

San José City College
 Advisory Council
 Location: SC-204
 9:00-11:00 a.m. Minutes
 March 06, 2015

Members Present:

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

- **Absent Members:** AFT 6157 Representative, Andrew Phelps, Alva Long, Elaine Burns, Joe Andrade,
- **Committee Proxy:** Margaret Muench for Jesus Covarrubias, Stacy Messenger Proxy for Laura Garcia
- **Minutes:** Sandra Gonzalez

Call to Order:

1. Welcome and Introductions:

- Stacey Messenger proxy for Laura Garcia

2. Adoption of the Agenda:

- Dr. Burns request to have the Student Success & Equity Committee's charge added as an information item on the agenda.

Sean Abel motion to approve agenda with the additional informational item

Motion carries

3. Approval of February 20, 2015 Minutes/Suggestions:

- Margaret Muench Motion to approve minutes as amended

Motion Carries

4. Public Comments (3 minutes):

None

5. CAC Committee Comments (2 minutes):

- Margaret Muench: The Educational Master Plan cannot be located on the website or the dates when the group will be on campus. It would be helpful to know the dates of future meetings and dates the group will be on campus. Margaret was told at the District Council meeting that the campus forums on student conduct and sexual assault would be held on Tuesday, March 10th.

Dr. Burns clarified that the meeting will be held on March 17th. There is not enough time to publicize the event.

6. Action Item:

- Accreditation Follow-up Report: Sean Abel motions to approve the accreditation follow-up report to be sent to the College President and the Board of Trustees for approval.

Motion Carries

- Ad-hoc Bookstore Advisory Committee-Tabled to 4/17/15

7. Information Items:

- Review of Student Success & Equity Committee Charge for action item at the 04/17/15 meeting.

8. Discussion Items:

- None

9. Agenda Items Requested and Referred to Other Committees:

- None

10. Comprehensive Committee Reports (10 minutes each):

- **Strategic Planning Committee:** Sean Abel- currently there is difficulty finding classified member replacements.
- The SPC began the beginning of the fall semester with a presentation on Professional Development day in and Re-presented the key performance indicators that they wanted to be worked on this semester. The attendees at that PDD selected KPI's they wanted to work on this year and possibly next year. The SPC also asked for suggestion on strategies on how to accomplish and spend several meetings on finalizing the document presented today. *Document will be available on website.*

11. Standing Committee Updates (2 minutes):

- **Academic Senate:** Margaret Muench- 1. Vice President Duncan Graham has asked to work with the Academic Senate to form an Ad-hoc committee on student achievement goals. This committee is to have numerical targets for course completion, transfer, certificates and degrees. Also work on prerequisites, co-requisites, and advisories. 2. The job description for the Dean of Library, Learning Resources, and Distance Ed has been pulled because there are not enough requirements on Distance Education. 3. At the last governing board meeting Vice Chancellor Doug Smith spoke on budget principles and spoke about 4.3 million dollars of one time funds available to the district and the District thought it would be a good idea to have 3 million set aside in a rainy day fund and distribute 500k to each of the colleges and 200K to WI. The faculty is concerned with the amount of money allotted to the students and the large amount set aside for a rainy day fund when we already have a large reserve and also in the way the process on which this was done. The board also expressed concerned about process and how input is made into these decisions. The board did not approve this and asked that the funding be looked at again.
- **Diversity Advisory Committee:** Elaine Burns- DAC is supporting the activities for Women's History month and there is a student essay contest there are some English classes that are working on the essays and there will be prize at the end of the month. There is an expenditure form available for funding for heritage months up to \$300 per event. There will be a workshop offered on race there was a video that was ordered and after there will be discussions on it.
- **Campus Technology Committee:** No Report
- **Facilities/Safety Committee:** Joe Andrade-There will be safety training held today for Administrators and the emergency response team on campus. There was a lighting survey around campus and there are areas that are dark and they will be placing wall packs around the GE building and other dark areas
- **Finance Committee:** Next meeting is on Monday, March 9, 2015 and the budget hearings will be on Friday, March 13, 2015 starting at 8:00 am
- **Student Success Committee:** Review the charge. The committee also did equity and triple SP updates to keep everyone informed of the progress and the budget. The BOT has approved to have some of the monies to go back to EOPS and to book grants, and student help hourly. There will be more direct services to students and hoping to

increase the counseling hours. The remaining amount will be used to set up a book and supply fund for Veterans and Foster Youth. There will be more outreach efforts such as supplies and materials, marketing ads, student tutors, and On-course training. For student success efforts there is now a counselor available one night a week for the evening students, and extended library hours.

- **President / Vice President's Updates:** No Report

12. Other (2 minutes):

- **ASG: Announcements (2 minutes)**
 - Cody Mowbray- Attended the VTA BOT meeting to try and negotiate some type of plan to allow bus passes for students. There is a lot of work that needs to be done but it seems like it is moving forward in the right direction.
 - Student Elections will be coming up and there will be candidate workshops on Monday, March 16th and again on Thursday, March 18th
- **Announcements:**
 - Corinne Salazar-Spring Cleanup day is on Wednesday, March 12th and Thursday, March 13th. This will be an opportunity to dispose of unwanted office clutter.

Meeting Adjournment:

- Elaine motion to Meeting adjournment at 10:54 AM
Motion Carries