Meeting Notes

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

Absent:
Trudy Gerald  Administrative Representative
Erin Flanagan  Acting Public Information Officer

Agenda/Notes:

Requesting Action/Discussion Items (As Noted)
Welcome to college council and thank you for coming.

Approval of November 6th, 2018 Meeting Notes (Ricky Shabazz)
Due to the relocation, the printer in the President’s office is not set up, therefore draft minutes for approval from the November 6th and today’s meeting will be motioned for approval at the December 11th College Council meeting.

Contemplation Room (Shams Juhdi)
Student Shams Juhdi thanked everyone for allowing her to be here and to present to the College Council regarding the request for a Contemplation Room on campus. Ms. Juhdi is presenting on behalf of students, especially Muslim sisters, who are having difficulty finding a clean, safe place to pray without interruption. She noted that she and her fellow students of Muslim faith are obligated to pray 5 times per day, and professors cannot always give up their spaces due to meetings, although they always try to accommodate and support everyone. Some students are praying in open spaces, in the grass and other seemingly open areas in buildings. It is difficult to find a space that the students can meditate or pray to release stress and anxiety that is quiet and uninterrupted, so that at least 3-4 minutes can be spent preparing their mindset for this practice. By providing a room, no furniture would be necessary, that
can be closed from outside noise students would be able to relax their bodies and minds. Dr. Minou Spradley asked if the room would need any gender restrictions for its use. Ms. Juhdi replied no, the space would be open and available to all students, either gender, any religion and for meditation purposes. Dr. Spradley noted that safety would be a concern as we are located downtown. Mr. Justin Akers thanked Ms. Juhdi for presenting this important topic, and asked as to whether the Council was prepared to have a motion made, and if so, he would be happy to make a motion in support of a Contemplation Room. Dr. Ricky Shabazz concurred, that the purpose of the presentation was to allow College Council to be informed and that a motion could be rendered.

Mr. Akers made a motioned for support of the Contemplation room at San Diego City College, Ms. Nadia Mandilawi seconded the motion. Discussion was offered, and Ms. Suzy Molina asked as to whether there would be security and safety measures like other spaces on campus. Dr. Shabazz noted that he has a meeting with other students that brought this suggestion forward tomorrow evening. He noted that this is not a request for a program like SUBIR, which is part of the Title V grant. This is a request for space for any student who wanted a place for prayer, quiet, meditation. Ms. Molina wanted to know how the space would be monitored or controlled for safety. Dr. Shabazz tasked Dr. Denise Whisenhunt and Student Services to establish guidelines and rules for the space. He reiterated that this would be an open space with multi uses, not only for prayer. Dr. Spradley commented that she had visited the Contemplation Room at CSU San Marcos, where a range of activities were in process in their space, and our space would need to have the same openness. Ms. Awana Payne asked if this would include employee use of the space, as this had been previously requested as well. Dr. Shabazz indicated yes, it would be for all employees and students. Dr. Robbi Ewell agreed with the concept of the room while noting that there would be the need to put an emergency phone or button should students need a quick response in case of emergency. Request for further discussion was made by Dr. Shabazz. The motion was put to vote, the motion was approved unanimously.

SDCC Foundation Scholarship Update (Sid Voorakkara and Michael Taylor)
Mr. Sid Voorakkara as Chair took lead on behalf of the Foundation, and also introduced Mr. Michael Taylor as Vice Chair, an alumni and veteran, both present to provide an update on the efforts on the San Diego City College Foundation. Mr. Voorakkara is honored to be a part of our campus and part of the community and considered it to be an anchor institution as part of San Diego, and the downtown community. He noted that the board of the Foundation is starting to do a bit of a reboot that many present members at College Council are already familiar with. He is excited for where the Foundation is headed to be in alignment with the goals of the campus in relationship to scholarships. He feels that he and Mr. Taylor have a symbiotic relationship that allow them to work off their strengths together. They have revived the constitution and engaged San Diego City College staff as board members. He noted that Dr. Shabazz is very responsive to them and reinforces the mission of the campus. Mr. Voorakkara noted that if the Los Angeles Community College District can raise $4 million per year for their foundation, we should be able to do the same. He noted that the effort would start by looking at the alumni of San Diego City College and that would be a powerful starting point. The SDCC Foundation is putting some new structures in place, like the website, including a link via City’s website, as well as building out the fund raising efforts more specifically and thorough assessment on the finance operations. He noted there would be an event in the first quarter of 2019 to kick-off the opening of the “A” building, as well as the hiring of an executive director as a consultant, whose primary function would be to help with the first upcoming event and pursue the fundraising goals. The SDCC Foundation board approved to use the available discretionary dollars to fund this position. The Foundation had also recently brought on board Mr. Josh Golter of Solar Turbines/NASSCO and from the Barrio Logan College Institute Ms. Lupe Sandoval, both are community leaders working in partnership with City in industry.
and in pathways to our campus for education. The Foundation will be looking to bring on other private sector companies to engage with our community and our students. They will also have a dedicated office space on the 3rd floor of the new “A” building, where the new executive director will be seated.

Mr. Michael Taylor discussed his views on the work taking place with the Foundation and finds the scholarship efforts to be the most important work they do. He reiterated that the primary focus was to first connect to the community of alumni to pursue fundraising, with those that would be willing to donate and connect to the campus. They will be planning events and corporate sponsorship efforts as well. They are going to slingshot the Foundation into the 21st century by a better use of social media, and he is working with Victor Chen, City’s web developer, to create a current and useful site. All of these efforts will be to remind alumni of their connection to our campus and community. Ms. Jarrell asked if there might be an option to have a faculty representative added to the Foundation board. Dr. Shabazz noted that had previously been the case and could be proposed to the Foundation. Mr. Akers noted his enthusiasm about connecting to the alumni, he asked in relationship to corporate sponsorships that the Foundation may work with, as to whether guidelines were in place or adhered to, as we are a social justice community and would want to be mindful of partnerships and outcomes. Mr. Voorakkara understood the importance and concern related to this aspect and as a result noted that the Foundation was now scheduled to have regular finance meetings going forward, to ensure adherence to the mission of the Campus and best practices. Dr. Shabazz clarified that the Foundation is a separate entity from the campus, so membership is voted on by the board. He would recommend that faculty that are interested in Board membership via the Foundation attend a board meeting and become familiar with the board procedures and to show their interest. The number of board members is currently nine, but that is something the board can vote on, there are bylaws and a constitution that govern their process. Dr. Shabazz noted that as it relates to Mr. Aker’s points about investments, that the current board had been notified that they were not responding to inquiries from Wells Fargo, their financial institution, for over ten years. Therefore, having an executive director would be needed to make sure that these aspects are governed well. He noted that Foundation receives checks that are sent from donors, and not solicited, so that the potential for increased funds was very promising once efforts to work with the community were really in action. Ms. Molina asked about student involvement in the Foundation. Mr. Voorakkara acknowledged that student involvement would be a great agenda item for the Foundation to consider. Ms. Molina also thanked the Foundation for their efforts and focus on scholarship opportunities for students. Dr. Shabazz asked that Ms. Cheryl Barker send out the upcoming Foundation schedule to the College Council members.

An unidentified Student Press attendee asked if a budget related question could be asked or added to the agenda items. Dr. Shabazz stated that agenda requests would need to be provided to his office in advance to adhere to Brown Act regulations.

Request for Space Process (Roxann Solis)
Roxann Solis noted that the Request for Space process is being re-implemented. She noted that we will not have a completed list of available space until the move is complete. The timeline will be adjusted accordingly. The form will be used to request a new space or new location for a new staff member coming to City College as well. Group 3 will be moving in December and a smaller group in February 2019. Ms. Molina asked if the Request for Space Process form was only for staff. Ms. Solis stated that if there is a new position that arises, then those positions are not accounted for in our current space plan, the hiring manager will need to request for new office space for those positions. Dr. Shabazz stated that it is not for students or clubs, those efforts would be submitted through the Student Affairs office. An example of the forms purpose would be the president’s office relocating from its original location to the
R building, and then vacating it. The spaces in the R building were previously classrooms, but as they are now available again, in order to avoid departmental conflicts the form is used to determine priority. He is asking for everyone to go back to their departments and explain that there is a process, to help eliminate issues. Ms. Molina asked if a student could follow the process to request space at College Council. Dr. Shabazz indicated no, not at College Council, it would need to still go through Student Affairs. Ms. Molina noted that she was tasked to return from SCCCC to request a lactation room. Ms. Solis noted that there are student lactation spaces. Ms. Mandalawi noted that faculty have been requesting a TLC resource center. Dr. Spradley acknowledged this request and stated that she is submitting via the process for it. Dr. Shabazz notified everyone that he has tasked Ms. Solis with reaching back out to the constituency groups for continued review of the form and process and that the date for completion of approval of the form and process would be in the Spring of 2019. Ms. Jarrell noted that Academic Senate received the revised form the day before and would need to review and bring it back to vote. She asked whether suggestions/changes would be considered and President Shabazz said yes.

Update on ADT Move (Roxann Solis)
Ms. Solis reiterated that we had successfully moved groups 1 and 2, group 3 would be in December, and a smaller group in February. Ms. Solis noted that to streamline issues that departments need to bring their items to the appropriate vice president. She noted that there are punch list items that are being completed. Signage will be 50% complete tomorrow, and then a second day of work should complete the signs next week. A note regarding use of the key fobs, if you swipe twice it will remain open for 11 hours, if you swipe twice again, it will lock the door. It has been noted that the courtyard areas are well lit but the corridors are not necessarily well lit. The cafeteria and/or bookstore project is still underway with electrical, and some lights may be on that project’s electrical system creating difficulties. Any items that are a safety concern are being addressed. The other item being addressed is the blandness of the gray. Dr. Whisenhunt in Student Services is taking the lead in working with our district architect to create signage. Ms. Zenia Torres asked to know when the cafeteria would be open to students. Ms. Solis indicated that we have been given a completion date for electrical of March 1st, but have not been provided with a date for completion of the cafeteria project. She will need to update everyone. As a result of the construction project, the cafeteria was unavoidably affected creating a larger project than was intended in relationship to the cafeteria. President Shabazz noted that with forthcoming bonds in 2021 or 2022 that he would advocate for the cafeteria and Saville Theatre to be upgraded and work through the other priorities. The cafeteria will not likely be open this spring, but Ms. Solis confirmed that the food truck agreements were being handled and that food would be available on campus.

Budget update (Minou Spradley)
Dr. Spradley noted that in the processes of finalizing FTEF for Spring Session, a lot of the classes in intersession are already full. There are a few classes that are still being filled. She stated that all of the schools reduced their FTEF considerably in order for us to come in based on our initial statements. Our nursing program has students in clinical settings and the ratio has been 1 faculty to 10 students. For example, if you have 60 students, you need 6 faculty. This spring our clinical partner has reduced our ratio to 1 to 6. This is not within our control and realizes it is not fair to cut all the other classes as a result. Her office is starting to do the calculations to remove nursing to its own category, so we are over budget by approximately $900K, and that budget overrun will have to be handled by the summer plan. We are looking to be at 30-40 FTEF. As part of figuring out how to cut our costs, Dr. Spradley has already circulated the forms from several years ago that had already been reviewed by shared governance regarding allocation of release time. She took the forms to Instructional Cabinet, and will be taking them to Academic Senate. She will bring all forms here in two weeks with a better idea of where
we are as we will be more informed regarding summer. She stated that the deans have provided data regarding popular classes. Last summer we were at 85 FTEF, and it is a drastic cut to go to 30-40 FTEF.

So the intersession and summer are the most impacted. Dr. Shabazz noted that one of the challenges we have is that we have limited resources, it would be nice not to have to cut and have to make class reductions. In the meantime, we are adjusting to a new reality that has been bestowed upon us by the state, which is now 70% enrollment and 30% performance based outcomes. With a new governor, he is optimistic this will be addressed. These changes are going to require the administration to work with faculty and classified leadership on how we bring our budget in line. While we have made tremendous success in certification, and degree completions, we will continue to have these challenges. This is also a concern on the student services side, with items like student equity and sssp funds. We have added a great number of councilors and staff, but we have not received a cost of living increase associated with these staff numbers, and that impacts the funding being used on aspects other than staffing. They will be looking at a reduction in staffing to be able to compensate. Dr. Shabazz will be working with our leadership, as people are coming to him uninformed regarding the situation. He noted that this is not about mismanagement, this is a by-product of the state moving to a new funding formula, a declining enrollment, and a fixed number of resources. He also noted that he will be working with Ms. Solis, as we had an unsuccessful search for VPAS, and he is asking Ms. Solis to stay on while we launch another search. Ms. Molina asked if we have enough students enrolling. President Shabazz noted that yes, and that in relationship to the state approximately ¾ of the state colleges are suffering low enrollment. Ms. Molina noted that this concern was heard at the SSCC and she stated how important it was for the students to be lobbying for enrollment as well. She wanted to thank the administration and leadership for their hard work at our great school in these endeavors.

Dr. Shabazz noted that the governor did allocate $50,000,000 dollars to hire new faculty, and he would preliminarily estimate that City could get 1 or possibly 2 faculty members, this is only an estimate. He noted that he would work with the VPI and Academic Senate on any upcoming hires and goal to do so in the spring.

President Shabazz then introduced our new Associate Dean of Outreach, Genevieve Esguerra, to College Council. Ms. Esguerra is looking forward to reaching out to all the constituency groups and working collaboratively.

On a final note he indicated, we will be discussing the signature process at the next meeting, and determine that folks are following the proper process.

4:03 adjourned.