

San José City College
 Advisory Council
 Location: SC-204
 9:00-11:00 a.m. Minutes
 November 7, 2014

Members Present:

MSC	FACULTY	CLASSIFIED	STUDENT
Duncan Graham Sean Abel Joe Andrade	AS-Pat Space AS-Jesus Covarrubias AS-Michael Divinia AS-Javier Chapa	CSEA-Sue Hager CSEA-Deanna Herrera CSEA-Laura Garcia	Larry Harris Andrew Phelps Charlene Lilie Alva Long Kulwaran Sandhu

- **Absent Members:** Heidi Hoffman, Elaine Burns, AFT 6157 Faculty, Bruce Geer
- **Committee Proxy:** Margaret Muench proxy for Jesus Covarrubias
- **Minutes:** Sandra Gonzalez

Call to Order:

Meeting called to order by Duncan Graham 9:07 am

1. Welcome and Introductions:

2. Adoption of the Agenda:

Sean Abel Motion to approve agenda

Motion Carries

3. Approval of October 17, 2014 CPC Minutes/Suggestions:

Larry Harris Motion to approve meeting minutes

Motion Carries

4. Public Comments (3 minutes):

None

5. CAC Committee Comments (2 minutes):

- Andrew Phelps- Has been working for several years to bring the issue of domestic violence on campus. The current issue of the AFT journal has an article written by David Yancey. Andrew would encourage the college to add domestic violence into course curriculum.
- Michael Divinia- There is three things he would like to point out. First, there is need to hire a webmaster. We still don't have this position filled here on campus. Srinivasan Mandyam was the last webmaster here on campus. If the position is opened up within the next six months Srinivasan would have to be offered this position because of contract obligations. Michael Divinia proposes that the position be re-opened and Srinivasan Mandyam appointed to the position. Second, faculty mailbox size are limited. The faculty's mailboxes are always full because the mailbox size is limited. Finally, Michael would like to propose the co-chairs communicate with the President that there is still an administrator vacancy on the CAC. How long does it take the President to appoint a member to CAC?

6. Action Item:

None

7. Discussion Items:

- **Educational Master Plan:** We'll be hosting an Educational Master Plan kick-off on Friday, November 21, 2014 at 9:00 am. This will be an open forum. We do have a banner on the webpage announcing the kick-off event. This will be the focus of the CAC meeting on this date. We will also be sending out invitations out to the homeowners association that are in the area. Fred Trapp is the liaison with Cambridge West who will be leading the Educational Master Plan. We have asked Fred if there are any questions he has of the CAC or any information to provide prior to the kick-off.

This was also announced at the Academic Senate meeting on Tuesday, November 4th. We hope the ASG can take this information back to their constituent group. We have not heard back from the ASG if they will be meeting with the Cambridge West group.

- **Standing Committee Charges:** During the last couple of weeks we have been receiving the standing committee charges. We will put these in the CAC drop box and email them as well to the CAC members.

The committee proceeded to review and make recommendations to each committee charge for the following charges: Finance committee, Campus Facilities and Safety, Diversity Advisory committee, Instructional Policies & Curriculum Committee, Professional Development Committee, SLOAC Committee, Student Success Committee, Campus Technology Committee.

It is recommended that all committee charges follow a standard template for committee charges.

The sub-committee of the CAC can review items such as setting charge templates, time line for posting agendas and minutes, and membership.

8. Information Items:

- **Abstentions:** Vice President Duncan Graham referred to Robert's Rules of Order.com Do abstention votes count?

Answer:

In the usual situation, where either a majority vote or a two-thirds vote is required, abstentions have absolutely no effect on the outcome of the vote since what is required is either a majority or two thirds of the votes cast. On the other hand, if the vote required is a majority or two thirds of the members present, or a majority or two thirds of the entire membership, an abstention will have the same effect as a "no" vote. Even in such a case, however, an abstention is not a vote and is not counted as a vote. [RONR (11th ed.), p. 400, ll. 7-12; p. 401, ll. 8-11; p. 403, ll. 13-24; see also p. 66 of RONRIB.]

What this is stating is that an abstention does not count as a "no" vote.

9. Agenda Items Requested and Referred to Other Committees:

No items

10. Comprehensive Committee Reports (10 minutes each):

- Facilities/Safety Committee: Not Available
- Strategic Planning Committee: The SPC committee reviewed and revised their charge on September 25th and sent it forward to the CAC for approval.

The SPC goals, update, and action plans:

- Review May 2014 Retreat-Completed
- Present results of May '14 retreat to campus community-Completed
- Gather information regarding KPI strategies-Completed
- Review KPI strategies-In Progress
- Assign KPI strategies to Campus workgroups, committees, and/or offices-12/14-2/15
- Set baselines for KPIs-In Progress
- Present report to Campus Community-Late Spring '15 PDD
- Present report to SJECCD Board-May 2015
- Hold Spring retreat-TBA

SPC Challenges, Successes, Accomplishments:

- Finding our way-highly improved
- Finding useful data
- Modifying KPIs to fit State observed data
- Revising Charge
- Involving the Campus-wide community

Sean also reviewed success rate data from fall 2011 to spring 2014. The SPC membership is consistent but they are still looking for student representation.

11. Standing Committee Updates (2 minutes):

- **Academic Senate:** Margaret Muench: the Academic Senate voted on five motions: first, to have the completed program reviews posted on the college website, the AS approved the Student Success Plan, there is a complaint the AS is sending to the state concerning the accreditation process and why they placed SJCC on probation. Voted to improve the relationships between the AS and the AFT 6157 union by establishing a sub-committee where certain issues overlap. They also approved the program viability policy.
- **Campus Technology:**
- **Diversity Advisory Committee:**
- **Finance Committee**
- **Student Success Committee:**
- **President & Vice President's Updates:**

12. Other (2 minutes):

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

Meeting Adjournment:

- Michael Divinia Motion to adjourn at 11:06 AM
Motion Carries