Meeting Notes

Attendees:
Ricky Shabazz  President
Minou Spradley  Acting Vice President, Instruction
Robbi Ewell  Chair, Institutional Technology Council
Trudy Gerald  Administrative Representative
Jan Jarrell  President, Academic Senate
Justin Akers  Past President, Academic Senate
Nadia Mandilawi  President, Chairs Council
Sean Ryan  Vice President, Classified Senate
Susan Murray  Dean, Institutional Effectiveness
Andrew Leal  Vice President, Associated Students
Roxann Solis  Acting Vice President, Administrative Services
Denise Whisenhunt  Vice President, Student Services

Absent:
Susan Molina-Bibian  President, Associated Students
Erin Flanagan  Acting Public Information Officer

Agenda/Notes:

Requesting Action/Discussion Items (As Noted)

Approval of October 23rd, 2018 Meeting Notes (Ricky Shabazz)

Ricky Shabazz requested a motion to approve the meeting notes from October 23rd 2018. Trudy Gerald made a motion to approve. Minou Spradley seconded the motion. No discussion. Unanimous approval. Motion carries.

Commencement Planning Presentation (Marciano Perez/ Denise Whisenhunt)
Agenda item to carry forward to November 27th, 2018 meeting.

Foundation Scholarship Information (Roxann Solis)
Dr. Shabazz requested to have Sid Voorakkara and/or Michael Taylor of the San Diego City College Foundation attend the next College Council meeting to address San Diego City College Foundation scholarship efforts. Dr. Shabazz provided an update regarding the Foundation’s recent account evaluation, and the determination that approximately $106,000 of discretionary funds was determined available for use to contract an Executive Director for the Foundation. He also noted that the Foundation board is comprised of SDCC staff, as well as industry partners and community leaders. The goal of the Foundation is to hire a director that will raise funds approximating $500k to compensate
both the director and to increase their overall fundraising. Roxann Solis provided a scholarship budget and noted that the principal in the accounts designated for specific purposes is not affected, as the interest that has accumulated over several years is what is being deemed discretionary. The Foundation is working with Wells Fargo Bank to maximize their profitability from their accounts. There will be a forthcoming fundraiser associated with the opening of the A Building that will be announced.

**Vision for New Success Goals (Ricky Shabazz)**

More information is expected regarding the requirements for the state mandate. Susan Murray clarified that in December 2018 SDCC must indicate that it intends to submit their goals by May 2019. A handout was provided that outlined the initial state information. Dr. Shabazz tasked Dr. Murray to evaluate this information in MPAROC for review and implementation.

**Guided Pathways and the New Consolidation SSSP, BSI and Equity (Susan Murray)**

Dr. Murray presented a power point on SEA and Guided Pathways Implementation. Dr. Murray stated that about half a dozen staff attended training by the state chancellor’s office a couple of weeks ago regarding the new version of the integrated plan. The new plan will be known as SEA, Student Equity and Achievement. The intent is to tie the vision of success with Guided Pathways. Dr. Murray outlined the goals that were set and discussed the difficulty of meeting certain goals, such as transfer rates to CSU and UC schools. She noted that the state edict is that Guided Pathways is a framework and mindset driving to optimize systems and college coherence in order to advance the vision for success. SEA consolidates the funding and reporting for SSSP, Basic Skills and Equity to create an integrated approach to improving student success and eliminating achievement gaps for students from traditionally underrepresented groups. Jan Jarrell asked about the reporting aspects of SSSP, Dr. Murray stated that the reporting aspect will change in that it is no longer required for SSSP, but that we will still be required to have an equity plan. She noted that we will still be expected to provide the core matriculation services, but we are not counting them and using them as a basis for funding. We are required to do annual expenditure reports to represent how we spend our funding. The base line for rolling out the new program is going to be the 2017/2018 funding year. Ms. Jarrell asked where we stand with expending the current funds for which the model will be developed. Ms. Solis said that for SSSP and Student Equity funding, the finance is calendared from July 1st-June 1st and there are extensions to December that are allowed. The funds that are left over are rolled over as a beginning balance for the next fiscal year. If you do not spend the money in the funded year, it can roll over to the next. Ultimately becoming a two year cycle. Neither Dr. Shabazz nor Ms. Solis are supportive of this funding process, as the rolling over of funds creates a difficulty in assessing whether the funding is really working to account for actual cost impacts. The three accounts of funding have different timelines, managers, and restrictions. Dr. Murray indicated that there is some consolidation needed on the state level to address some of the anomalies. Denise Whisenhunt highlighted that the current funding model that ties the education plans with staffing for counselors, is difficult to judge and prepare for, as staff costs increase due to the need to create resources for students but is not necessarily reflected in the budgets provided. Dr. Murray reviewed the aligned resources and programs to put students first, and how the consolidation of the state plan is to be used to integrate a better student experience. She provided details on how Guided Pathways at City tie to the four pillars. The Guided Pathways committee at City are working to be very deliberate in making equity minded decisions in how the program is developed and to turn the internal conversations to ones that affect the students directly. Dr. Shabazz asked that the Academic Senate take on this challenge and possibly make a recommendation as to how we as a college intend to address the impact to committees and their focus. He is looking for input on how we use this information to possibly adjust our current needs and goals. He would ask the same of Dr. Whisenhunt and Student Services that they meet within their committees and make a recommendation to College Council.
Accreditation Overview for Visit on November 7th, 2018 (Susan Murray)

Dr. Murray noted that we are in the home stretch for the accreditation team visit tomorrow. She presented a one page summary report that contains a flow chart that shows how the information flows from program planning to program review and resource allocation. We have one recommendation we are focused on which is our assessment of student learning outcomes. The schedule for tomorrow is organized around this aspect. Participants will have an opportunity to show how they use planning and evidence to request resources in the way of budget. All of this is documented in task stream. The team will meet with faculty last, regarding 10+1 to validate that the faculty has had a voice in the process over the last year and a half. Dr. Shabazz commended Dr. Murray and Aaron Detty, as well as all those that had a role, in a huge accomplishment in positioning the college in a successful accreditation visit the last time, and anticipates a good visit tomorrow. He noted that during the mock visits yesterday, it was refreshing because there were great examples of faculty talking through how they use the process and then tying it into the budget. Dr. Shabazz and Dr. Murray stressed the importance of the process being organic, and that the individuals feel they can explain the process and how they had an opportunity to advocate for a need within the process. They both recommended to Nadia Mandilawi and Ms. Jarrell to share with faculty, that they should explain their experiences in their own words, in lieu of adopting the terminology associated to the process, for a more natural interaction. Dr. Murray’s one-page summary is designed to assist with this process. Ms. Whisenhunt noted that great strides had been made in Math and English that show continued quality and improvement that will evidence all the great work and concurred with the sentiment that the visit was an anticipated success.

Request for Space Process and Forms (Roxann Solis)

Dr. Shabazz stated that the request for space forms, will be presented to the Executive Cabinet before coming to College Council, in order to assess costs or secondary effects to make sure the District can support the request. Should capital improvements be warranted then the Exec Cabinet will be able to review and determine that the funding is available. Ms. Jarrell asked if there would be a list available of available space. Dr. Shabazz stated that each request will need to be submitted via the new process in order to streamline and make sure there is no opposition to a requested move. If there is an issue or conflict with a particular space request, then it will be brought to College Council for a vote. At the next meeting there will be the space process and forms for review. Dr. Shabazz stated that the only classrooms that will not be returning to classroom use after the transition, are the spaces occupied by Administrative Services in the R Building. Dr. Shabazz asked Ms. Solis to email the number of offices and classrooms that will go back on line after the relocations. Dr. Shabazz indicated that there is no proposal to change the way classes were assigned to a school. The footprint is now larger and there are more classrooms and spaces than prior to the construction. He noted it would be a matter of scheduling, but there will space to conduct any scheduled class. Furthermore, he noted that student demand will drive the scheduling and thus the need for classroom space to coincide. Ms. Jarrell clarified that for faculty it is about having classrooms and offices in close proximity in areas that are available to request as needed. Almost every discipline has expressed that they need classes with computers and other needs and this does allow an opportunity to evaluate some larger open rooms and how they can best be used.

Update on ADT Move (Roxann Solis)

Ms. Solis reported that group one moved successfully today. They are now finalizing issues with group three. There will be updated emails on how that is going. Ms. Jarrell asked when the Academic Senate office is to move, and Ms. Solis noted that she just found out that it should be mid-December but will confirm before distributing that information officially. As for fobs and keys, Cristian Rincon has been working to get them distributed to everyone, if you have not requested your keys, please do so. Dr.
Shabazz noted that he is aware of the lock concern in the new building, and he has been speaking to Chris Manis and the district to come up with a solution for the locks on a timer that should the need arise to lock the door it would be possible.

Report from the President (Ricky Shabazz)
Tonight is Taco Tuesday night, a reminder to join President Shabazz and bring a guest.

Announcements

Minou Spradley and Jan Jarrell discussed and concluded that the release time process would return to the Academic Senate for review.

Ms. Solis asked that College Council members look at the handouts and provide feedback, primarily for items that need to have visibility, such as reassignments, retirements, etc., so that visibility is good. She will also send out the flow chart for the signature process via email. The process will also be sent with the minutes for review.

Reports from Constituency Groups tabled for next discussion:

Classified Senate (Awana Payne)
Associated Student Government (Andrew Leal)
Administrative Representative (Trudy Gerald)
Academic Senate (Jan Jarrell)
Master Planning, Assessment & Resource Oversight Council (MPAROC) (Susan Murray)
Instructional Cabinet (Nadia Mandilawi/Minou Spradley)
Student Services Council (Denise Whisenhunt)
Institutional Technology Council (Robbi Ewell)
Report from Administrative Services (Roxann Solis)
Report from Institutional Effectiveness/ALO (Susan Murray)
PIO (Erin Flanagan)

Meeting Adjourned 4:03 pm