



**COLLEGE COUNCIL MINUTES**

Wednesday, February 28, 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
Bart Hoffman	Emmanuel Rodriguez	Lithia Williams
Jim Kennedy	Steve Bautista	Kristi Blackburn (Alternate)
Jeff Lamb		

**Liaisons & Guests Present:**

Christina Romero	Yuri Betancourt	Dalilah Davaloz	Jennifer De La Rosa
Brenda Estrada	Daniel Martinez	Bill Reardon	Leisa Schumacher
John Steffens	Greg Toya	Eden Andom	Jodan Clark
Jennifer Valencia	Tim Winchell	Tanisha Burrus	Sarah Butler
Merari Weber	Krystle Taylor	Victoria Castro	Tina Miranda
Ernie Gomez	Jaki King	Chantal Lamourelle	Nicole Gallegos

**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: Annebelle Nery called for any additions or changes to the agenda and with one noted, the agenda was approved as stands.

1.3 Approval of Minutes-Regular meeting of February 14, 2024: Larisa Sergeyeva motioned to approve the February 14<sup>th</sup> minutes, which was seconded by Claire Coyne with recommended edits (3 total) approved with 5 yes votes and no abstentions or oppositions. Motion approved by consensus. Monica Zarske also noted corrections needed under the Request for Reorganization category on the title of the position for the Academic Affairs-Curriculum reorg. John Steffens also noted a correction under the SACTAC report to correct OSLO to OCELOT. Following the additional discussions, Annebelle Nery noted the minutes would be corrected to reflect Academic Affairs/Outcomes Assessment Curriculum and OCELOT

1.4 Information: Follow-up and Questions for District Personnel Requests & Planning: Annebelle Nery reported on the positions that were going to POE later today and that she met with V.C. Perez and informed him she would be attending in the absence of Jim Kennedy. She continued, noting the process for these requested positions was not finished and the Planning & Budget Committee would be reviewing the current State’s fiscal state, which is in a significant deficit and on our growth on the table and make a recommendation this semester on how much we're going to allocate to new positions. She continued noting that we do not even have an allocation for new positions for 2024-2025 for SAC and that Educational Services will be pulling off their positions, but they also came to present to us in Fall 2023, if you remember. They will be invited back later to present once we get a recommendation from Planning & Budget, but in the likelihood, it was not certain if Educational Services would pull off their positions. She continued, noting that if the positions are not pulled, I let the chair know that I will say No because Santa Ana College will have to follow our process. She continued noting that if the votes come to that, SAC will also be a No vote and she will move to postpone until after the SAC process is complete given that we do not yet have a recommendation for our own positions yet. She concluded her report noting she informed Vice Chancellor Perez, along with the other Vice Chancellors, when SAC has a recommendation for Planning & Budget and how much we are going to allocate to new positions. Following that, they will be invited back to College Council for any additional questions.

## 1.5 Action Items:

- Request for Reorganization (3):
  - Digital Dons (joint item with Continuing Education): Claire Coyne motioned to approve the reorg request, which was seconded by Jim Kennedy and approved with 7 yes votes and no abstentions or oppositions. Motion approved by consensus. Following the motions, Vaniethia Hubbard and Jim Kennedy provided an overview of the earmarked \$2M dollars from Congressman Correa addressing the digital divide in the community, infrastructure for disbursing the laptops with Student Services and expansion of the current program to include Credit and Noncredit for the first time ever. Discussions ensued with questions from Claire Coyne and Steve Bautista. Steve inquired about whether the funding would also support training and whether there is a plan to expand the technical support for the students. Vaniethia Hubbard, Jim Kennedy and Greg Toya provided the needed details for the question. Claire inquired about whether this would also include more computers, which Jim Kennedy noted would be. Her second question was related to the job description and the Technical Support description and technical skills this person would be providing to the students and need to have. Vaniethia Hubbard noted a more in-depth look at the technical skills. Jeff Lamb provided the example of the Student Services Coordinator job description and that it is written more broadly and generically as in this scenario. Jim Kennedy concurred that when we are looking for these positions, we look for the most appropriate one that we have within the current job descriptions. Discussions ensued noting additional desired skills could be noted in the job posting and that having the student take a Noncredit Computer course could help familiarize the students to the technology they will be utilizing. Larisa inquired about a temporary position for the duration of this grant or the intent to make it a permanent position after. Vaniethia and Jim agreed this position should be ongoing to provide the level of support the students need. Lithia Williams thanked everyone for the support of adding additional CSEA positions and inquired about whether another job description like a Technical Specialist would be fitting in this scenario. Vaniethia Hubbard emphasized the primary focus and responsibility would be the coordination of the program, with a small amount of technical support and linking students to our IT department for that in-depth more detailed level of support. John Steffens concurred with Vaniethia Hubbard.
  - Student Services Specialist APSP Center: Bart Hoffman motioned to approve the reorg request, which was seconded by Claire Coyne and approved with 6 yes votes and no abstentions or oppositions. Motion passed by consensus. Vaniethia Hubbard and Greg Toya provided a detailed overview of this request and noted the cover sheet should have Fund 12 box checked instead of Fund 11, the efforts to identify increased services to our ASP student population and to help close equity gaps.
  - Academic Affairs: Outcomes/Curriculum Specialist-2<sup>nd</sup> Read: Bart Hoffman motioned to approve the reorg request, which was seconded by Claire Coyne and approved with 6 yes votes, no abstentions and 1 opposition (Jeff Lamb). Discussions ensued with Claire Coyne and Moncia Zarske, inquiring further about the job description language, Coordinator versus Specialist, the Curriculum Specialist title, training, directing, coordinating, and advising of committees. Jeff Lamb thanked Claire and Monica for their diligence on the topic and noted we will ensure the accuracy of the next iteration. He continued noting the collaborative process with the review of this position by many people and that we incorporated the bulk of those comments and that the rationale and background on this position have not changed. Following the shared discussion points, Jeff Lamb welcomed a friendly impromptu amendment to include the suggested verb / action words to provide further clarification. Claire inquired about whether the proposed job description had been vetted through Curriculum and C&IC, for which Sara Butler confirmed yes, as well as with the IE&A committee. Claire inquired about whether the version before us went back to these same areas for another look. Annebelle Nery then called for a motion to postpone the item for a 3<sup>rd</sup> Reading. Monica Zarske motioned to approve this recommendation, which was seconded by Claire Coyne and to include the suggested verbs. Vaniethia Hubbard inquired about whether any additional clarification would be needed for the 3<sup>rd</sup> Read after the included details. Annebelle Nery inquired about the next scheduled C&IC, College Council meetings and Jeff Lamb noted the importance of capturing feedback from the Outcomes Assessment Committee. At the conclusion of all discussion, Monica Zarske motioned to approve the 3<sup>rd</sup> Read recommendation, which was seconded by Claire Coyne and approved with 6 yes votes, no abstentions and 1 opposition (Jeff Lamb).

## **2.0 Informational Items**

**2.1 HRC Report:** Annebelle Nery began her report noting two (2) things she wants College Council to consider. One, when we get all the ARs and BPs, we should be using the working committees of shared governance, who will vet items with Constituents and recommendation to this body. Two, I want us to work on improved communications with the District Office. If a SAC representative participates on a District committee, we should bring back reports from the District committees to College Council to keep us informed. Shared governance takes time, and this communication piece is important to that process. She continued noting the two (2) ARs (AR 733 and AR 7349) that H.R. is working on. These items were presented recently as Informational Items and will be taken back as a 1<sup>st</sup> Read and 2<sup>nd</sup> Read once the college feedback is received. They are really trying to work on being transparent and communicating with the colleges to give them more time. She continued noting she informed H.R. that these items would be taken back to the SAC working committee, which is our Facilities & Safety Committee, for them to report on. They will report any recommendation to College Council and Annebelle will report these details back to HRC. She noted the improvements with this process since her arrival at SAC. Recognizing that we might not be the initiator, we have an opportunity to provide feedback to BPs at the purview of the board and ARs are the purview of the different District wide college areas, offices, or community. Vaniethia Hubbard inquired about the two (2) ARs that went to Facilities & Safety Committee and that Bart Hoffman will bring these back to College Council for an opportunity for a 1<sup>st</sup> Review, followed by another opportunity to give feedback. Annebelle Nery continued noting her role is to ensure the shared governance process and to get the District committees to wait for our process. She continued and concluded her report stating many of these BP and AR items fall under Facilities & Safety Committee and that all are welcome to attend these meetings.

## **3.0 Reporting Committees**

**3.1 Academic Senate:** Claire Coyne reported on the Senate meeting yesterday which included a guest from the Faculty Association of the California Community Colleges, a presentation from our intersectionality, race and social justice advisory group on accountability with Land Acknowledgements and a recommendation to pause the Land Acknowledgments that we had been making at the start of our meetings so that we could look into ways in which we can be more accountable to the Land Acknowledgements, addressing the AR on Academic Freedom mentioned by Annebelle Nery. Claire continued noting Dr. Nery is the one that oversees that particular area on the ARs, and so I requested that the Senate start looking at that and provide some recommendations for updates to that AR. Claire continued her report noting the upcoming Enrollment Management presentation by Jeff Lamb, as well as an update from the Interim Vice Chancellor of H.R. on investigations and hiring (opportunity to share any concerns that we may have on processes), volunteers to serve in Scholarship reading, and supporting an Outcomes Assessment Faculty Coordinator position through Academic Affairs. She concluded her report citing the last meeting was adjourned in the memory of John Acuna, who passed away on February 14, 2024, whose services were yesterday. She reflected on the bright light John was to the SAC community and his contributions for our Veteran and Transfer students.

**3.2 Facilities & Safety Committee:** Bart Hoffman reported on the February 20<sup>th</sup> meeting and District Office Facilities Planning, which is a standard report within that report. He continued reminding everyone of the Russell Hall demolition will begin March of 2024 and end February 2026. The perimeter fence will be going up on March 1<sup>st</sup> surrounding the entrance to the campus, as well as a portion of Parking Lot #1. The first phase will be the demolition and then the campus entrance improvements should begin around September 2024. He noted the problem with the ADA doors in the Johnson Student Center and Joe Melendez (District Office Facility Planning) reported that some parts are on order and the doors should not be manually propped open because this affects the open and closing mechanism. We are also waiting on other parts to fix several of the ADA doors in JSC. The Facilities & Safety Committee sent out AR's 7300, 7331, 7337, 7333, 7334 and 7339 for a 1<sup>st</sup> Read, the same day as the meeting. A District Emergency Operations Plan Manual that was sent out more as an informational item, as well as a facility advisory on the College's new key and facility access pilot program. A concern was shared on Campus-wide notifications that did not warrant a Rave Alert in this format. Instead, there will be a mass email similar to how you see RSCCD announcements. Bart concluded his report noting an upcoming Safety & Security Town Hall and the next meeting is March 19<sup>th</sup>.

**3.3 Institutional Effectiveness & Assessment (IE&A) Committee:** Jeff Lamb began his report noting the pleasure of sharing this report with Claire Coyne and Daniel Martinez. He continued with the report from some of our subcommittees around the Outcomes Assessment from Sara Butler and the work of that committee. The Program Review Committee provided a report and the work they are doing. Time was dedicated to informing IE&A of the progress of the Educational Master Plan, particularly the District Strategic Goals. The College Goal Setting Session work was not done at the time but is now done. Discussions included recommending a common agenda

template for Participatory Governance Committees and Work Groups and will include the Request to Apply for a Grant Authorization form to ensure that it is best helping us move items forward. He concluded his report noting the completion of our Educational Master Plan and now how will it be operationalized to implement the Goals. This will include a review of the relationship of our existing Participatory Governance committee structure and how our Goals will inform our plans, as well as reporting and accounting our efforts towards meeting these Goals. The next meeting will be next Wednesday. Claire Coyne added that the Request to Apply for a Grant Authorization form work group will consist of Matt Valerius, Marvin Gabout, myself, William Nguyen and Madeline Grant, who will provide recommendations to IE&A. Daniel Martinez added the exploration of IE&A's function and how it relates to other committees on campus.

**3.4 Planning and Budget Committee:** Bart Hoffman reported the committee met on February the sixth. And, for this meeting, it's part of our calendar that we have of things that we do, one of which for this meeting is our second quarter performance report, Mark Reynoso delivered the report. Our budget overall in Fund 11 for this year is a little over \$118M and we anticipate a year-end balance of about \$992,000. So, we are doing a good job in spending our money. Mark also shared a SAC and CEC LHE summary report and this is indicative of the good job we've done with our growth. Our LHE increased from last year to this year by approximately 1,942 LHE. Mark also shared our budget performance report for Fund 13 and noted we were a little bit behind on spending this year in comparison to last year. At this time last year, we spent approximately 87% of our Fund 13 budget, and this year we're at about 55%. This will give us a projected ending balance of \$3.2M. We're still working as a College to move a lot of items and our ongoing expenses in our Fund 13 one-time budget. The unspent funds will rollover to the next fiscal year. Both Planning & Budget and Facilities & Safety committees have goal setting template work groups, which is helping to determine what is a goal, what is an activity, and how do we measure it? He concluded his report noting the next meeting on March 5<sup>th</sup>. Vaniethia Hubbard noted the chat comments about the doors in JSC not being propped open and that the push bars are not working on 2 doors in JSC near the front, which are closest to The Spot and Quick Stop. An inquiry was made about repairs on these 2 doors and Bart shared that parts are on order.

**3.5 Professional Development Committee:** Annabelle Nery reported on the new Director of Administrative Services, Eden Andom, who will have oversight of Professional Development and training needs in support of Contracts and Purchasing. She continued noting the recent meetings with Eden, she will be taking over as Chair for the Professional Development Committee and has met with the Faculty Coordinators, Amberly Chamberlain and Merari Weber, Jennifer Hoeger and classified professionals. She concluded her report noting Eden will be holding regular meetings, setting the agendas and will begin reporting out once she has joined SAC.

**3.6 Student Equity and Achievement Program Committee (SEAP):** Jeff Lamb reported on the budget efforts at the State level, funding base for our institutionalized equity initiatives and ongoing funding of the equity dollars. The SEAP committee has agreed to review and allow for an increase in base funding where an increase in salaries or benefits is shown. Tina Miranda has recently sent out the request for applications for equity funding requests, which includes information about how to request this funding source. The recommendation for a structure in support of the equity efforts that would basically include the creation of an Office of Diversity, Equity and Inclusion. We're looking at a director level position along with the student support services specialist, as well as some administrative staff (i.e. admin clerk) and an opportunity for faculty goal facilitators. The committee was actively reviewing and making recommendations on what the scope, function and job descriptions would look like in that space in consultation with H.R. and CSEA. A report was also shared for our OER, ZTC efforts, professional development, and lead from the middle. He concluded his report noting the next meeting is planned for March 14<sup>th</sup> and drew everyone's attention to Chantal's report sent via the meeting chat, which notates her efforts and involvement around AB. 943 in support of our students and the upcoming Black History Month events.

**3.7 Santa Ana College Technology Advisory Committee (SAC TAC):** John Steffens reported that SAC TAC has not met since the last College Council meeting, but will be meeting this afternoon. The primary agenda item is going to be IT's Technology Refresh Plan for next academic year, which will result in a recommendation sent forward to Planning & Budget. He concluded his report citing the next report will be in 2 weeks.

**3.8 Enrollment Management Committee (EMC):** Jeff Lamb reported on the February 20<sup>th</sup> meeting and update on the current enrollment. He noted the EMC's significant work and reflections around laying the groundwork for the next Enrollment Management Plan (EMP), which includes a review of the language and work done through IEPI with the strategic enrollment management. The last meeting included discussions on the committee structure, its membership and representation and the larger planning pieces to be included in the EMP. These efforts will include appropriate and timely communication of these efforts to ensure that all constituencies have increased

awareness. The EMP will be developed with actionable components included, which will be discussed at the next meeting, along with the strategic enrollment management and cycle of our planning efforts to help identify the relationship between this and other plans. This will include significant conversations around data, both internal and external, and how this relates to the EMP. He concluded his report noting the next meeting on March 19<sup>th</sup> from 3:30-5:00 p.m.

#### **4.0 Oral Reports**

**4.1 ASG:** Emmanuel Rodriguez reported on the upcoming ASG events planned, which includes the Facilities Townhall (in JSC, The Spot) today at 2:00 p.m. This event will provide an opportunity for students to voice their concerns and questions on matters related to facilities around campus. He concluded his report noting the upcoming March 5<sup>th</sup>-6<sup>th</sup> Inter Club Council Club Rush, which is also an opportunity for student ran clubs to promote and recruit students.

**4.2 Classified:** Lithia Williams began her report by thanking Administrators and Faculty for their support of Classified professionals. She continued noting the February 20<sup>th</sup> meeting, which included conversations about the need and support of finding Classified members to sit in many of the shared governance committees. She emphasized the number of CSEA Executive Board Member positions currently available and shared a call out for Classified staff to consider volunteering for shared governance. She concluded her report noting the next meeting on March 19<sup>th</sup>.

#### **4.3 Cabinet**

**Student Services:** Vaniethia Hubbard began her report by sharing her screen and image of the flyer prepared by Counseling and Transfer Center, with a special Thank You extended to Leo Pastrana and Maria De La Cruz and their teams to promote student transfer to a 4-year entity early in their college experience. A list of transfer communities is included as well, with new additions including the Honors Program as well. Maria De La Cruz noted these details and video that will be showcased at Early Decision this year to capture the students at the time of registration. Vaniethia continued and concluded her report noting the March 1<sup>st</sup> Rising Scholars events taking place in JSC, as well as the March 15<sup>th</sup> event which will include resources and support for the justice impacted community.

**Administrative Services:** Bart Hoffman reported on the Facilities Townhall at 2:00 p.m. today held in The Spot.

**Academic Affairs:** Jeff Lamb reported on the continuation of strong enrollment in Credit, an increase of about 15% in headcount and increased FTES over last year is now between 6-8%, all of which is good news for our long-term planning and ability to have a forward look at the next academic year. Review of the Summer schedule is occurring with adjustments to be made where needed. He continued and concluded his report noting a future presentation to the Academic Senate giving Department Chairs and Faculty an opportunity to learn more about these topics and enrollment management. These discussions will invite chairs and faculty to begin thinking about course and program currency for our catalog as we continue to clarify educational paths for students.

**Continuing Education:** Jim Kennedy began his report by highlighting the partnership with OCTA and Bus Driver Training Program. He continued noting the efforts in Community Services to develop a Truck Driver Training Program and start of evening classes at Valley High School, which will be an additional site for Continuing Education. Jim concluded his report highlighting the continued enrolment growth, which is reflecting a 29% increase over last year at this time, increase in 20% with unduplicated headcount, an improved efficiency of 9%, and FTES to FTEF ratio of over 17.5% (which is standard).

**4.4 Public Information Office:** Dalilah Davaloz reported on the switch from Spring advertising to Accelerated, which will be shared soon. She concluded her report highlighting SAC has been ranked for the 2<sup>nd</sup> consecutive year as one of the Best Community College by Intelligent encouraged everyone to connect with the PIO office for support with marketing efforts and more.

**4.5 Other:** None to report.

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

5.1 March 13, 2024 9:00 a.m. – 11:00 a.m. via Zoom

5.2 Annebelle Nery adjourned the meeting at 10:19 a.m.