

San José City College Advisory
Council Location: SC-204
9:00-11:00 a.m. Minutes
November 18, 2016

Members Present:

MSC	FACULTY	CLASSIFIED	STUDENT
MSC – Duncan Graham MSC – Joe Andrade MSC – Moni Dickerson MSC – Lamel Harris MSC – Edina Rutland	AS – Gerald Grudzen AS – Hasan Rahim	CSEA – Deanna Herrera CSEA – Corinne Salazar	Joseph Heady Andrew Phelps

- **Absent Members:** Clem Lundie, Leslyn McCallum, Adrian Keeley
- **Minutes:** Dee Davis

Call to Order:

- Meeting called to order by Duncan Graham at 9:08am
- **Welcome and Introductions:**
- **Adoption of the Agenda:**
 - Motion to approve Agenda by Lamel Harris
 - i. Second by Deanna Herrera
 - ii. Agenda approved
- **Approval of November 4, 2016 Minutes/Suggestions:**
 - Motion to approve November 4, 2016 minutes by Lamel Harris
 - i. Second by Gerald Grudzen
 - ii. Minutes approved
- **Public Comments (3 minutes):**
 - None
- **CAC Committee Comments (2 minutes):**
 - None
- **Comprehensive Reports**

Facilities, Safety & Technology Committee

Annual Review of Committee Charge	On September 19, 2016, the Committee reviewed the current charge and membership for each constituency groups.
Annual Goals/Updates/Timelines/Action Plans	<p>Goal #1: Make recommendations for the allocation of resources for Measure X funding. Seek understanding of the breakdown of where the funding goes and to which campus</p> <p>Goal #2: Recommend and promote Safety training on campus</p> <ul style="list-style-type: none"> - Legislation mandates training and workshops. Hands on training with staff and faculty. - Students should receive safety training. - Safety workshops - Title IX - Safety messaging <p>Goal #3: Recommend and promote safety related initiatives that different offices on campus would implement in their area</p>
Recommendations to CPC	<ul style="list-style-type: none"> • Include college technology as it pertains to hardware and related software needed to operate the campus and its facilities. Rename the committee to Facilities, Safety & Technology Committee. • Vice President Jorge Escobar – Nominated for committee chair for FY16-17.
Discussion Items	<p>September 19, 2016</p> <ul style="list-style-type: none"> • Hand Sanitizer (LRC) – Revisit from 4/18/16 meeting • Electric Charging Stations • Computers in the Adjunct Faculty Center (GE119) • Measure X <p>October 3, 2016</p> <ul style="list-style-type: none"> • Wayfinding Signage Project Presentation (Ross Luthin Creative) • Bookstore Concerns <p>October 17, 2016</p> <ul style="list-style-type: none"> • Commendation by the ACCJC • Turf Water Savings • Milpitas Ribbon Cutting Ceremony • Maintenance & Operations Building • Exterior Paint for Theater • Tree Planting Project • Pets on Campus
Challenges/Successes/Accomplishments	<p>Challenges:</p> <ul style="list-style-type: none"> • Membership appointments for functional representatives (Campus Police, Health Services) • Merging the Technology aspects into the charge • How to make a connection from the committee to the campus community <p>Success/Accomplishments:</p> <ul style="list-style-type: none"> • Keeping quorum • Getting information out to the college campus • Having the participation of the District Office Contracts & Risk Manager • Greater participation of the Associated Student Government
Membership	<p>Current Committee Membership:</p> <p>3 - MSC Representative</p> <p>3 - Faculty Representative</p> <p>2 - Classified Representative</p> <p>3 - Student Representative</p>

Facilities, Safety & Technology Discussion

There is a doctor connected to our campus to address student's needs. Possibly have a clinic to attract more families, create a more robust program? \$60,000 of Student Equity funds were given to health center for extended hours. SJCC does have a robust program, i.e. free glasses for students. Also have over 150 emergency kits distributed throughout campus. Want to provide standard equipment in the classrooms with instructions to make it easier on instructors if in multiple rooms. District standards recommendations are on the district website. Understand importance of child care. Manage two contracts with the state to provide free child care, but haven't been able to fill those contracts with providers in the area. Facilities Master Plan does not account for child care center. However, if the college community decides it's a priority, we can consider. Suggest Gerald Grudzen take child care questions to the facilities committee.

Student Success

In terms of student equity, we are trying to remove barriers so students can be successful in college. How to measure Student Equity: access, course completion, remedial English, ESL, remedial math, degree, certificate and transfer. Smaller groups more difficult to measure accurately: Native Americans, Native Hawaiians, and Pacific Islanders. Assigning groups to case managers.

- No new equity gaps were identified in the updated data for 2015-2016
- In 1 year, 10 equity gaps no longer exist
 - There were 25 equity gaps in 2014-2015 data
 - 3 of the equity gaps were eliminated in ESL
- With respect to targeted population, all of the *male* and *low income students'* equity gaps in 2014-2015 no longer exist in the 2015-2016 data
- Seven (7) of the equity gaps eliminated were in degree/transfer outcomes
 - 3 of the equity gaps were eliminated in degree achievement
 - 2 of the equity gaps were eliminated in certificate achievement
 - 2 of the equity gaps were eliminated in transfer achievement

While we're getting better, we still have a long way to go to ensure students are able to achieve certificates and success in transferring to other areas. We need to stay focused on populations who are either disproportionate or near disproportionate: Black/African Americans, DSPS, Latinos. Data for populations AB540, Former Foster Youth, Veterans, is difficult to obtain. We know historically they are underserved, so we need to keep a special view on those by linking all efforts of the college: Categorical Programs, Academic Programs, District/College Initiative, Title V, Basic Skills, SSSP and Student Equity. Accreditation visit highlighted equity and student success initiative because they are well-linked and considered a model program.

ESL

- Change Curriculum
 - Career CTE focus
 - Technical writing for GE
 - ENG 1A with an ESL focus
- Intrusive Counseling (counseling done in the classroom)
- ESL Placement Challenge: Prerequisite & Challenge Up
- Hybrid ESL
- Joint Advisement
 - Counseling / ESL Faculty
- Professional Development
 - OnCourse – started as Title V with Metas, counseling and instruction, 40 attend 3 day, and two groups of 10 gone through training
 - 7 Habits of Highly Effective People – attended by English and Counseling faculty

Transfer Students

- Hired – Transfer/Career Counselor Fall 2015 & Title V, Cultivamos, UC Transfer Counselor Fall 2016
- Joint in-service training with Language Arts & Counseling – UC Personal Essay / Transfer to UC Workshop (9 hour training)
- SJCC to UC Initiative – Blue and Gold
- 11-month Counselor Contract – UC Transfer Cohort

- TAP to TAG mandatory in-service for counselors
- HBCU Tour – Fall 2016 (20), Spring 2017 (10)
- HBCU Tour President’s Reception – hosted at Adobe Corporate Headquarters
- HBCU Caravan Tour – Spring 2017 SJCC & EVC – February 16
- FAFSA Fridays on Transfer
- Southern & Northern California College Tours
- Transfer Plan with Campus Based Researcher

Student Success Discussion

How do we drive the college to support these activities and create momentum with faculty and staff? How to help people who are being so compassionate they are getting into a mess trying to help? Educational process of referrals – refer a colleague to services, rather than put yourself in harms way, but you need to know what services are available – MSC, faculty, instructional and counseling.

Diversity Committee

The DAC committee hasn’t been meeting due to the lack of participation from groups. The committee has sent out several requests from constituency groups to assign to the committee, and no one seems to be interested. The committee did hear from a couple of people who served last semester. Committee spoke with VP Roland about this issue and he will look into the matter. There is nothing to report this semester. Hopefully the DAC will be up and running next semester. VP Duncan will explore folding into Student Success and will discuss with Student Success committee.

- **Action Items:**

- Staff Hiring Prioritization Administrative Procedure 7115
 - i. Motion to approve by Lamel Harris
 - ii. Second by Corinne Salazar
New positions procedure. When a faculty member retires, it becomes a faculty position to be filled, goes to Academic Senate and they consider those retirements in their prioritization. Staff should be added to support new buildings without having to go through a hiring process. Suggest include in program review. Send recommendation to Facilities Safety & Technology committee to incorporate staff with new buildings. Corinne will put it on the agenda for their next meeting.
 - iii. Motion approved

- **Discussion Items**

First step in our Quality Focus Essay work. Two groups will each focus on an agenda items.

- Forms
 - Title needed. Need consistent mark, i.e., sunburst logo, to show it’s an official SJCC form. The footer has office where form originated, form name, effective date, version update.
 - Workflow should be on back of form. Ideally, no paper forms. This will take time.
 - Need representative from various offices whose forms are being worked on to ensure integrity of form and determine who needs to sign.
 - Can keep repository in SharePoint.
 - Clarification of why/how specific forms are used. How do we train?
- Six recommendations from the Accreditation Visiting Team Exit:
 1. All syllabi information must be consistent with approved SLOs – reflect what’s on record
 2. Develop a process/procedure for formal student complaints – track, document, house in one place and make accessible
 3. Finish developing MOU with CET
 4. Electronic online student services – tutoring, tech support, education plans, distance Ed

5. Analyze disaggregated data and demonstrate how using to meet the college's mission
6. Develop and communicate methodology for setting institutional set standards, define acceptable levels, incorporate into plan and decision making
 - Looked at 1 – 4, 5 not address at this point. Don't have the capabilities to disaggregate student learning outcomes assessments at course level. It's an emerging practice.
 - 2 – Blake will be invited to next CAC to show software he's reviewing. Need clarity, when does a complaint become a formal complaint or do we log even informal complaints? How do we track? Does software also deal with conduct issues and academic dishonesty issues?
 - 6 – Institutional set standards – this is the major one we will not be able to accomplish before January. It's more long term, so need to start working on a plan.
- Child Care – Surveys being handed out around campus by Student Life. (Can we get results of the survey?) Bond isn't specific how district is using money, but will fund Facilities Master Plan. Child care must be approved by the state, location. Will invite creator of the DeAnza program to a community forum in a couple weeks. The CAC can make a recommendation to do a child care study on facilities availability as an interim resource. Check with VP Escobar, believe a study was done. This will be put on next Executive Meeting. It is also on Facilities, Safety & Technology agenda. Suggest follow up forum to the climate forum and invite the ACLU. Ask students to bring up at next ASG meeting. Dr. Sterling will help coordinate.
- **Information Items/Action**
 - Standing Committee updates
 - **Academic Senate:** None
 - **Campus Technology Committee:** None
 - **Classified Senate:** Completed code of ethics and will approve at next meeting. Next task is creating bylaws. Recognized by Academic Senate and asked to have a member attend meetings to report. Tuesday met with President Breland and went over budget, approving senate members for conference in June. Also looking at starting a foundation account and asking classified members to contribute voluntary dues. Last meeting of semester on Dec. 15.
 - **Finance Committee:** None
 - **President and Vice President Updates:** None
 - **Professional Development:** None
 - **Strategic Planning Committee:** None
- **Other (2 minutes):**
 - None
- **ASG Reports**
 - Students enjoyed forum
- **Announcements (2 minutes)**
 - Soccer playoffs this weekend, Men at 7:00, Women at 4:00
 - Robotics Club partnering with InBright, a drone company start up in Guadalajara, Mexico. Last weekend SSSCC general assembly, 92 colleges had representatives. We started a contest where colleges can enter to win a drone course for their college. Sixty-two colleges competing, which is 50% of California Community Colleges. College would win a one month drone course. Ten drones would be provided. Curriculum provided, instructor from college would get professional training on how to lead course.
 - Mental Health Plan Association was recharged with new advisor, Barry Del Buono.

Meeting Adjournment:

- Meeting adjournment at 11:05 am.

Staff Hiring Prioritization
SJCC Administrative Procedure 7115
11-18-16

A. New Classified and Management/Supervisory/Confidential Positions – Program or Management Originated:

New classified and management/supervisory/confidential positions are identified in two ways: through the Re-design organization chart and through annual and/or comprehensive Program Reviews.

1. Vice presidents, deans, directors and supervisors create a Staffing Master List of open positions identified from the Re-design organization chart and a list of eliminated positions from Human Resources from the past 5 years in their areas.
2. The Staffing Master List will be maintained by Administrative Services. Annually the Staffing Master List will be reviewed and modified by the following procedure:
 - a. By early March each year, through a participatory process each administrator will prioritize his/her positions based on relevance and alignment to: the college mission, Strategic Goals, student success, applicable Service Area Outcomes and program review. A prioritized list from each administrator with a written rationale for each position will be submitted to the appropriate vice president.
 - b. By mid-March each year, the Classified Senate will review the Staffing Master List and through its prioritization process present their recommendations to the College President for consideration.
 - c. By the end of March, the vice president's will present each of his/her prioritized list to the Presidents Executive Team for discussion.
 - d. By early April, based on input received the College President will develop his/her prioritized list of all potential classified and management/supervisory/confidential positions and present it to the College Advisory Council, the Classified Senate and the Academic Senate.
 - e. The President's prioritized list will be used to update the Staffing Master List.
3. The President will then authorize the hiring of new or changed positions according to the modified list and available funding in May of each year.
4. The Area Vice Presidents will report the approved hiring list and direct the supervising administrator to submit a Personnel Action Form to Administrative Services.
5. Approved new classified/management/confidential positions will be built into the budget for the upcoming fiscal year.
6. Exceptions to the above process may be made by the President for:
 - a. State or federally required categorically funded positions or if required by an outside accrediting agency,
 - b. A critically important position becomes vacant after the process has been completed.