

San José City College
 Advisory Council
 Location: SC-204
 9:00-11:00 a.m. Minutes
 May 15, 2015

Members Present:

MSC	FACULTY	CLASSIFIED	STUDENT
MSC- Duncan Graham MSC- Elaine Burns MSC- Joe Andrade MSC- Sean Abel	AS-Pat Space AS- Javier Chapa AS-Hasan Rahim	CSEA-Corinne Salazar CSEA-Laura Garcia	Larry Harris

- **Absent Members:** Jesus Covarrubias, AFT-Faculty Representative, Alva Long, Celeste DiGenova, Kulwaran Sandhu
- **Committee Proxy:** None
- **Minutes:** Sandra Gonzalez

Call to Order:

- Meeting called to order by Vice President Duncan Graham 9:06 AM

1. Welcome and Introductions:

2. Adoption of the Agenda:

- Sean Abel motion to approve agenda
Motion Carries

3. Approval of May 01, 2015 Minutes/Suggestions:

- Pat Space motion to approve May 01, 2015 meeting minutes
Motion Carries

4. Public Comments (3 minutes):

- None

5. CAC Committee Comments (2 minutes):

- Javier Chapa encourages all to attend the Distance Education meeting on Monday, May 18, 2015 at 3:30 PM in B-106. They will be discussing the move from using Moodle to Canvas as the new software learning management system. This will be the fourth time the college has switched. They have gone from WebCT, Blackboard, to Moodle and there was another. There is concern especially from the English department about changing because it takes a lot of time to set up each shell for each class. Moodle is open source whereas Canvas is not and has to be purchased. Javier would like more conversations regarding this switch.
- Elaine Burns: The College has purchased ads in the Metro and the El Observador. The ads will run for 13 weeks. This week's ad will feature Humanities & Social Sciences. We will also featuring summer and registrations. We have asked departments to contact us to highlight their program, department, or service.
 We are looking to host an open house on September 26, 2015 and will be towards the Student Center side of the campus. There will be tables along the promenade that will have food, games, and department/program information. If you would like to have a table please let Elaine Burns know. Once classes begin everything will be hectic.

6. Action Items:

None

7. Information Item:

- Strategic Planning Committee Retreat Update: Sean Abel- The Strategic Planning committee held their retreat on Friday, May 8, 2015. The retreat included members of the committee only rather than holding an expanded retreat as was done the previous year because there was more of a broad participation. This was a working retreat where they looked at the current document “The Integrated Planning and Resource Allocation Handbook” the committee is working on a new draft which will be presented to the CAC in the fall semester. The committee is still waiting for some documents to be approved by other groups. The new handbook will have gone from 75 pages to now 45 pages including forms. There is more of a reflection of what the College is doing rather than all the theories behind them. The SPC has begun the process of reviewing the Standing Committees self-evaluation forms. Those will be presented to the CAC in the fall semester as well. Sean Abel would like for the College Advisory Council to review SPC’s self-evaluation document because the committee cannot evaluate on their own committee.

Duncan Graham stated that the integrated planning model will help us focus

- Educational Master Plan Update: Dr. Fred Trapp presented a final overview of the spring semester of the Educational Master Plan. Dr. Trapp presented both a power point presentation along with accompanying handouts to give more detail to the power point presentations.
- Summer 2015 Construction Projects: Vice President Jorge Escobar updated the committee with the summer 2015 construction plans. Below are some of the activities that will be happening:
 - Signage and sidewalk repair
 - Camera on campus
 - Network Infrastructure
 - Access Control
 - New lights will be installed in different areas
 - Utilities upgrade
 - Site preparation including removal of trees for construction
 - South parking curbs, surfacing, and striping
 - Roof modification 100/200 wings
 - Physical Education building construction
 - GE HVAC upgrades
 - Ironworkers

The Physical Education building is scheduled for construction this October 2015 to April 2017. Jorge also showed a campus map where the construction will take place and where the fencing will be. He also showed where the construction to and from traffic will take place. The College is working with the City of San Jose and the Neighborhood Association. We are expecting no disruption to class instruction during all the projects.

- 2015 Commencement: Blake Balajadia- the graduation ceremony is on Thursday, May 22, 2015 at 5:00 PM. If you are a faculty or staff and hasn’t already RSVP’d please do so with Judy Wessler in the President’s office. Faculty will gather in the cafeteria for the processional. The graduates will gather in the main gym. This year there are over 1200

graduates and 425 have RSVP's for the graduation ceremony. If you are interested in volunteering please let Blake know. This year will be a little different as far as the set up. VP Jorge Escobar will be providing two large video screens and the sound systems. This will help those in attendance see a close up of the graduates and will be able to hear well. The graduation will be held on the field and the blue bleachers will be seating for the overflow guests. There will be an area for photo opportunities for the graduates.

8. Discussion Items:

- Review of 2015-16 CAC Committee Goals:
 1. Review committee goals at the first CAC meeting of the year
 2. Review and assess the College Mission Statement
 3. Oversee all aspects of the college planning and accreditation processes
 4. Review and approve the college accreditation Self-Study
 5. Oversee the development and integration of the College's Educational Master plan, Facilities Master Plan, and Strategic Plan

Duncan Graham the ACCJC wants the college's to regularly assess their mission statement. This can be conversations in the fall semester: what is our mission and what are we here to do. We need to tie our mission into our goals and looks at the indicators showing that we meet the goals.

9. Agenda Items Requested and Referred to Other Committees:

- None

10. Comprehensive Committee Reports (10 minutes each):

- None

11. Standing Committee Updates (2 minutes):

- **Academic Senate:** No Report
- **Campus Technology Committee:** No Report
- **Diversity Advisory Committee:** The committee met on Monday, May 11, 2015. There is now a gender neutral restroom open and available to student on the first floor of the Student Center. Each DAC committee member will be responsible for promoting at least one heritage month event for each heritage or cultural month. Each committee member will have to complete the Safe Zone training.
- **Facilities/Safety Committee:** Update given during agenda item #7
- **Finance Committee:** VPAA Duncan Graham submitted the recommendation from the Finance Committee to Dr. Breland for his consideration. It has been discussed at the Executive level that all programs should have a baseline budget. What this means is what does it take for each program and department need to function.
- **Student Success & Equity Committee:** The committee is almost done completing the evening student poll and found that the evening students are disproportionately students based on equity; however, the poll wasn't completed in time so it will need to be continued in the fall semester. The committee has completed their self-evaluation, and they are developing a general outreach video for the college.
- **President / Vice President's Updates:** VPAA Duncan Graham thanked the CAC committee for all the hard work that has been done and there will be more work coming this fall, and wishes all a good and invigorating summer.

12. Other (2 minutes):

- **ASG: Announcements (2 minutes)**

- Hall of Excellence was hosted by the ASG last night and was a success honoring students, faculty, and staff.
- Sean Abel: The Art gallery is hosting an art show called Sparks. Glass art work from the 1950's to the present. Some of the pieces have been loaned from collectors and some of the pieces are very valuable.
 - There are a couple of ADT's that are still in development in Global Studies and the other one in Social Justice.

Meeting Adjournment:

- **Meeting adjournment at 10:32 AM**