

San José City College
College Advisory Council
Location: SC-204
9:00-11:00 a.m. Minutes
April 15, 2016

Members Present:

MSC	FACULTY	CLASSIFIED	STUDENT
Duncan Graham Edina Rutland	AS-Pat Space AS-Javier Chapa	CSEA- Laura Garcia CSEA- Corinne Salazar CSEA- Deanna Herrera	Larry Harris Cody Sampson

- **Absent Members:** Joe Andrade, Lamel Harris, Ingrid Thompson, Jesus Covarrubias, Javier Chapa
- **Committee Proxy:** Sean Abel proxy for Lamel Harris, Maniphone Dickerson proxy for Ingrid Thompson
- **Guests:** Dr. Breland, Sami Ibrahim, Chris Frazier
- **Minutes:** Deanna Herrera

Call to Order:

Meeting called to order Duncan Graham at 9:06 am.

1. **Welcome and Introductions:**

- None

2. **Adoption of the Agenda:**

Space moves to approve the agenda, Garcia seconds, approved.

Motion Carries

3. **Approval of March 04, 2016 CAC Minutes/Suggestions:**

Space moves to approve the minutes of the April 1, 2016 meeting. Dickerson seconds.

Discussion: revise the names in the “absent members” bullet.

Motion, 2nd, 1 abstention, approved.

Motion Carries

4. **Public Comments (3 minutes):**

- Sami Ibrahim, a chemistry instructor since 1968, would like to revive the Global Studies Committee. The committee used to be a striving committee on campus but the committee stopped meeting and it dissolved. Ibrahim would like to see the committee revived as it was a fruitful and educational experience for the campus community.

5. **CAC Committee Comments (2 minutes):**

- None

6. **Action Item:**

- **Resource Allocation Recommendation:** Kimura, Finance Committee Co-Chair, asked the CAC to approve the Resource Allocations that the Finance Committee decided on, which is to fund 80% of requests in Categories 1 & 2 (from the Budget Justification Worksheets) for each budget officer. Some issues that came up after the allocation formula was agreed upon was that the formula didn’t award Fund 10 dollars to all budget officers if their requests had already been funded by other means. The committee then had to re-adjust the formula for these areas to award some Fund 10 dollars to be able to fund expenses that cannot be funded by restricted funds.

- Garcia moves to approve the Resource Allocation of 80% funding in Categories 1 & 2 for each budget officer and recommend to the President, to ensure that the Finance Committee timeline is met. Space seconds.

Discussion: Herrera would like the motion to state that the funding is an approximation rather than a set amount of 80%, to allow for minor adjustments as needed.

Motion, 2nd, approved (1 abstention).

Motion carries.

- **Mission Statement:** Graham presented the Mission Statement without the revisions that were suggested at the prior CAC meeting. He indicated that the Academic Senate approved the Mission Statement without our recommendations.

- Rahim moves to accept the Mission Statement, Sean seconds.

Discussion: Space would like to postpone this action item to give Chapa the courtesy of having another opportunity to respond in light of his absence.

Frazier commented that the Academic Senate vote was based on the use of Social Justice as it relates to students, not for employees. Abel felt that the Mission Statement had been reviewed for long period of time and that the CAC should proceed with the vote

Vote: 8 yeas, 2 abstentions.

Motion carries.

7. Information Items:

- **Accreditation Update:** Graham reported that the draft will be submitted to the Academic Senate for their first meeting in May. There was a lot of good feedback from the P.D.D. exercise as well. We are working closely with EVC on sections that overlap and for sections that are related to the District Office. The report is taking a stronger stance on budget allocation from the District Office, which will be included in the QFE. The QFE will also be highlighting the transparent process for budget allocation that campus Finance Committee uses.

Frazier commented that his understanding is that EVC's budget is a roll-over budget while our campus uses Program Review, per President Breland, to make allocation decisions.

President Breland stated that the Program Review piece of the budget allocation process is key and it allows us to provide evidence to our process.

8. Discussion Items:

- **Annual Self-Evaluation:** Graham presented the Annual Self-Evaluation form that is due to the Strategic Planning Committee. The committee reviewed the form and gave feedback on what to report. The Annual Self-Evaluation was completed and Graham will submit it to SPC.

9. Comprehensive Committee Reports:

- **Student Success Committee:** VP Montemayor shared with the committee the progress that the Student Success Committee has made this year.

Some of the highlights of SSSP funded activities included:

- New part-time counselor for Title V
- New Admissions & Records evaluator
- Majors Fair
- Super Saturday
- Student Lingo (workshops accessed online)

Some of the highlights of Student Equity funded activities included:

- EOPS: scholar program, books, bus passes
- Outreach: new Outreach Specialist (2 positions)
- DSPS: new LD specialist (20 hours/week), Audio Notetaker
- Health Services: increased hours for Spring 2016, from 190 hours to 260 hours
- Library: extended hours (8 hours/week)
- Math department: Statway, a Carnegie Foundation approved math cycle
- SoCal tour: 42 students participated
- NorCal tour: expected in Fall
- Tour of Historically Black Colleges: 10 student participated

- **Strategic Planning Committee:** Abel gave an update on the SPC by reviewing their Annual Self-Evaluation. There were a few areas for improvement but overall they scored themselves high and felt as if they were doing a good job and making progress with their work.

The SPC Committees next task will be to review the incoming Annual Self-Evaluations and prepare feedback. The feedback will be given in person during committee meetings at the beginning of the fall semester. The committee felt as it were important to provide this feedback to the committees directly.

10. Standing Committee Updates (2 minutes):

- **President's Update:** Dr. Breland acknowledges what a good year this has been. CAC has done a good job at structuring our committees. Our next step is to work on engaging group with the final product of accreditation.

President Breland reported that there has been some confusion about class schedules. He congratulated the Deans and VP Graham for all their hard work. Classes related to efficiency and classes that are in need of revision are in review to be sure they are in compliance with Title V.

- **Facilities & Safety Committee:** Salazar reported that the committee did not meet quorum the last meeting.

11. Other (2 minutes):

- **ASG:** Harris reported that ASG has donated \$2,000 towards the Cinco de Mayo celebration. Also, elections are being held at the end of April. The elections will also

include a vote for an EcoPass which would create a mandatory fee of \$4.50 for students enrolled in less than 6 units and \$9 for students enrolled in 6 units or more.

ASG has hired a Publicity Specialist to provide more posters and fliers related to ASG activities.

Hall of Excellence awards are on May 11, 2016.

12. Announcements:

- Abel announced that there is a new show in the Art Gallery, there is a Theatre Production this weekend, and there is a Dance show next weekend. Also, the group Abel sings with is upcoming.

Meeting Adjournment:

- Adjourned 10:27 am