



COLLEGE COUNCIL MINUTES

Wednesday, February 14, 2024, 9:00-11:00 a.m., Zoom

<https://rscdd-edu.zoom.us/j/81268295268/> Meeting ID: 812 6829 5268

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Voting Members Present:

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

Liaisons & Guests Present:

Christina Romero	Yuri Betancourt	Dalilah Davaloz
Brenda Estrada	Daniel Martinez	Bill Reardon
Leisa Schumacher	John Steffens	Greg Toya
Chantal Lamourelle	Tanisha Burrus	Mark DeAsis
Sarah Butler	Jennifer Valencia	Maria Briseno
Tim Winchell	Tina Miranda	Ernie Gomez

1.0 Procedural Matters

1.1 Call to Order: Annebelle Nery called the meeting to order at 9:02 a.m.

1.2 Approval of Additions or Corrections to Agenda: Annebelle Nery called for any edits or additions and with none noted, the agenda was approved as stands with no objections or abstentions.

1.3 Approval of Minutes-Regular meeting of October 25, November 8, & December 13, 2023: Annebelle Nery called for a motion of the three (3) sets of minutes together unless any corrections were noted. With none noted, Monica Zarske motioned to approve all 3 minutes, which was seconded by Claire Coyne and approved with 7 yes votes and no abstentions or oppositions.

1.4 Action Items:

- Request for Reorganization (1):
 - Academic Affairs-Curriculum: Larisa Sergeyeva motioned to approve this Request for Reorg, which was seconded by Vaniethia Hubbard. Jeff Lamb provided a detailed overview of the proposed request and supporting details, including the importance of a Classified professional staff member to support the work that intersects between Outcomes Assessment and Curriculum. He noted this position could also provide limited support, where appropriate, for the Curriculum work on campus, however it is intended to support the Outcomes Assessment. As discussions continued, it was noted that the final edits of the Job Description in the Reorg packet needed further review. Sara Butler noted this item was presented to both IE&A and C&IC in early October 2023, as well as the Outcomes Assessment Committee and reported the recommended edits were made in Fall 2023. Claire Coyne commented on the rationale for the reorg and Class Summary not including

curriculum, which did not align with the Job Title including curriculum. Additional comments were shared about the overlap of duties with this new position and how the College will need to continue to evaluate and address these areas, as well as the Job Description Title. Following the conclusion of the discussion points, Claire Coyne motioned to postpone this Request for Reorg to the next meeting, which was seconded by Sarah Salas and approved with 6 yes votes, 1 abstention (Jim Kennedy) and 1 opposition (Jeff Lamb).

2.0 Informational Items

2.1 President Report: Annebelle Nery reported on the upcoming distribution of her recent President's Board Report to be shared campus-wide, Welcome Back to Spring and upcoming demolition of Russell Hall to begin in March 2024.

2.2 Board Policies/Administrative Regulations – 1st Read : Annebelle Nery reported on the referenced BP and AR items on the agenda, shared governance process, operational impact to the colleges for many of these items and queried College Council members whether they would like to continue planning these items as: 1) a 1st and 2nd Read at College Council, or 2) refer them to a standing reporting committee for additional operational feedback. Following the discussion, Jeff Lamb motioned to delegate BP and AR items to the appropriate committee, with a second by Claire Coyne and a third by Monica Zarske and approved with 6 yes votes and no oppositions or abstentions. The BP & AR items will be vetted as follows:

- 6000 series & AR3500 = Planning and Budget Committee
- Campus Safety = Safety and Facilities Committee
- Network video cameras = SACTAC
- AR3505 Emergency Response Plan = Safety and Facilities Committee
- BP & AR 6750 = Facilities Committee
- AR 3516 = Safety and Facilities Committee
- AR700 = Safety and Facilities Committee

Claire Coyne noted the Network Video Cameras item should go to Facilities & Safety as they are related to security cameras on campus. Annebelle Nery continued her report noting the recommendations provided to H.R. for an integrated multi-college system with representatives who serve on District committees report out to College Council for our shared governance structure. The Committee makes a recommendation, which then goes to the Council eliminating the need for 1st and 2nd Reads. If the Council makes a change, the item should go back to the Committee, if time permits.

Improvements will continue to be made with this process to be noted in our Participatory Governance handbook. As discussions continued, it was recommended that ASG is provided the opportunity to share their feedback. Annebelle Nery concluded her report noting that we do not have action rights to Board Policies and Administrative Regulations, recommendations are provided to the Board and we operationalize the AR's. A recommendation was shared to document this process for historical purposes and the importance of AB1725.

3.0 Reporting Committees

3.1 Academic Senate: Claire Coyne reported on the February 7th Senate Retreat, Education Master Plan recommendations for strategic directions, academic freedom language FARSCCD is trying to incorporate into the faculty contract, as well as academic integrity and artificial

intelligence, joint task force with SCC on these items and Executive Officers from the State Academic Senate presentation on AB1725. Claire concluded her report noting the first hybrid formatted meeting, revisiting the Faculty Priorities process and completion of a Senate Program Review.

3.2 Facilities & Safety Committee: No report provided. A follow-up email will be shared with Bart Hoffman about the 17th Street Campus Improvement Project and impact to pedestrian traffic, as well as the needed maps. She concluded the report noting the repaired and improved lighting in parking lots 6, 7 and 8.

3.3 Institutional Effectiveness & Assessment (IE&A) Committee: Jeff Lamb reported on the first upcoming meeting, the created task force as part of the Educational Master Plan group, Institutional Effectiveness also created a task force as a part of the educational master plan group, Board's approval of the District Goals, Enrollment Management Task Force review of the Listening Session data, upcoming dates in February to establish the College Goals, completion of the Educational Master Plan and operationalizing it, college council committees and others are all kind of geared up and linked towards ensuring that we meet the goals of our educational master plan. He concluded his report noting the review of the grant authorization form and making some recommendations for improvement.

3.4 Planning and Budget Committee: Annebelle Nery reported on her upcoming FTES 101 presentation at the first meeting in March, which will be followed by an FTES 102 and SCFF presentation. She noted this Committee will review the growth dollars received from restoration and make recommendations of resources for hiring more staff and or leadership positions to the College President, who will accept or not accept with an explanation on why. She noted this Committee should be an expert like that of FRC at the District and that a future 320 Reporting presentation will occur to help everyone become an expert on State Apportionment reports. She continued the report noting the College is back at large college status, which means we will earn \$1.2 million dollars in this fiscal year and ongoing moving forward. Additionally, we are submitting the center application for the Orange County Sheriff's Regional Training Center, with Part 2 already completed and about 80% completed with Part 3, which is due in June. If fully approved, the College could receive another \$1.2 million in funding for the 2024-2025 year. Concluding the report, Annebelle Nery noted the large portion of the funding will come from restoration, and that we are one of the few districts who are no longer in Hold Harmless. We may need to assist the District for the remaining restoration. Iris is preparing a calculation so that I can share the details with Planning and Budget, as well as College Council. This will assist us with knowing how many FTES we need to split from summer, with my hope being a conservative 800 FTES. When I first arrived, the BAM (Budget Allocation Model), SAC was about 67% and we are now at 69%. If this year unfolds as planned, SAC will be at 70-71%. Each of those percentage points that favor us means millions for ongoing costs that we need for our students, our facilities, and hiring of faculty, classified professionals, and leadership.

3.5 Professional Development Committee: Annebelle Nery reported on Spring 2024 Convocation and noted the keynote speaker, Dr. Trudy "TJ" Naman was part of the Faculty Speaker Series. She was selected by the speaker series subcommittee of the Professional Development Committee. The report was concluded with the introduction of Eden Andom, who is the new Director of Professional Development & Contract Management Services and will have oversight of Professional Development, Contracts, and purchase requisition. I will report out more once we have our first committee meeting.

3.6 Student Equity and Achievement Program Committee (SEAP): Chantal Lamourelle reported on the first meeting to occur on February 15th and the funding requests for next cycle for 24-25 SEAP funding has been already dispersed. Representatives from SAC's Leading from the Middle team will be attending the Cal Poly Pomona Leadership event. The Diversity Statement will be

forthcoming to all Participatory Governance committees, with the final item planned for submission to the RSCCD Board in June this year. Our AB 943 applications will be open for students on Wed., February 28th. The Faculty Facilitator positions will be opening in the next week or so and the job announcement will be forthcoming. These faculty members will focus on one of the Equity Goals for which we need to close, hold meetings, and report out from their small groups. They will meet with the SEAP funded programs to ensure the work is aligning with the Equity Goals. Black History Month events are occurring now, which includes the February 20th Forgotten Images traveling exhibit. One Hundred Black Men of Orange County will be returning this month for their Spring Steam programming, and we will have a representative or representatives.

3.7 Santa Ana College Technology Advisory Committee (SAC TAC): John Steffens reported on the upcoming SACTAC meeting in 2 weeks; the Technology Survey that went out to students at the end of last semester, There are new referrals in Starfish this semester and the International Student Program, which brings the number of services areas that have referrals to 12. The knowledge base in OCELOT have gone live for the Campus Bookstore and Cashier's office, which brings us live with 13 of the 24 knowledge bases that CHAT BOT can respond to. Testing will begin for integration with Colleague, which is not yet live.

3.8 Enrollment Management Committee (EMC): Jeff Lamb reported on the IEPI initiative that has several documents which are really informative around establishing purpose and goals and developing an Enrollment Management Plan that really contemplates the arc of a student experience. As the Educational Master Plan work continues, we are considered the aligning Enrollment Management Plan details and anticipating enlisting outside services for these efforts from a company, like Cambridge West, to help us facilitate the development of the Enrollment Management Plan going forward. We are utilizing the State guidelines for these efforts. As Jeff concluded his report, Claire Coyne mentioned Jeff Lamb's upcoming Enrollment Management presentation to the Academic Senate.

4.0 Oral Reports

4.1 ASG: No report provided.

4.2 Classified: Sarah Salas began her report by thanking everyone who has been supporting our classified with filling vacancies and welcomes these efforts to continue. CSEA is continuing its efforts in addressing the vacant CSEA representative positions on various committees. Sarah concluded her report noting the loss of 3 CSEA Executive Board Members and the next meeting is planned for Tues., February 20th.

4.3 Cabinet:

Student Services: Vaniethia Hubbard began her report by encouraging everyone to attend SAC's Welcome Back Week and the Black History Month events occurring throughout the week. She highlighted the A&R Spring Newsletter and thanked Dean, Mark DeAsis and his team for sharing important updates and news campus-wide for improved communications. The student-lead Facilities Townhall will take place on Wed., February 28th from 2:00-3:00 p.m. and will provide students with the opportunity to share their feedback related to SAC Facilities. Vaniethia concluded her report with a warm Thank You to Academic Senate for their recent donation to the Thrive Center.

Academic Affairs: Jeff Lamb reported on enrollment noting we are still up about 11% in FTES and 10.5% in head count and compared to last year up about 6.6% overall in FTES. With these details considered and the capacity to grow, we increased our seat count by 9% for students. The Dual Enrollment offerings continue to grow as well. With this growth, we are also monitoring the cost of our schedule. Jeff concluded his report noting his excitement about the oppo with the Academic Senate, how kind of enrollment management thinking, going forward. Jeff

concluded his report restating the many projects highlighted during Convocation, which are in progress (catalog review, program mapping, inmate education, etc.) in Academic Affairs.
Continuing Education: Jim Kennedy reported on enrollment, which continues to do well. In the 5th week, CEC is up by 28% in FTES compared to last year this time and 23% up in unduplicated head count, which are attributed to our marketing efforts. We're showing a 4-to-1 cost benefit ratio in our marketing, with 20% of our students being brand new students to the term and 30% of our students are outside of our district. We are currently experiencing some challenges with our staffing. We need to staff up the offices more, particularly at the Remington Education Center as well. We would also like to bring back the evening staff at the Adult Education Center at SAC. Jim concluded his report noting CEC's participation in the February 15th leadership meeting and facilities issues, including the renovation of Centennial Education Center planned to begin in Summer 2024.

Administrative Services: No report provided.

4.4 Public Information Office: Dalilah Davaloz reported on the rollout of the SAC Virtual Tour and filming sessions in progress. Our marketing efforts continue to be strong and focused, with an emphasis on the Late Start 8 Weeks. Dalilah concluded her report noting the upcoming President's Board Report from Dr. Nery and support the PIO office can provide with language interpretation of program materials.

4.5 Other: None reported.

5.0 Next Meeting and Adjournment

5.1 February 28, 2024

9:00 a.m. – 11:00 a.m.

via Zoom

5.2 Annebelle Nery adjourned the meeting at 10:14 a.m.