

San José City College
 Advisory Council
 Location: SC-204
 9:00-11:00 a.m. Minutes
 October 16, 2015

Members Present:

MSC	FACULTY	CLASSIFIED	STUDENT
MSC- Duncan Graham MSC- Joe Andrade	AS-Pat Space AS- Javier Chapa AS-Michael Berke AS-Hasan Rahim	CSEA-Corrine Salazar CSEA-Deanna Herrera	

- **Absent Members:** Lamel Harris, Ingrid Thompson, Laura Garcia, Larry Harris
- **Committee Proxy:** None
- **Minutes:** Claudia Amador

Call to Order:

- Meeting called to order by Deanna Herrera at 9:06AM.

- **Welcome and Introductions:**

- Deanna Herrera – let’s take a look at the agenda and minutes and we will wait a couple of minutes until we get a quorum to approve. If we don’t get a quorum we will move these items for our November 6th meeting.

- **Adoption of the Agenda:**

- VP Duncan Graham motion to approve agenda as it stands. Pat Space moves to approve agenda.
 - i. Hasan Rahim 2nd
 - ii. **Motion Carries**

- **Approval of October 02, 2015 Minutes/Suggestions:**

- Duncan Graham motion to approve October 02nd, 2015 minutes. Joe Andrade moves to approve agenda.
 - i. Hasan Rahim 2nd
 - ii. **Motion Carries**
 - iii. Abstention – Corrine Salazar

- **Public Comments (3 minutes):**

- None

- **CAC Committee Comments (2 minutes):**

- None

- **Action Items:**

- None – Deanna Herrera was going to bring the worksheet from last meeting but when she took the comments made by CAC, the Finance Committee has a discussion about the items they want included or not, therefore the worksheet will be brought to CAC at a later time.

- **Discussion Items:**

- *EMP:* (The final draft of the EMP projected on the screen). The key areas for us to review are section VIII, IX, & X, these are the areas Faculty have identify as areas to look at for the future and projections. Also the Facilities Master Plan is starting presentations next

Tuesday and they come to CAC on November 6. Let's plan for next meeting to bring any questions or recommendations on our next meeting. Claudia Amador will send the link to the power presentation from Fred Trapp to the CAC committee. Pat Spaces asks how far back to we go to look at our enrollment. What is for this semester? VP Duncan Graham responds that we are down 5% this year, and for the last 3 years we are down about 27% in enrollment. The rest of the bay area is up for 1% this year and all other colleges are flat on their enrollment. It all depends on population growth from our service area, we have seen somewhat of a bump when the Milpitas site comes on board. The way we can grow enrollment is to target populations that don't currently serve. Marketing our programs should be a focus and who we market our programs to. For example, last night Ingrid Thompson and I attended a sponsorship fair and we had four people come to our table and say "wow, I didn't know you had HVAC or I didn't know you had this program." This validates my point that we need to market ourselves better. When the economy goes down, our enrollment goes up because people realize they need to get an education to hang on to their jobs, or to get a job, or to get the skills that they need, and when the economy starts going up again, then people are employed and they are not coming to school.

- *Communication Plan for Committees* – Deanna Herrera reported that VP Duncan Graham had sent out an e-mail to the list serve for feedback on how other community colleges lead communication between committees. Corrine Salazar inquired more about the discussion of this item. Deanna replied by giving the example that the finance committee wanted to inform other committees of certain items but there was no clear pathway on how to establish that communication between committees. And also, Accreditation is asking how committees communicate to each other; therefore we wanted to establish a way to establish this communication. Joe Andrade thought it was the chair of each committee who needed to report to CAC, letting the group know what they are doing. Deanna clarified that it is committee to committee communication not necessarily committee to constituency groups.
- *Mission Statement* – Have not had an initial meeting yet. VP Duncan Graham would like to set up a time for this group to meet. He mentioned that Judith Bell, who is working on Standard I of Accreditation that deals with the mission and she pulled all the substandard that deal with the mission and we can perhaps pull those out and make a grid or matrix and check off the things as we include them on the mission. Javier Chapa commented that as we revamp the mission statement, it is going to change how decisions are made. As we know what things we are doing then we can go back to each department and say let's focus on this because is "this" that we are doing well, rather than placing our energy on areas that we aren't doing well. Pat Space posts the questions if whether there is a legislature that says community colleges need to focus on transfer rates. VP Duncan Graham comments that about four to five year, it was when the economy began to sank that the Board of Governors said that we needed to focus on 3-strands, Basic Skills, Career and Technical Education, and Transfer (degrees, certificates, and the like). It was a very conscious thing to do, to put us back in the traditional 2-yr college model. Then they said that if you are doing these three things and if you have extra resources then you can put them towards life-long learning. Pat Space comments that every student must have an educational plan to be able to complete their career plans. Hasan Rahim, Michael Berke, Duncan Graham, and Javier Chapa agreed to meet on Thursday, October 22nd, 2015 at 3:30pm.

- **Information Item:**

- Accreditation Update – VP Duncan Graham will do a weekly update about accreditation on the ROAR. The tri-chairs will have their first narratives completed by Nov. 6 and they will be posted on the website for people to review and submit comments and suggestions.
- Partnership Opportunities – none
- **Agenda Items Requested and Referred to Other Committees:**
 - None
- **Comprehensive Committee Reports (10 minutes each):**
 - None
- **Standing Committee Updates (2 minutes):**
 - **Academic Senate:** Michael Berke - Updates, faculty hiring last meeting – it was very difficult because there was a lot of people who came to speak of their departments and their needs. Their needs are dire. Faculty is retiring and those positions are not getting filled, departments who are running with no full-time faculty. The senate is going to try to push for new faculty hires.
 - **Campus Technology Committee:** None
 - **Diversity Advisory Committee:** None, VP Duncan Graham asked if there was anyone in this committee. Dr. Burns
 - **Facilities/Safety Committee:** Corrine Salazar – we will meet on Monday and we will have a presentation from Cambridge West on the Facilities Master Plan, the last meeting we had, Jessica Breheny came to the meeting to express her concern regarding the locks on the doors and this is a discussion that has gone for about 8 years now to change the locks because there are no proper locks on the doors in case there is an active shooter on campus and how to protect our students and ourselves. VP Jorge Escobar has proposed a temporary solution until we can get a permanent solution. Barbara Hanfling highlights that older buildings have this issue; probably the newer buildings are ok. Michel Berke suggests distributing key to faculty. VP Duncan Graham mentions that the temporary solution is to have custodians open the door but the doors will remain locked and it will have a magnetic thing that if there is a need to a lock down then the professor just removed the strip and the door will be locked.
 - **Finance Committee:** Deanna Herrera – the committee will work on the worksheet a little more before bringing it back to CAC.
 - **Student Success & Equity Committee:** None
 - **President / Vice President’s Updates:** There is a lot going on today. We have the MALE Summit happening today, we have high school students on campus. Javier Chapa suggests that for events like this, there should be a counselor present, to make sure that they get the assistance to get registered on the spot, because that will be more effective than setting up an appointment with students. Michel Berke suggest to bring students to campus on a day where there is instruction occurring, it will be more impressive, perhaps you can get instructors to volunteer their classes to have students sit in their classes and then students will say “I like this class” or “I like this professor, I want to take this class.”
- **Other (2 minutes):**
 - **ASG: Announcements (2 minutes) – None**

Meeting Adjournment:

- **Meeting adjournment at 10:15 AM**