

Academic Senate SBVC	AD/SS 207 3:30 - 5:00
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Minutes of December 9, 2015

Time	Topic	Discussion	Further Action
	Call to Order		
	Approval of Minutes from November 18, 2015		Motion by J Lamore for approval of the Minutes of November 18, 2015 2nd by J Banola Voice vote – unanimous save one abstention
	President's Report	<p>President's Verbal & Written Report: J Gilbert reported on the following (attached):</p> <p>College President Search: will begin in March 2016. J Gilbert will work with Lisa Norman on a timeline and committee structure; an Academic Senate and CTA appointee will serve on the screening committee. Volunteers are welcome.</p> <p>Chancellor's Advisory Council: (expanded Chancellor's Cabinet) has been formed by the Chancellor; it will meet monthly (Oct through April); membership includes Chancellor, College Presidents, vice chancellors of HR and Fiscal, associate vice chancellor of Office of Technology & Education Support Services (TESS), Academic and Classified Senate Presidents, Management Association President. First meeting: Feb. 22.</p> <p>District ACCJC Task Force Meeting: fifth meeting was Dec. 4; an update was given for District recommendations. Progress is being made on all, though some will not be resolved before the site visit in March/April. The task force will only meet again in early Spring in response to major changes.</p> <p>Executive Senate: will meet Jan. 13 at 2:00 p.m.</p> <p>Next Board Meeting (Dec. 10): J Gilbert will present the resolution regarding reserve funds: 1) lowering the level from 15% to 10%, 2) splitting the FON between both campuses. Despite the 8 recent hires, SBVC still has 15 vacancies (CHC has 3) and cannot meet its FON obligations unless some are filled. Every deficit point costs the college a penalty of \$80K.</p>	

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	New Business	<p>Education Master Plan: Shaun Blaylock, director of Alma Strategies, Sacramento master-planning financing firm, gave a report. They represent 30+ CC districts throughout the state and perform tasks such as master planning, state capital outlay. “We are the ones who get money from the state to build your buildings.” They are also architects, facility planners, and space inventory analysts. District formed a group including S Stark, H Kinde, and CHC personnel; the goal was an integrated and budget-driven facility master plan explaining why funds are committed to certain things (required by accreditation). “The process is as important as the product.” Blaylock stressed this is to be the college’s plan, not the district’s. An information sheet was distributed detailing Master Planning Relationships:</p> <ol style="list-style-type: none"> 1) State Chancellor’s Strategic Plan 2) SBCCD Strategic Plan (Board Imperatives) 3) SBVC / CHC Strategic Plan 4) Educational Master Plan (where we are and will be in next 5-15 years) 5) Technology / Matriculation / Enrollment Management / Budget / Student Equity / Grants / Marketing Plans 6) Facilities Master Plan <p>“Education drives facilities (not vice versa).” He noted that Chancellor’s Cabinet, District Assembly, and Board of Trustees only have consultant functions. The District Strategic Planning Committee (DSPC) represents all constituents in the district. It, along with both College Councils and the District Office Implementation Committee, are the four working groups. College Councils gather information and then make EMP recommendations to the DSPC, which are then forwarded to the Board of Trustees. There will be 3 distinct area master plans: 1) SBVC (educational and facility), 2) CHC, 3) District office (focus on business services). Colleges will begin receiving drafted chapters beginning in January 2016, along with a draft of a table of contents.</p> <p>A Aguilar-Kitibutr asked about both the study groups’ and consultants’ vision relating to both campus expansion and earthquake fault lines criss-crossing current properties. The consultants described campus-use and space analyses and how the state evaluates space use vs. generation of WSCH, along with time vs. space usage, e.g. increased space utilization during off-peak times like Fridays and Saturdays and after 4 p.m. (State Chancellor’s office considers Mon – Sat, 8 a.m. – 8 p.m.). The state standard for office space is 110 ft² per FTEF, including reception areas and workrooms. Some office spaces can be reclassified in a way that brings additional funds to the college.</p>	

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	Old Business	<p>J Stanskas asked if the consultants had access to the previous planning blueprints (circa 2002); the answer is yes. The consulting group will be attending monthly College Council meetings.</p> <p>Student Drops and Financial Aid: Amber Gallagher, Director of Financial Aid, gave details about refunds of student aid. The Department of Education releases funds predicated upon full attendance; when students drop, they must pay back unused portions depending upon the timeline (none after the 60% withdraw deadline). Auditors were close to applying sanctions if the college did not comply; R Shabazz expressed appreciation for Gallagher and her team because the college was potentially risking millions of dollars. Three weeks ago, SBVC's analysis of the situation was accepted. Grades of D and F do not require refunds as do W's. Completion rates are calculated as number of units attempted divided by units completed (even with D or F grades). W's affect student's enrollment status, academic standing at the college, and BOG eligibility. She stressed the importance of students completing their Free Application for Federal Student Aid (FAFSA) between January 1 and March 2; returning students tend to do poorly at meeting this deadline compared to 90% of new students. Application open dates are moving to the prior October. Financial aid delivery rates have gone from 28 weeks down to now 10-12, partially due to increased use of Auto-Packager. Ms. Gallagher is committed to the goal of getting to 8-10. A grade of W counts toward attempted units; most programs cap at 90 in terms of financial aid (petitioning is usually possible).</p> <p>National Health Survey: Elaine Akers said the surveys, done every three years, are scheduled for Feb/March 2016. They are useful for setting campus priorities. Eight hundred completed surveys are needed for a robust sampling; J Smith will help randomly select classes, but volunteers are welcome, especially to fill a date with unavoidable absence (the survey takes most of a full hour). Data is then available on the research/planning web site for professor and combined CCC cohort use, and can be helpful when applying for grants. A report was distributed (attached) detailing past survey data about student health.</p>	

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	Committees	<p>Ed Policy - no report Student Services - no report. Personnel Policy - no report. Career & Tech Ed - no report. Financial Policy - no report. Equity and Diversity - no report. Legislative Policy - no report. Elections - no report.</p> <p>Curriculum – L Hector said letters of intent for the chairperson's position will be due in Spring to begin in Fall 2016. The committee will be considering AP 4022.</p> <p>Program Review – Needs Assessment rankings will be out December 14.</p> <p>Professional Development -</p>	
	Additional Reports	<p>College President's Report - SBCCD-CTA - District Assembly –</p> <p>College Council – worked on Educational Master Plan. J Gilbert has extra handouts sharing internal/external data.</p>	
	Public Comments	<p>H Crogman: expressed concern for the timeline of the campus response to the active shooter situation from December 2. Personnel were assured the campus was safe when, in reality, there was no way to know that. He noted that other campuses were closed within twenty minutes while SBVC, with possible shooters within three miles, took five hours to close. Senate needs to create a policy for future use. J Gilbert said S Stark had discussed the issue at College Council.</p> <p>J Murrillo: addressed the reality of disabled students needing assistance coping with such an emergency; summoned police were obliged to wait with them for buses to arrive.</p> <p>A Alsip: said the county does have transportation plans in place to help remove commuters from a danger area.</p> <p>E Akers: the campus needs a behavior intervention team to help monitor high-risk students, both for their own success and also campus safety. "People don't know what to report, how to report; they wait too long to report." In such moments, calls to a real person are better than emails. A Alsip added that software is available to help with such scenarios.</p>	

