

Skyline College Council
August 23, 2006

MEETING MINUTES

Attendance: Lori Adrian, Carla Campillo, Silvia Cervantes, Linda Herda, Vicki Morrow, Luis Padilla, and Regina Stanback-Stroud. Guests: Donna Bestock, Cathy Hasson, Sandy Irber and Skyline View reporters Kyle Chidester and Marian Mesia. Recorder: Linda Ghio

Absent: Linda Allen

Introduction of New Members

Vicki Morrow introduced the members of College Council, which include the college president and vice presidents, along with the presidents and vice presidents from campus constituent groups. Vicki introduced Lori Adrian, Vice President of Student Services, and Regina Stanback-Stroud, Vice President of Instruction. Constituent group representatives are: Academic Senate President Carla Campillo and Vice President Ray Hernandez; Classified Council President Linda Allen and Vice President Linda Herda; ASSC President Luis Padilla and Vice President Silvia Cervantes. Guests are: Donna Bestock, Dean of Social Science/Creative Arts and Accreditation Co-Chair; Cathy Hasson, Director of Research, Planning and Institutional Effectiveness; Sandy Irber, Director of Development, Marketing and Public Relations; and Skyline View reporters Kyle Chidester and Marian Mesia.

Review of Skyline's College Council Charter and Bylaws

Vicki described the college's approach to governance. Skyline has committed itself to a shared governance approach to decision making and the college wants to draw on the expertise of people affected by decisions. This philosophy has motivated the college to create this Council, and this configuration goes back about four or five years. The Charter and Bylaws have been in place during this time. They have been posted on the website. This document sets up a membership structure and a foundation for the functioning of the Council. Item 3 under Membership points out expectations of the members, including committing to ethical conduct and leaving lines of communication open. She also pointed out that each of the members speaks on behalf of their constituent groups and brings their special interests and knowledge. The group is obliged to be open minded. The group reviewed Item 2, Reporting to Constituents, under Communications. Vicki noted that it is essential that there be a strong link of communication back to the constituent groups so that the groups get the information, have time to formulate an opinion, and are able to advise their representatives on the Council. As the Council works through an issue, we need to set it up so that members are able to collect information in time to go back to the various constituent groups. Occasionally there are visitors who come to the meetings to update or give information on a particular topic. They can engage in the conversation, but the formal decision making is the responsibility of the Council itself. The Bylaws state that the agenda should be distributed two weeks ahead of time, which is a valid goal. It calls for one thing the Council hasn't done, which is an

annual report. Vicki has drawn from her regular *Skyline Shines* reports for her draft of the first annual report.

Vicki said she envisions the College Council as the peak of the pyramid or as a super committee. All the work of the campus committees comes up through the College Council. For example, the Health and Safety Committee made a recommendation on smoking which came up to College Council. The committee developed the approach and a recommendation to the College Council and then the Council made a few corrections to it and put it into action. Vicki said the Bylaws state that members of the Skyline College community may request that an item of College concern be placed on the agenda by contacting their constituency representative at least seven working days prior to the next regularly scheduled meeting. Regina said that she felt that it was helpful for Vicki to stress that the Council is the keeper and the guardian of the college's processes. Vicki said the Council also discusses how it is going to make a decision, who should be involved, and the timeline, process, and venue for the conversation so that colleagues across the college know that we are going about it in a sensible fashion. Lori said she spoke with the ASSC and stressed that at Council meetings everyone's voices are equal. Vicki asked Linda Ghio to distribute the thematic governance model and lines of reporting which were approved in the May meeting to all Council members.

Approval of Minutes

The minutes of May 24, 2006 were reviewed. Lori asked for clarification on the discussion on the smoking policy implementation. She and Donna Elliott couldn't remember if the decisions were finalized. It appears based on the minutes that the conversation was ongoing. Vicki read the summary. Vicki thought we agreed to several specifics, such as we couldn't have a smoking area in the main quad, decided a good place for one would be on the back side of Building 5, away from the door, because that is no longer a passageway. One area that was between Building 2 and the gym was moved to the side. Lori said the minutes are fine but wanted to change the summary. Ray recommends leaving them as is because no one can remember the specifics. Lori said the signs are being repainted and that is where the issue was raised as we are getting ready now to place them. Neither Donna nor Carla could remember if the areas were finalized. Vicki said we have two options: we can defer the discussion for one month and come back with a precise list, or sort through it now. She is concerned that we don't have time, but is concerned about the placement of the signs. Lori said we would place them in the designated areas. Linda Ghio will get the map from Donna. Lori will bring designated areas and the map to the next meeting. Vicki would like to distribute the map quickly so the constituent groups can look at it. Regina said as we went through each item, her impression was that people were going back to talk to others about the plan. Like Lori, Regina thought that we made agreements about smoking areas, but did not actually vote. Vicki remembers that near Buildings 9 and 10 that the smoking area was not one of the original areas and that Donna moved. However, we cannot actually move it because it is a passageway. The ashtray is still there, but she remembers that we agreed that it should be moved. The Council decided to take formal action at its next meeting. The minutes were approved as written.

Opening Day debriefing

The Council liked the desserts and group photo. Carla liked the process of introducing new faculty and acknowledging service awards. It was a quicker process as written bios were included in the program this year rather than reading the bios from the podium as was done in the past. Carla expressed a concern about attendance at the faculty meeting that followed the Opening Day ceremony. There were 17 faculty members at the meeting which was a higher number than last year, but she is wondering if the time should be changed. Vicki said there are alternatives and the Council may want to rethink the structure. This is the first year that the district moved from the San Mateo Performing Arts Center to CSM and will rotate between the colleges going forward. Next year, Vicki said that the district's Opening Day may be held at Skyline. Vicki said the faculty meeting does not have to be on the same day as the opening day festivities. CSM's faculty meeting was held on Tuesday morning this year and their flex day activities and division meetings were held on Monday following the district event. Vicki would like the Council to consider alternatives, such as holding division meetings on Monday, a college-wide presentation on Tuesday morning, followed by the Academic Senate meeting, and then lunch together. Ray suggested that perhaps the Opening Day meeting schedule could be restructured so that there would be a set time for all constituent groups to get together and meet and that it would be a part of the agenda. Vicki would like to add the structure of Opening Day to a future agenda, possibly in September. Vicki also noted that all the tools in the Opening Day handouts are on the website.

Accreditation update

Donna Bestock reported that the first draft of the college's self-study was received around May 5 and it was reviewed by the Steering Committee over the summer. Comments will be going back to the writing teams. The next draft is due in November. Students who were a part of the writing teams and have left Skyline will need to be replaced. Ray and Donna are talking to student clubs, ASSC, the *Skyline View* and teachers for their help in recruiting students. The Steering Committee composition has changed because Andreas Wolf (who moved to CSM) was replaced by Jennifer Hughes on Standard III - Resources. Ray and Donna are very pleased with the initial getting together of the writing teams that happened last year. There will be workshops this fall that offer a second stage of training to the writing teams, along with a presentation to work on putting all the writing standards together as a whole. The goal of the workshops is to get the information out to the teams all at once like they did with the first training meeting last year. The workshop for the writing teams will be offered on two different days and it will incorporate the information from the student survey. In addition to the training workshops, Donna and Ray are working on another project, called a functional map, that will pull together the elements of accreditation that are district wide that need to be consistent from college to college. They are meeting in October to review the function map project and the deadline for completion of it is June 1. Ray said they are on task and are very happy to see the accomplished product in its first draft. Prior to the workshops, the accreditation Steering Committee will meet to review highlights of the suggested revision for the various standards that would be presented to the writing teams. Writing team workshops have been tentatively scheduled to take place on Sept 13 and 14th with the Steering Committee's approval.

Employee survey update

Ray said that the results of the upcoming employee survey will be added to the accreditation process. He commended Cathy Hasson for her excellent work in pulling the survey together. Donna and Ray will send a letter to all college employees telling them about the survey. The letter will be printed with the new logo and will include a piece of chocolate. Ray asked if Vicki would mention the survey letter in her next edition of *Skyline Shines*. The actual survey will be distributed with a pencil that will have the new logo and a one-line sentence about accreditation. Cathy said the pencils will go in the survey packet, which will also include a cover letter, survey, form and return envelope. All employees will receive these in their mailboxes. Drop boxes for the survey will be strategically placed around campus or employees may submit them through campus mail. Letters will be delivered to employees' mailboxes during the week of September 5 and the window for returning them is between the 11th and 22nd. It is a paper survey only and there will be a place for people to write comments. A thermometer showing progress on the survey completion would be posted on campus. The pilot was conducted over the summer and there were 36 respondents. From that information, albeit was possible to generate reliability statistics and validity information. Cathy said it had a high reliability so that the college can feel confident it will get reliable information. The survey coming out in September is the same as that used in the pilot. The survey will not be administered to students or student assistants who are employed on campus.

Regina said we need to think about how we engage the students in the self-study process. Instead of expecting that students attend the writing team meetings, because of their classes, we need to make sure that we attend *their* meetings so that they have an opportunity to influence our work. Donna Bestock and Ray said they have also talked to Amory and the ASSC and will also approach the SOCC (Student Organizations and Clubs Council) and the club advisors about presenting information on accreditation at their meetings. Lori said that maybe the ASSC could devote one of their meetings to discussing accreditation. Donna said that last year we gave district email accounts to students so those on the writing teams could get information. Donna will follow up to make sure we provide this for students who are now involved. Luis Padilla will be representing the students on the accreditation Steering Committee and Ray will add him to the distribution list.

Cathy said there has been discussion about having a barbecue if we reach the goal of 75% completion on the employee survey, but Donna and Ray thought that was happening in November following the second self-study draft. Ray said they will discuss this further to identify an appropriate way to celebrate.

Educational Master Plan (EFMP) Program update

Vicki gave a quick overview of the EFMP program which the college went through last spring. It involved a very deep look at the college's programs, the labor market demand in the fields we train in, and the communities surrounding us, in order to help us determine our future direction. The focus was on educational programs and how they would feed into the facilities master plan. The educational master plan was written and adopted and now the goal is to mine the very specific recommendations that came out of

it. The college needs to review the list of potential new programs, work that list and refine it to determine what would best help our students. The job for this semester is to undertake that work. Cathy distributed a table that lays out how the college will implement the educational master plan over the next three to four years. It lists major milestones and details will be developed as time goes on. An abbreviated version of the plan was created and it lists about 10 recommendations. The abbreviated version will be reviewed and refined by members of the main EFMP task force and IPC, about 50 people in all, representing all constituency groups, along with College Council. The Instructional Leadership Team (ILT) made up of all Skyline College deans, Academic Senate, Cathy Hasson and representatives from Student Services will take a closer look at the priorities and develop them further. This will happen in the fall and spring. The process will begin with development in 2006-07 and carry over into 2007-08 with implementation and evaluation. Linda Ghio will email the list of recommendations, which is posted, along with a link to the EFMP website.

Fresh Look Project update

Rollout of the new logo: Sandy Irber distributed a timeline for rolling out the new Skyline logo, which was voted on and approved in May. She met with a reporter from the *Skyline View* today and there will be an article on the new logo in the first edition, and a larger story will come out in the second edition of the year. Sandy distributed a copy of the stationery system which was designed over the summer. The stationery system utilizes the new logo for note cards, envelopes, letterhead, and business cards. They secured very good pricing for printing business cards with the new logo, which is three-color. The logo has been placed under the Downloads section on the District Portal page so everyone now has access for printing, embroidery, and web pages. Complete conversion to the new logo will be a gradual process and faculty and staff will try to use up all the previous logo items by the end of the semester. The new logo will also be promoted during ribbon cutting ceremonies for the new buildings. Vicki noticed on the timeline that Building 8 was not targeted and she said that building may be ready to open this semester. Sandy will note that on her timeline. Carla said she was trying to incorporate the new logo into a document for Academic Senate and had difficulty. Sandy said her office is preparing a style guide which will have specific tips on usage. Shelly Hausman and Roxanne Brewer in the PIO office will troubleshoot the problems. Linda Herda asked if Shelly Hausman could make a presentation to Classified Council on using the logo. Sandy will set up workshops with College Council first since the Council represents all groups. This will be followed by workshops with the constituent groups.

Website design: Sandy said the next phase of the Fresh Look Project is to update the website with the new logo and this process is underway. Her office will also be involved in redesigning the website based on the Fresh Look recommendations received December 2006. A subgroup will be convened that will review the website and it will represent all constituent groups just as the overall Fresh Look Advisory Committee does. Ray asked if there was going to be a public recognition of Christine Case who developed the original website and maintained it for the college. While she received recognition in *Skyline Shines* and in the President's Executive Report to the Board of Trustees, he felt that

something additional should be done. Carla said she would raise this topic in Academic Senate and report back to the Council.

Annual Report

Vicki distributed a draft of the first annual report on the Council's work for 2005-06. She has been including updates on the work of College Council in *Skyline Shines* all year long. Linda pulled out all the updates, organized them alphabetically by topic, and this information was used as the basis for the report. Vicki said this is a synopsis of what occurred during the year. She would like to adjust the wording a bit so that it has a better voice and make it more suitable for long-term positing. She asked the Council if it could serve for this year as the college's first annual report. Regina said it is ideal because it would be used for just what the Council did today – it provides information and provides the context for topics over time. This helps to reinforce when the Council did the work. She liked the style and format because it captures both the decisions and the timeframe. Linda Herda said, as a new person, it was very easy to read and allowed her to follow the progress of the work. Vicki said the draft revealed to her there are places where topics need some follow up, but that can help the Council to know where there is work that still remains. Linda Herda suggested that at the end of each category the report states what work is being carried over to the next year. Vicki will correct the document and send a message out to the college letting people know how to access the document. Ray said that it will help the accreditation writing teams considerably.

Last thoughts about the work of the College Council for the year

Regina would like to see an item about the first year experience added to the next agenda. This project came out of the work of the Campus Change Network and it is step 2 in the process, which is a nationally-based model. This will tie into accreditation and is an aspirational model that will help to make sure that our students have a successful first year experience. Lori and Regina are the liaisons and there are faculty and staff involved. This will be part of our common language in the next year. Ray asked her to present something to the Accreditation Steering Committee. She asked him to add Campus Change Network in that wording.

Construction update

Richard Inokuchi provided a handout that was distributed to the Council with an overview of facilities and construction projects that have been recently completed or are currently underway at Skyline.

Meeting dates for the year

Meeting dates for the year have been established. Meetings are typically held on the fourth Wednesday of each month, but adjustments have been made due to holidays. The Council will meet in Room 1319 from 2:10-4:00 unless otherwise specified in future minutes. Dates for 2005-2007 are:

August 23
September 27
October 25

November 22
No December meeting due to holiday
January 24
February 28
March 28
April 25
May 23

Summer meetings may be scheduled on an as needed basis

Next meeting: September 27