

SAC COLLEGE COUNCIL MINUTES

May 10, 2017

PRESENT:	Linda Rose James Kennedy Carlos Lopez Elliott Jones Monica Zarske Bonita Jaros Madeline Grant Lithia Williams Lisette Cervantes, ASG President	ABSENT:	ASG 2 nd Representative Michael Collins Sara Lundquist Sean Small
		LIAISON:	Scott Baker Monte Huotari Christina Romero
		GUESTS:	Brian Sos Martha Montoya-Herrera

I. Call to Order

Dr. Rose called the meeting to order at 9:05 a.m. and thanked staff for putting in extra hours (Karen Scott, Leisa Schumacher, Jennifer Valencia, and Kennethia Vega behind the scenes at the Ed Arnold Golf Classic on Monday. It was one of the most successful events and probably garnered \$50,000.

II. Retreat Focus

Draft Mission Statement – Dr. Rose discussed the responsibility of College Council making the decision regarding the final mission statement. She discussed the previous activities and the proposed drafts. The final draft statement will be determined at the next meeting and therefore input is encouraged.

III. Standing/Continuing Business:

1. Approval of Minutes – April 19, 2017
The minutes of the April 19 meeting were not available for review.
2. SAC Safety Report – Lt. Scott Baker
Lt. Baker reported on incidents that occurred on campus and at CEC.
3. Faculty Senate – Dr. Elliott Jones
Dr. Jones commented on the successfully productive senate meeting including the approval of draft enrollment management plan and mid-term accreditation report. They also heard from PIO Melissa Utsuki and looking forward to detailed presentation to follow for marketing. Ms. Utsuki is putting together annual report and end of the semester report. Dr. Rose and Dr. Rodriguez will be at the next meeting to discuss California Guided Pathways.
4. Classified Report –Lithia Williams
Ms. Williams simply noted that CSEA would conduct its next meeting on May 16. She also confirmed submission of CSEA's feedback to the draft mission statement for SAC.
5. ASG Report – Lisette Cervantes
Ms. Cervantes confirmed completion of ASG general elections as follows:
 - ASG President – Juan Esqueda
 - ASG Vice President – Edwin Pulido
 - ASG Treasurer – Luis Ortiz
 - ASG Chief Justice – Melina Cruz
 - ASG Associate Justice – Brenda Cisneros
 - ASG Public Relations – Elizabeth Weber

ASG Senator of Library – Andrew Garza
 ASG Senator of Health Services – Pierre Tran
 Additionally, the OCTA proposal passed with 124 votes.

Ms. Cervantes also discussed the upcoming immigration forum scheduled for May 18, 11:00 a.m.-1:30 p.m. with two guest speakers. The forum is specifically for students to bring about awareness, educating students of their rights. In concluding her report, Ms. Cervantes commented on her recent attendance at the General Assembly over the weekend including proposed resolutions moving forward.

6. SAC Foundation Report – Christina Romero
 Ms. Romero briefly reported on the activities of the Foundation and Scholarship offices including the Ed Arnold Golf Classic that netted \$50,000; the Scholarship Awards Ceremony scheduled for Friday, May 26 with over \$500,000 awards given to SAC students; and the Alumni Hall of Fame Induction Ceremony on Thursday, June 8.
7. Enrollment Update – Carlos Lopez
 Mr. Lopez confirmed projections for SAC enrollment to be down 2% on the credit side. He noted that Fire Technology would be in better position next year. CEC will also be in better position next year with the addition of the Remington Site. Dr. Kennedy discussed a recent meeting with SAUSD to develop a model site at Remington including an early college program, adult college, pathway programs, child development center, and noncredit adult education and credit programs. The facility will be an excellent model for the State for K-12 and community college partnership addressing the needs of the community. Dr. Rose confirmed the location on Grand is perfect for reaching our community; SAUSD is excited about the partnership and rollout in fall 2017 and spring 2018.
8. Accreditation – Dr. Bonita Jaros
 Dr. Jaros commented on the visit for the Bachelor's Degree Program scheduled for spring 2018. She also commented on the mid-term report being in good shape. She has collected evidentiary documents and waiting for a few others. The Academic Senate approved it. She has a meeting with CSEA members on Friday to review the report. She sent out a copy of the report to Vice Presidents for their feedback by May 17. With the assistance of Dori Dumon, they are still linking documents. She inquired of Lisette Cervantes whether it would be her name or Juan Esqueda on the final document. The RSCCD Board of Trustees will receive the mid-term report for first read in June or July. Dr. Jaros continues to work with Michelle Parolise for the report on the Bachelor's Degree Program in Occupational Studies. All comments, questions and concerns are to be directed to Dr. Jaros.

IV. Shared Governance Reports

1. Curriculum and Instruction Council – Monica Zarske
 Mrs. Zarske introduced Brian Sos the new chairperson for the Curriculum and Instruction Council effective this fall. Mrs. Zarske will take on the role of Academic Senate President on July 1. On May 15, Brian Sos, Paula Canzona and Monica Zarske will attend the regional meeting at IVC.

2. Facilities Committee

Ms. Grant briefly discussed a request for not posting notices on glass doors. It was confirmed that a notice be sent out by Dr. Collins. Lt. Baker also announced the completion of an assessment of all doors over the next couple of weeks.

3. Planning and Budget Committee

In the absence of Dr. Collins, Dr. Rose briefly discussed the presentation by the District, SAC and SCC on May 15 to the Board of Trustees to address reductions to the budget. Based on the current enrollment management plan, master plan and strategic plan, we have identified nine areas of focus for SAC. The ending balance will go to support these nine areas of focus to support degree completion, public safety academies, innovative technology, guided pathways and the bachelor's degree program to ensure resources are maintained for the programs started. It is the responsibility of the entire institution from classified to faculty and administrators to be involved. There may be money available over the next three years, and SAC needs to show potential each year with benchmarking. SAC anticipates offering bachelor's degree program through 2028; at least three cohorts. Propriety schools have contacted SAC to align themselves with our program in the future. SAC will provide a presentation to the Board of Trustees on May 15 on the Bachelor's Degree Program.

4. Student Success & Equity Committee – Dr. Lundquist and Dr. Sweeney – No Report

V. Other Business

1. Reorganizations

While a 'hiring freeze' is confirmed to be in full force, the Vice Presidents reviewed their areas to ensure we are able to move college forward; really paying attention to needs for human resources. FON (faculty obligation number) is based on enrollment and SAC must hire faculty or pay penalty. A discussion followed about providing students' needs through English and math courses, multiple measures, and acceleration programs (early morning, late morning, or weekend). The SAUSD parents want their kids to go to SAC.

- Director of Special Programs (CEC) – This position will support the Strong Workforce program to develop a non-credit pathway to credit certificate programs. Dr. Kennedy confirmed this position goes ways if the grant goes away.
- Instructional Assistant (Biology/Science, Math, and Health Science) – This position is to provide lab support for the Bio Technology Education Partnership. This position is full-time.
- Distance Education Services Specialist (2nd position) – This is the second position to support distance education to support and provide training for faculty and students.
- Curriculum Specialist (2nd position) – This position is needed to provide support to SAC's massive curriculum and program inventory and course management system. SAC has only one position supporting this effort currently while SCC has 2 ½ positions.

It was moved by Dr. Jones, seconded by Lithia Williams and unanimously approved to forward these reorganizations to HR for processing.

2. SAC Technology Plan

The SAC Technology Plan was previously distributed to College Council for their review and first read via email. It was also been reviewed by Planning and Budget Committee and the Academic Senate. It was moved by Dr. Jones and seconded by Carlos Lopez to approve the SAC Technology Plan as presented. The motion passed unanimously.

3. Dr. Rose requested feedback on what a summit for pathways would look like and suggested the entire campus be involved.

4. Dr. Jaros briefly discussed all governance committees having their end of the year report completed including ILO analysis and submitted to College Council. It needs to be included in the mid-term report. Should be on next agenda. A brief discussion followed about the comprehensive report due in 2020.

5. Other – Dr. Jones announced the Faculty and Staff Excellence Awards Ceremony on May 18 at 2:00 p.m.

VI. Next Meeting and Adjournment

The next meeting is May 31 (instead of May 24) at 9:00 a.m. in S-215. College Council will consider approval of the Enrollment Management Plan and the Mid-Term Report at that meeting. This meeting adjourned at 10:17 a.m.

SAC COLLEGE COUNCIL MINUTES

May 31, 2017

PRESENT:	Linda Rose Michael Collins James Kennedy Carlos Lopez Sara Lundquist Elliott Jones Bonita Jaros Madeline Grant Sean Small Theresa Hagelbarger (alternate)	ABSENT:	Lisette Cervantes, ASG President ASG 2 nd Representative Lithia Williams Monica Zarske
		LIAISON:	Scott Baker Christina Romero
		GUESTS:	Archana Bhandari Danny Menjivar Martha Montoya-Herrera

I. Call to Order

Dr. Rose called the meeting to order at 9:08 a.m.

1. Final Draft Mission Statement – by reviewing submissions and feedback for a revised mission statement at SAC and following a lengthy discussion related to the submissions, two finalist statements were approved for presenting to the campus via an electronic survey:

- Santa Ana College inspires, transforms, and empowers.
- Santa Ana College empowers students and transforms our community through teaching, learning and social justice.

*As a result of the campus-wide survey conducted June 2-6, the revised mission statement is ***Santa Ana College inspires, transforms, and empowers***. On June 29, Dr. Rose modified the mission statement to be ***Santa Ana College inspires, transforms, and empowers a diverse community of learners***, to address the ACCJC Eligibility Requirements (specifically #6) and Standards (specifically Standard 1A).

Additionally, college council will address the vision statement/values in the future to go along with the revised mission statement.

2. Enrollment Management Plan – Carlos Lopez explained the enrollment management plan still has some clean up to complete the draft. Though the academic senate have not yet approved it, they have received it and provided feedback for moving it forward. The Enrollment Management Plan is the guide by which we function going forward in terms of how we schedule classes, address issues including performance based funding; it is a document that changes and not written in stone. Dr. Rose confirmed that college council because of the constituency representatives is the ‘workhorse’ group to review all plans. This item will be brought back to the next meeting.
3. Mid-Term Report – Dr. Jaros reviewed the mid-term draft report dated May 24 and received feedback. She noted she still needed some evidence documents. She also confirmed the approval of the Academic Senate and Classified staff. She explained needed approval of the Actionable Improvement Chart that is now complete and adding the revised mission statement. The commission has implemented a new format asking for an update of the actionable improvement plan. She updated and removed

commentary to responses as council members provided more feedback. There is no need to respond to recommendations that were already accepted. Dr. Jaros extended appreciation to professional development workgroup and providing excellent documents. She extended great respect and appreciation of the excellent work of the college research department and Cherylee Kushida for distance education. She also discussed a summary that has to do with the president, annual report data and district budget. She expressed appreciation for Robert Manson for information related to financial aid and compliance with federal regulations. The final document will include all links. Additionally, documents will have to be ADA compliant and Dori Dumon has assisted with that aspect. Dr. Rose noted this study becomes the foundation for the next self-study. A discussion followed regarding focus areas to address in the future. It was moved by Dr. Jones and seconded by Dr. Collins to approve the mid-term report as discussed with feedback. With no other questions, the motion passed.

4. SAC Technology Plan – Dr. Kennedy briefly reviewed the development of the revised SAC Technology Plan and the need for approval. Dr. Lundquist suggested stronger language about new adult education center noting SAC educates from early child to early college, to adult education and everything in between including a bachelor’s degree. After additional feedback, Dr. Rose inquired if council members were comfortable approving it with edits to be made based on feedback. The document is to be dated June 2017. It was moved by Dr. Collins and seconded by Dr. Jones to approve the technology plan with revisions as discussed. The vote passed unanimously.

II. **Standing/Continuing Business:**

1. Approval of Minutes – April 19, 2017
It was moved by Dr. Collins and seconded by Dr. Jones to approve the minutes of the April 19 meeting as presented. The motion passed.
2. SAC Safety Report – Lt. Scott Baker
Lt. Baker reported announced emergency training procedures were moving forward. He also reviewed recent incidents on campus that made front page news. He commended SAPD for their great response.
3. Faculty Senate – Dr. Elliott Jones
Dr. Jones commented on the final senate meeting of the academic year including a presentation by Dr. Rose regarding the CA Guided Pathways. At that same meeting, Dr. Rodriguez provided an update on the budget. He commended the Automotive department and recognition of Professor English for the CTE STARS award from the California Community Colleges Chancellor’s Office; recognizing students outcomes. He extended appreciation of Dr. Lundquist and her support of faculty through the years with the recital of words to a song.
4. Classified Report – Sean Small
Mr. Small noted the classified are very busy with the close of the spring semester and preparation for summer classes and into next year. CSEA is gearing up for the next round of negotiations.
5. ASG Report – No report

6. SAC Foundation Report – Christina Romero
Ms. Romero briefly reported on the successful scholarship ceremony and the impact to SAC students with over \$400,000 given out. Her focus now is on the Pave the Way campaign in full swing. She anticipates hosting an event in February 2018 with first bricks laid. Deadline to submit application for bricks is July 31. In concluding her report, she reported the Ed Arnold Golf Tournament netted \$47,000 in profit.
7. Enrollment Update – Carlos Lopez
Mr. Lopez distributed a snapshot on spring enrollment and provided a brief summary noting that SAC enrollment is down by 6%. It is projected that credit enrollment be down by 2% at the end of the year with combined projection of being down 6% with credit and non-credit. Dr. Rose noted that growth is not on the horizon as in the past. SAC can still grow but must focus on not allowing this decrease in enrollment to occur again and focus on how to entice students to come to SAC. She also discussed the importance of maintaining a large campus designation that equates to millions of dollars for SAC.
8. Accreditation – No report

IV. Shared Governance Reports

1. Curriculum and Instruction Council – No report
2. Facilities Committee – No report
3. Planning and Budget Committee
Dr. Collins announced the tentative budget is moving forward. He answered questions and noted the May Revise looked positive for higher education and community colleges in general. SAC is prepared to “weather the storm” even if base allocations do not end up as presented in May. Dr. Collins discussed cuts made, one-time funds expended, and contingency plans. HOWEVER, SAC must grow to maintain funding stream, large college designation, enrollment or it will be terrible 2018-19. At the end of this month, RARs will be considered for approval and prioritized. Additionally, Dr. Collins reported on personnel matters including recruitment for replacements of the Facilities Manager and the Executive Secretary position in his office. Dr. Jones extended appreciation to Ray Hicks for serving as the Academic Senate Co-Chair on the Planning and Budget Committee. He is stepping down and Ed Fosmire will serve in that capacity. Dr. Rose mentioned that budget information is on the SAC website. A brief discussion followed.
4. Student Success & Equity Committee – Dr. Lundquist and Dr. Sweeney – No Report – Dr. Lundquist reported on the committee work of the Student Success & Equity Committee over the last year including their retrospective self-reflective dialog to determine their fulfillment of responsibilities and where there was evidence and where there was none. Make sure to move the pathway journey. The development of integrated plans. Dr. Rose noted the work is very exciting and many students look to SAC as a place of learning and hope for dealing with the issues outside of the college.

V. Other Business

1. Reorganizations
 - Student Services Coordinator – Dr. Lundquist provided an explanation for the position to support student equity programs including the digital dons

technology program, the SAC Promise program that has proven very successful, the emerging student portal and support the production of the integrated plan for BSI/3SP/Equity and associated reporting going forward. Carlos Lopez confirmed the position would really help to tighten up what we need to have for student success. It was moved by Dr. Kennedy and seconded by Dr. Collins to approve the reorganization as presented. The position passed.

2. Request for Authorization to Apply for a Grant – Veterans Upward Bound – Dr. Lundquist explained the request is for a renewal of the Veterans Upward Bound grant. The program is proven very successful. With approval of this grant, it will take the program through 2022. This population of students deserves this and more. It was moved by Madeline Grant and seconded by Sean Small to approve the request for authorization to apply for a grant for renewal of the Veterans Upward Bound program. The motion passed as presented.
3. Other – Archana Bhandari asked that everyone help to get the word out to students about the new print program; the old key cards will no longer work. The PIO can assist by getting this information out to students. Martha Montoya-Herrera suggested she could share the information with the ICC leadership meeting this afternoon.

VI. Next Meeting and Adjournment

The next meeting is June 14 (if needed). Dr. Rose thanked everyone for their participation on College Council this year and extended her appreciation. This meeting adjourned at 10:45 a.m.