indefinitely postpone AR 5055 Registration Enrollment Priorities (\*) until such time the Registration Committee has provided its recommendation, including SCC's committee. This motion was seconded by Steve Bautista and approved.

- AR 3550 Drug Free Environment and Drug Prevention Program
- AR 5010 Admissions
- AR 5011 Admission and Concurrent Enrollment of High School and Other Young Students
- AR 5015 Residence Determination
- AR 5030 Fees
- AR 5040 Student Records
- AR 5055 Registration Enrollment Priorities (\*)
- **BP 5010 Admissions and Concurrent Enrollment:** Mark DeAsis provided a detailed overview of these three (3) BP items.
- BP 5015 Residence Determination
- BP 5030 Fees

## **3.0 Reporting Committees (continued next page):**

3.1 **Academic Senate:** Claire Coyne reported on the March 26<sup>th</sup> Senate meeting, which included a Facilities update from Shannon Kaveny related to the concerns addressed in the Resolution, C building tour, C & H building concerns, updates to Faculty Prioritization process and tentative timeline for that work and meetings with SAC Vice Presidents, faculty Feedback on Educational Master Plan and two (2) new co-chairs for Planning & Budget and Facilities & Safety Committees. Claire concluded her report noting the Senate's completion of the Committee Assessment form, reviewing its efficiency and reviewing areas for improvement and growth.

3.2 **Facilities & Safety Committee:** Shannon Kaveny reported on the building concerns, increasing communication to the campus community, campus safety report, new key system, D & H building elevators, vacating H building for potential demolition, acknowledgement of Senate Resolution, M&O hiring updates and next meeting scheduled for April 16<sup>th</sup>. Shannon concluded his report noting the D building lighting concerns shared by staff in the office of D-435 and the immediate corrective measures to resolve them. Annabelle Nery added that she and Bart Hoffman will Begin monthly building tours to be proactive in addressing concerns and needs, the recent C building tour with President's Cabinet, recent building and campus tours with DSPS office staff to address ADA concerns and the need to have an M&O staffing plan for all new buildings. College Council and Facilities & Safety will begin the process of reviewing the assignable square footage of a building to pre-determine custodial needs before a building opens.

**3.0 Reporting Committees (continued):**

- 3.3 Institutional Effectiveness & Assessment (IE&A) Committee: Jeff Lamb reported on next steps for implementation of the Educational Master Plan (EMP) , distribution of the Committee Assessment form, creation of workgroup to evaluate the Authorization to Apply for a Grant form and development of a common template for all committee agendas and minutes. Claire continued the report noting the recommendation to utilize the current EMP task force members for the implementation of the EMP.
- 3.4 Planning and Budget Committee: Shannon Kaveney reported no new items since the last College Council meeting and the next scheduled meeting is planned on April 2<sup>nd</sup>.
- 3.5 Professional Development Committee (PD): Eden Andom reported on the efforts to fill the PD membership, voting members, other vacancies, and PD manager role filled by Jennifer Hoeger. Eden concluded her report noting the next meeting today at 1:30 p.m.
- 3.6 Student Equity and Achievement Program Committee (SEAP): Chantal Lamourelle's report was provided via the meeting chat. Jeff Lamb concluded the report with the approach(es) we consider for institutionalization of SEAP requests and the process for that.
- 3.7 Santa Ana College Technology Advisory Committee (SAC TAC): John Steffens reported the next meeting is planned for today with two key agenda items. The first is the update of the strategic technology plan to include the 7-year mediation cycle discussed last time, with the inclusion of Distance Education. He noted the goal is to make this plan a living document for continual updates as needed. He concluded his report noting the second item is the completion of the survey by the SAC TAC members.
- 3.8 Enrollment Management Committee (EMC): Jeff Lamb reported on the continued growth in Credit and Noncredit, reviewing whether to borrow or not, the report out from the class maximum task force, the completion of an EMC purpose statement to guide the planning efforts and intersectionality between the EMP, SEAP and Enrollment Management Plan and how the goals of the EMP link up to the work of the Enrollment Management Committee work. He concluded his report noting the work by the Catalog Review workgroup, Program Mapping, Course Program currency, Inmate Education, and other initiatives currently in progress.
- 3.9 Guided Pathways Steering Committee (GPSC): Tanisha Burrus reported on the charge of the GPSC, which is to ensure the success of implementation of the 2022-2023 GP Work Plan and helping the campus to understand the framework of GP is to lead a student to successful completion and who we are as an institution. She noted the meetings are held the first Wednesday of each month (9:00-11:00 a.m.) via Zoom and all are welcome to attend. The last meetings were held December 6<sup>th</sup> and March 6<sup>th</sup>, which included discussions about the 10 goals of the GPSC, constructing subcommittees for each GP Pillar, the alignment of the goals to each GP Pillar, cross-campus communications & collaboration, subcommittee goals and reporting to the GPSC, success coaches, early alert progress surveys, and CAP Coordinators and the successful March 22<sup>nd</sup> event. Claire Coyne concluded the report highlighting the final Guided Pathways Institute #6, great ideas shared from the SAC team, which included the recommendation of a Data Committee that would include faculty data liaisons from each division helping us to be better informed with data-driven information to move our goals forward, a yearly Data Summit and engagement of Classified professionals in this work.

**4.0 Oral Reports (continued next page):**

- 4.1 ASG: Manny Rodriguez reported on the upcoming Facilities Townhall on April 17<sup>th</sup> and ASG will be attending the Student Services CCC General Assembly for the resolutions affecting California Community Colleges, which were reviewed and voted on last week.
- 4.2 Classified: Lithia Williams thanked the administration team for their support of Classified professionals and reported on the March 19<sup>th</sup> meeting, positions on the CSEA E-Board that need to be filled, vacancies filled with the Communication Officer, Treasurer, and Site Representative positions, guest speaker from the Orange Field office, upcoming conference July 28<sup>th</sup> – August 1<sup>st</sup> that E-Board member will be attending. She concluded her report noting the next meeting on April 16<sup>th</sup>.

