

San José City College
 Advisory Council
 Location: SC-204
 9:00-11:00 a.m. Minutes
 November 6, 2015

Members Present:

MSC	FACULTY	CLASSIFIED	STUDENT
MSC- Duncan Graham MSC- Joe Andrade	AS-Pat Space	CSEA-Corrine Salazar CSEA-Deanna Herrera CSEA – Laura Garcia	Larry Harris

- **Absent Members:** Lamel Harris, Ingrid Thompson, Javier Chapa, Michel Berke, Jesus Covarrubias, Hasan Rahim
- **Committee Proxy:** Judith Bell
- **Minutes:** Claudia Amador

Call to Order:

- Meeting called to order by VP Duncan Graham at 9:09AM.

- **Welcome and Introductions:**

- VP Duncan Graham requested to move the FMP Presentation from information item #8 up in the agenda.

- **Adoption of the Agenda:**

- VP Duncan Graham motion to approve agenda with the modification. Larry Harris moves to approve agenda.
 - i. Pat Space 2nd
 - ii. **Motion Carries**

- **Approval of October 16, 2015 Minutes/Suggestions:**

- VP Duncan Graham motion to approve October 16th, 2015 minutes. Deanna Herrera moves to approve agenda.
 - i. Joe Andrade 2nd
 - ii. **Motion Carries**
 - iii. Abstention – 2

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

- None

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

- None

- **Action Items:**

- EMP –
 - i. VP Graham motion to approve EMP. Larry Harris moves to approve EMP.
 - ii. Corrine Salazar 2nd
 - iii. **Motion Carries**
- Budget Worksheet (Finance Committee) – Deanna Herrera explained that when she took the comments from CAC in regards to question to get added to the worksheet, the committee decided to leave the form alone since adding all the questions that we wanted to ask it was going to be way too large of a document. And to reiterate from last time, this worksheet is just a highly recommended form but it’s not required for the

program review. Judith Bell comments that this form will help us show the district where we need to allocate the money and the amount that we actually need.

- i. VP Graham motion to approve Budget Worksheet. Pat Space moves to approve Budget Worksheet.
- ii. Joe Andrade 2nd
- iii. **Motion Carries**

- **Discussion Items:**

- Communication Plan for Committees – VP Graham, had a conversation with Bob Pacheco, our accreditation consultant and one of the things he suggested is to what he called the *fifth Friday* where committees meet and communicate on what they are doing. Committees always meet on the first and third or the second and fourth Friday of the month, but probably adding a fifth Friday meeting can help with communication. President Breland commented that we also need to create a worksheet that gives instructions on how to create a committee.
- Mission Statement Draft – we have three somewhat similar drafts. (Handouts provided) The first one is from the Ad-Hoc Mission Statement Committee, the second is most of Judith Bell's wording, and the third is a modification of the second version. There is a rubric that goes along with these drafts to assess very important points that need to be covered on the mission statement. The rubric came from the accreditation process. The committee took a moment to review the first draft. VP Graham requested feedback from the committee members.
 - VP Graham: Important to note that we cannot measure social justice and equity but we can definitely use them as guiding principles. We want to make sure we identify our students and our community. We can pull labor market data to prove that we are providing services and courses to our students and community.
 - Laura Garcia: likes the idea of adding the non-credit courses wording on the mission statement but her concern will be that the non-credit is associated with transfer and associate degrees but they are not. Recommends finding a way to separate the non-credit courses from the college's Transfer and Associate Degree. Also recommends that leaving the credit/non-credit out gives more ways to assess instruction.
 - VP Graham: would like to get a sense from the committee and see if this is going the right direction. We will put this as an item for next meeting. Also, he will send out to the SJCC community with the rubric attached and instructions as how to give feedback.
 - Dr. Breland recommends leaving the credit/non-credit wording out, it seems like this is a detail that falls under innovative instruction.
 - Judith Bell would like for this draft to go to all the constituency groups and to be a clear and open process without contaminating the process with discontent.

- **Information Item:**

- FMP Presentation – item moved up on the agenda. (Powerpoint presentation) Presenters gave an update on the Facilities Master Plan. First time they gave an update to the CAC was November 2014. Throughout the academic year, we have met with facilities and maintenance and working alongside with Cambridge West with the Educational Master Plan. A quick update to the board was made on April 2015. In May 2015 we had the first draft of the FMP which was presented to facilities and safety. The

EMP tells the college how much space will be needed based on projections for future programs and enrollment. In October we came back and integrated this information in the FMP. On November 18th we are having an open forum, our intent is to gather input and present to the board on December. Based on enrollment for the different departments on campus and the need for future classrooms, we take this information to develop the FMP.

- i. Campus accessibility: parking and how do we access the campus such as drop off spots which is limited. Our recommendation will be to have a signaled intersection at Leland and Moorpark to have more cars coming straight into campus. Also making a connection between existing parking lots to promote accessibility and also improve drop off locations.
 - ii. Other buildings on campus are recommended to get relocated, such as adding a building to the current Business building and move all administration in this building. *Maps were shown on the power point presentation given.*
 - iii. The plan is to use the current buildings SJCC has and being able to build/relocate/enhance other buildings without having to spend resources on temporary housing.
 - iv. Funding: Where is the money going to come from? The team is mindful about the cost of these projects. There is a state project that can potentially qualify SJCC to get one building every two years based on the year current building was made. But State funding will not cover all costs, so you will need to go out to the community and ask for extra funding. Our group will try our best to put an SJCC building in queue for the State to fund.
 - v. Summary: These modifications improve access to the college, increases parking on campus, and improves pedestrian movement on the campus and thus safety, also a purposely built student quad. The college has many relatively new buildings, so by the time all these recommendations get done; it will be a new college.
- Accreditation Update – We had being meeting with Accreditation Consultant Bob Pacheco who has given us very valuable feedback on the accreditation process. Something new that we have to do for accreditation as part of the Self-Evaluation Process is the Quality Focus Essay, this is just supposed to be two or three overarching initiatives that the college wants to undertake to keeps its quality improvement. The policies and procedures will be the first element of the QFE and will help make things happen. Bob referred to a Decision Making Governance Manual where we can include these policies and procedures. A second part of the QFE will be the implementation of the Ed Master Plan. The third component will be the budget allocation model, asking the question on how is the budget for the college allocated. The idea is to determine what the budget for the college is and submit the request to the district office because it is not done that way. Part of the self-evaluation is to say where we need to work on. Our Tri-Chair committees on the different standards and receiving constant feedback from Bob Pacheco.
 - Partnership Opportunities - none
 - CIO Support for Accreditation Task Force – VP Graham will send information about this item on an e-mail to committee members.
 - IEPI - VP Graham will send information about this item on an e-mail to committee members.

- **Agenda Items Requested and Referred to Other Committees:**

- None

- **Comprehensive Committee Reports (10 minutes each):**

- Facilities and Safety Committee – Joe Andrade, No changes in our charge.
 - i. Annual Goals/ Updates – Fire drill scheduled for the 18th and the 19th. A couple of buildings will be selected. Looking at improvements on the GE classrooms such as painting the walls, etc. Irrigation – Water conservation, funding from the state, we are getting syntetic turf to replace grass in front of the GE quad. The district submitted the request to the State and we are just waiting for the approval. Updates: Campus Development Projects Update, Safety/Security updates, PE Construction/Plan, Elect of chair and co-chair. Committee Goals: Campus Water Faucets, Charging Stations.
 - ii. Challenges/success/accomplishment – PowerPoint presentation will be forwarded to Claudia.
 - iii. Membership – no student representation
- Strategic Planning Committee – Dean Sean Abel, the charge was reviewed and CAC approved them a couple of weeks ago, we also have our goals listed on the worksheet. Two major discussion items we are working on are
 - i. Purpose of the 2016 retreat – We ask that Byron and Duncan to come to our next meeting.
 - ii. Committee structure - How to move forward with remaining KPIs
 - iii. Challenges/Successes/Accomplishments
 1. Full membership is an issue-missing two faculty and one student, although a student has now expressed interest
 2. Success-reviewed the integrated handbook
 - iv. Recommendations to CAC
 1. Approve updated Committee Self-Eval form
 2. Approve Integrated Handbook (reviewed on projector) – some recommendations were made from CAC members.

- **Standing Committee Updates (2 minutes):**

- **Academic Senate:** Larry Harris updates that there has been a lot of discussion about discretionary funding.
- **Campus Technology Committee:** None
- **Diversity Advisory Committee:** None
- **Facilities/Safety Committee:** Gave a comprehensive report.
- **Finance Committee:** None
- **Student Success & Equity Committee:** None
- **President / Vice President's Updates:** There is a lot of work for the college. Based on the feedback from consultant Bob Pacheco. Hiring: Certain positions are interim or a continuation from previous positions. We are looking for funding to see how we can support the new positions. Big part of it is budget, how many positions we can afford, etc.

- **Other (2 minutes):**

- **ASG: Announcements (2 minutes)** – ASG votes on a \$3,200 Thanksgiving Dinner. It will be a big event. WE are developing a student live newsletter and it should be live this weekend.

Meeting Adjournment:

- **Meeting adjournment at 11:13 AM**