

SAC COLLEGE COUNCIL MINUTES  
August 28, 2013 (online via CCCConfer)

PRESENT:	Erlinda Martinez Michael Collins James Kennedy Sara Lundquist Linda Rose John Zarske Madeline Grant Janet Grunbaum	ABSENT:	Sean Small Jorgie Sandoval, ASG President Brian Perez, ASG Vice President
		LIAISON:	Christina Romero
		GUESTS:	Rhonda Langston

**I. CALL TO ORDER**

Dr. Martinez called the meeting to order at 9:01 a.m. Dr. Martinez commended Dr. Collins, Mark Wheeler, M & O staff and safety and security for a safe start to the fall semester. Having staff in key locations of construction provided safe access for staff and students to get on campus. The deployment of staff and calling in extra officers was an excellent addition.

**II. APPROVAL OF MINUTES – August 14, 2013**

The minutes of the August 14 meeting were presented for review. With no changes or edits submitted, the minutes were approved by consensus as presented.

**III. SPECIAL/NEW ITEMS**

Board Update

Dr. Martinez announced the next board meeting is scheduled for Monday, September 9. There was no additional information to report at this time.

Accreditation

Dr. Martinez explained that Dr. Rose and Dr. Jaros are working on a presentation for the Board of Trustees and will include the timeline. Trustees John Hanna and Claudia Alvarez will serve as liaisons to SAC and SCC accreditation teams respectively. At this time in the process teams are working on the outline for the self-evaluation report.

Professional Development

Dr. Martinez reminded constituents of the call for representatives to serve on the Professional Development Task Force. A tentative meeting has been scheduled for September 11 at 1:30 p.m. Mr. Zarske confirmed he would be in attendance and it was suggested that the academic senate contact Rob Jenkins and Mary Huebsch as possible representatives. Dr. Martinez also confirmed that she would be willing to send a memo to managers or place a call to release employees to attend the task force meeting, if needed.

**IV. STANDING/CONTINUING BUSINESS**

SAC Safety Report

Lt. Wooley verbally reported there were no incidents for the first two weeks of the semester. He briefly discussed the recent ICS Tabletop Meeting held on August 16 and the upcoming California Shake Out drill on October 17 at 10:17 a.m. Mr. Zarske suggested notice be sent out immediately so that faculty are prepared for the California Shake Out drill on October 17. Workshops held during flex week

included "Active Shooter" and "Emergency Preparedness." Dr. Collins and the HEPSS Committee will review and consider a date for the spring semester fire/evacuation drill.

#### Faculty Senate Report

Mr. Zarske reported the academic senate had a nice retreat last Wednesday, August 21, with department chairs and senators. Topics discussed include shared governance, 10+1, general faculty responsibilities and curriculum. It was suggested that the campus create a repository for all required reports. Dr. Martinez confirmed it is a priority and SAC is looking into how we can yield a researcher for that task. Currently two positions are being looked at one that is focused on data scrubbing and the other as a researcher.

#### Classified Report – No Report

#### ASG Report – No Report

#### SAC Foundation Report – No Report

#### Enrollment Update

Dr. Rose reported that if SAC's target had not changed we would be at target. SAC is seeking growth to obtain "access funds." Dr. Rose is looking at waitlists and trying to schedule classes that our students need. At 7:15 p.m. last night, every parking spot on campus was taken; classes are full.

#### Calendar of Events

Dr. Martinez briefly reviewed upcoming events and invited everyone to attend the grand opening of the soccer field scheduled for Friday, September 20 at 11:00 a.m. with Men's and Women's soccer games scheduled to follow. Madeline Grant announced the Distinguished Faculty Lecture scheduled for October 30. Dr. Rose added that Dr. Gina Giroux will be recognized by the Board at their meeting on September 9.

## **V. SHARED GOVERNANCE REPORTS**

### Curriculum and Instruction Council

#### Accreditation Committee

Dr. Rose announced the first meeting of the semester for all standard committee co-chairs is scheduled for September 6. At this meeting the co-chairs will begin the writing of their template and provide a status update of each team. It is anticipated that a draft self evaluation report will be completed by July 2014.

#### Technology Committee

#### Facility Committee

Dr. Collins announced the new faculty co-chair for the Facilities Committee is Elliott Jones and the first meeting of the semester is schedule for September 17 where the committee will review active projects and future plans.

#### Planning and Budget Committee

Dr. Collins announced the new faculty co-chair is Ray Hicks. The first meeting of the semester is scheduled for September 3.

#### Student Success Committee

#### Institutional Effectiveness and Assessment Committee

Safety and Security Committee**VI. OTHER BUSINESS**Reorganizations

- Intermediate Clerk (19hrs/32 weeks) (restrictive funds)
- Student Services Specialist (increase hours from .375 to .475) (restricted funds)

These reorganization requests were sent via email to college council members and briefly discussed online, but were held for approval at the September 11 College Council meeting.

Facilities

Dr. Martinez announced that the 17<sup>th</sup> Street entrance will be closed on Friday and Saturday (September 6-7) so that the contractor will be able to work toward completing sidewalks and landscaping. Dr. Martinez again thanked Dr. Collins, District personnel and contractors for coordinating a safe opening of the fall semester during this phase of construction to the 17<sup>th</sup> Street entrance. This work will assist with the egress and traffic flow at that entrance/exit. The festival parking is filled by 10:00 a.m. and there are 35 new parking stalls in Lot 13.

College Hour

Dr. Rose briefly reviewed a suggestion for scheduling a college hour twice a week whereby faculty and staff could attend pre-arranged committee meetings. This might assist with faculty and staff participation and involvement in the functions of the college. Mr. Zarske agreed it is a topic worthy of discussion. Dr. Martinez suggested Dr. Rose explore, contact other local colleges and report back her findings.

Intersession

Dr. Martinez reported that FARSCCD and the District are currently in negotiations to add an intersession to this year's academic calendar. This will move the start date of the spring semester as well as the end date and commencement. This action will affect target and budget. Planning and discussions are being held in different forums such as negotiations, chancellor's cabinet, and SAC President's Cabinet. More information should be known within the next week or so.

**VII. ADJOURNMENT**

The next meeting is scheduled for September 11 at 9:00 a.m. This meeting adjourned at 9:45 a.m.