

San José City College  
 Advisory Council  
 Location: SC-204  
 9:00-11:00 a.m. Minutes  
 February 20, 2015

**Members Present:**

MS	FACULTY	CLASSIFIED	STUDENT
MSC-Duncan Graham MSC-Joe Andrade	AS-Pat Space AS-Jesus Covarrubias	CSEA-Corinne Salazar CSEA-Laura Garcia	Larry Harris Kulwaran Sandhu

- **Absent Members:** AFT 6157 Representative, Andrew Phelps, Alva Long, Elaine Burns, Sean Abel, Javier Chapa
- **Committee Proxy:** Margaret Muench for Jesus Covarrubias
- **Minutes:** Sandra Gonzalez

**Call to Order:**

Meeting called to order by Vice President Duncan Graham at 9:12 am

**1. Welcome and Introductions:**

- Dr. Fredrick Trapp and Dr. Stan Francus of Cambridge West; Christopher Becker, Follett Store Manager, and Jacqueline Velazco, Follett Assistant Store Manager

**2. Adoption of the Agenda:**

- Pat Space motion to approve agenda  
**Motion Carries**

**3. Approval of February 6, 2015 Minutes/Suggestions:**

- Margaret Muench Motion to approve meeting minutes  
**Motion Carries**

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

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

**6. Action Item:**

**7. Information Items:**

- **Educational Master Plan-SJCC External Environmental Plan Presentation:** Dr. Fred Trapp presented a power point of an overview of the external environmental plan. The power point will be available on the San José City College website.  
Dr. Fred Trapp and Dr. Stan Francus met with the division deans yesterday, February 19<sup>th</sup> and will return on March 26<sup>th</sup> and 27<sup>th</sup> to continue the interviews.

**8. Discussion Items:**

- **Formation of Ad-hoc Bookstore Advisory Committee:** Christopher Becker, Follett Store Manager, and Jacqueline Velazco, Follett Assistant Store Manager, came to speak with CAC to start the formation of a Book Store Ad-hoc Advisory committee. The advisory committee would provide guidance to the campus bookstore. The committee should solicit information from faculty, administrators, staff, and students for discussion and

then report back resolutions. They are looking for individuals to participate on this committee. The meetings would take place once a month and the hope is to begin sometime in late March. Once it is determined who will be participating on the Ad-hoc Advisory committee the time and days of the meetings will be established.

**9. Agenda Items Requested and Referred to Other Committees:**

- None

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

- **Facilities/Safety Committee:** Joe Andrade presented the updates for the committee. The committee is using the charge that had been revised in May 2014. The charge seems to be working. Since the merging of both Facilities and Safety committees it has been successful with items getting addressed.

Items that have completed to date:

- Emergency notification system
- Active shooter training-June 2014
- All administrators completed NIMS/SIMS training
- Installation of 9 emergency blue phones around campus
- CCT Pilot Program
- New lighting installed in the parking lots
- Perimeter fencing and new gate on west side of campus
- Landscaping: removal of 86 trees
- Hiring of security guards during the first two weeks of school.
- The committee is in process with the ongoing emergency preparedness and security master plan. It has been approved in October 2014. There is a table top exercise simulation on March 5<sup>th</sup> & 6<sup>th</sup> 2015.
- Reviewing the access of the doors and hard wares across campus and security camera locations
- Signage and way finding the design has been approved now the college has to work together with the architects. There will also be sidewalk repairs on the concrete.
- Interactive Map-Kiosk
- Lighting & assessment look to see how to brighten up the campus in the evening
- Launch of the cadet program. Looking to see how to add bicycle patrolling.
- PE building kick-off event. Ground breaking is projected in the fall.
- There are plans to do building improvements over the summer mainly in and around the GE building.

**11. Standing Committee Updates (2 minutes):**

- **Academic Senate:** Pass by laws on committees regarding attendance and update reporting. There will be an Academic Senate newsletter coming out soon.
- **Diversity Advisory Committee:** Next meeting is on Monday February 9, 2015
- **Campus Technology Committee:** No Report
- **Finance Committee:** Next meeting is on Monday, February 23, 2015 at 3:00 PM in SC-204
- **Strategic Planning Committee:** No Report
- **Student Success Committee:** No Report
- **President / Vice President's Updates:** Duncan Graham-with the ratification of the CBA with the AFT 5167 this will have a positive effect with the accreditation follow-up report

due on March 15, 2015. We will have a site visit from a visiting team of one or two individuals. They will review what we have written and submit their findings to the commission. The college will get a letter of response on our accreditation status whether we are off probation or on continued sanctioned. Once we are notified that we are off sanction and fully accredited the VPAA's office will submit substantive changes to the commission for our programs. The ACCJC does not need to approve these changes however; they do need to be kept informed.

**12. Other (2 minutes):**

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

- The ASG celebrated the Lunar New Year on February 19<sup>th</sup> with a lion dance in the student center and cafeteria.
- To increase safety awareness the ASG is urging students to walk in pairs

**Meeting Adjournment:**

- **Meeting adjournment at 10:54 AM**