

Skyline College Council
August 29, 2007

MEETING MINUTES

Attendance: Lori Adrian, Carla Campillo, Linda Herda, Ray Hernandez, Anastasia Kuzina, Adolfo Leiva, Vicki Morrow, and Regina Stanback-Stroud.
Guest: Sandy Irber.

Absent: Lauren Hernandez

Introduction of New Members

Anastasia Kuzina is the new ASSC Vice President and Adolfo Leiva is the new Classified Council president. ASSC President Lauren Hernandez could not attend.

Orientation to College Council and Bylaws

The Council reviewed the charter and bylaws, which are also posted on the Skyline website under the College Council header on the College Committees page. The College Council collaborates as part of the decision making process at Skyline. The charter and bylaws were adopted 5 years ago and provide stability for making decisions and bring together the shared governance groups. Feedback from all constituencies is essential and the Council is a communication chain with the constituents that are represented and it ensures that two-way conversation happens. The Council decides when and how a topic moves in terms of deadlines, except where there is an external deadline. Most of the other governance groups report to College Council. The Council delegates the budget and planning process, but critical policy decisions do not happen without College Council's approval. Vicki will try to provide an agenda two weeks in advance of meetings and include the minutes from the previous meeting.

Approval of May 23, 2007 minutes

The minutes were taken by someone other than Linda Ghio. Vicki asked the Council to review them and the final approval of these will be agendaized for the September meeting.

College Council Annual Report 2006-2007

The bylaws commit the Council to publishing an annual report. This has been published for last year and is on the web. It is a way to track what topics were discussed throughout the year and what is the outcome. Some of the items have not been acted on and Regina suggested putting a note in there when next steps are required and itemize those at the bottom. Lori felt the report is also a good way to communicate to constituents.

Facilities Master Plan

Vicki met with each College Council member before the term began to update everyone on the fact that the College has more wishes than dollars and there is a need to prioritize. The Educational and Facilities Master Planning Project (EFMPP) Task Force and the College Council will meet on August 30 to review the various scenarios relating to the Design/Build project. The documents are also posted on the web. There are different

scenarios to reach the College's spending budget, with different negative and positive effects. The groups will sort out what will be the best strategy at this meeting. Vicki asked if the Council had an early reaction to the scenarios. Linda Herda asked what is the timeline for making a decision and Vicki hopes a decision will be reached by the conclusion of the August 30 Design/Build meeting. There is a lot of competition for design/build firms and their project lists are due on October 11. Even if the deadline is moved, Vicki said the designers are under pressure to make a decision because other projects are in their pipeline. She said the College needs to act quickly, but also needs to make the right decision. She hopes the college comes to a consensus, but if not, Vicki will work with her Cabinet to make the decision.

Adoption of Thematic Governance Model and Committee Reporting Lines

College Council refined these two documents in March 2006 and decided to wait until the College got closer to the Accreditation self study deadline before final approval was made. Nothing flowed out of the self study that would indicate a change needed to be made to either document. The Council reviewed the Planning Agenda Summary and Vicki pointed to the topics that have to do with governance under Standard IV. The first three topics relate to the governance structure, and Vicki would like to add a discussion of that to the September agenda. Vicki asked if the Council thought that there was anything implied in the diagrams that would require a change or could they be approved as they are. Ray said they were cited directly both in reporting lines and the shared governance process. They worked very well and he could easily use them to demonstrate the recommendation. Vicki said Skyline has really established a robust governance system. Regina said the recommendations that came out this time pertained to streamlining communication and she said that she was surprised because the Council designed these in a graphic form to better communicate the structure. She feels that it should stay a draft but today's date could be put on them. Vicki said if the Council looked at the prior self study and interim report it is a clear story of a lot of development and evolution of the process. Vicki suggests a different strategy and she recommends not calling them draft documents. It does not mean that the Council cannot change them, but calling them draft documents indicates that they are still in motion. She thinks the Council's conversation will now need to go beyond this tool and move into more of the heart of how the College communicates. The Council approved the documents. They will be posted on the Skyline website with the August 29, 2007 date. The documents can be changed if needed and the College can invent something else in its place. Carla asked if the Campus Change Network should be changed to First Year Experience and Regina said they are different in that the Campus Change Network is still the umbrella and First Year Experience came out of that recommendation. Vicki suggested that the Council look at the diagrams on an annual cycle beginning at the end of this year following Accreditation.

Accreditation Planning Agendas

Ray asked if the College Council makes the recommendations or oversees the Planning Agendas and said that some of the summaries point to other groups that are responsible. The Council is going to ask the Institutional Planning Committee (IPC) to review all the planning summaries and recommend a process for tracking them. They will report to the

College Council with their progress. Vicki said the College should set up a system so that this all gets taken care of so when the College writes its midterm report, it will be an easier process. She said the Council can go ahead and ask the IPC to work on it. The College will have the Accreditation Visiting Team's recommendation in six months and those will be handed off to the appropriate governance bodies too. It will be the IPC's job to determine which groups are responsible for them, and to look at them systematically and in an ongoing way. The first three items under Standard IV will be brought back to College Council for discussion at the September meeting. Vicki thanked Ray and Donna for working with the Accreditation Steering Committee on developing these planning agendas.

Fresh Look Project update

Sandy said the Fresh Look Project website redesign component kicked off in May with a look at design standards and what the committee wanted the website to look like. Vendors were asked to provide a quote on the website redesign project and the group narrowed it down to three designers who will be interviewed on September 14. A subgroup of the Website Advisory Group will participate in the vendor interviews. There will be a student on the interview panel and Sandy said that Lauren Hernandez indicated she was interested. The interview panel so far includes: Vicki, Sandy, Shelly Hausman, Jasmine Witham, Laura Fraser, Nick Kapp, Judy Lariviere and a student rep. The Website Advisory Group will choose a designer by September 21 and develop a plan for redesigning the website. The process will involve the entire campus.

Vicki said that the College cleaned up the website over the last year, making some modifications, ensuring that links worked better and implementing the new logo. Now the Website Advisory Group is looking at the entire site to make sure it is easy to navigate for faculty, staff and students, that it is very attractive, and that there is a system for keeping the information very current. Carla expressed concern about the International Students website because money was already spent on redesigning it. Vicki suggested that Carla speak with Nick Kapp about it to ensure that her concerns get addressed in the process. Lori suggested inviting a student ambassador to work with the committee because they work closely with high schools and students.

Sandy said that the group took a close look at the class schedule and a comprehensive list of recommendations was made. They implemented as many as they could into the class schedule design and this year they will take a look at the catalog and student handbook. She asked the Council to start thinking about the catalog and handbook. The Fresh Look Advisory Group will also talk to the managers, deans, counselors, and Curriculum Committee, and students going forward and look at how the college can improve these materials. The improvements made to the class schedule were the work of the entire college and Sandy said the National Council on Marketing and Public Relations will be presenting an award to Skyline for the schedule redesign. Vicki said as the College gets ready for the next round of publications, it is important to have student input and that of the College Council.

Commencement time

This year, Commencement was changed from Friday at 8 pm to Friday at 5 pm to see if the earlier time would be easier on students and their families so they could come to the event and have a family gathering afterward. Lori said the Commencement Committee had a debriefing; response to the earlier time was positive and they recommend holding the 2008 commencement at the same 5 o'clock time. Lori said the news traveled to CSM and Cañada and Trustee Richard Holober recommended that CSM also hold their event earlier next year. Regina asked if more families were able to attend as a result and Lori said it was about the same number of students who attended, but she cannot speak to the numbers of families attending. She said it will change next year because it is a week after Memorial Day, so that might make a difference. Lori said she did not hear that anyone was inconvenienced by it. Regina said one of the concerns with the earlier start time for those people that work and if they could get there in time, but Lori said that it probably stayed the same. Lori said that the ceremony was rowdier at the gym than it had been at the South San Francisco Conference Center. Carla said there is something about Skyline's gym that encourages people to have more fun and she said it was homier and warmer. She said that Board Members Pat Miljanich and Karen Schwarz were very enthusiastic.

Filming the Ceremony: Carla said that faculty missed the huge screen behind the graduates and the filming of them that was done by Salah Webb in previous years. He took videos of the graduates while they were sitting, walking in, and accepting their diplomas. It made the students feel very important. Vicki would like to find out what prevented Skyline from having a screen this year and see if it can be done next year.

Stage presentations: Regina found it awkward to address the students because the students are seated behind the speakers. She liked it better when the students were in the first few rows as they were at the conference center. Vicki said she was aware of that issue and suggested placing the podium and platform off to one side so the speakers and the audience can see the students. The screen would sort that out as well. Further discussion will be held.

Academic Senate President speech: Carla, as Academic Senate President, would like the opportunity to address students briefly at next year's Commencement and Vicki agreed.

Security at the event: Carla expressed concern about security and would like more security officers added next year. Lori said the issue with providing additional security is that all colleges utilize their security since the colleges all have graduation on the same date.

Reception in Building 6: Carla thought that in the future more appetizers should be included because of the earlier start time, but said that Building 6 and the flowers looked great.

Graduation petition notification: Carla said there needs to be more notification to students to get their graduation petition in early and Lori agreed. Regina said this notification is not in the student handbook. Vicki asked if the class schedule has the date of the graduation in it and the petition deadline and Regina said she will check. Vicki said the college now has the capacity to send out mass emails to students as well.

Opening Day

This is the first year that Skyline has held its meeting on the Tuesday morning following the Monday Chancellor's event. She asked if the college would want to continue having it in the morning following the district event or go back to holding it Monday afternoon after the district event. Vicki said she had also mentioned this question in *Skyline Shines* and asked for feedback. She received six messages that indicated a preference for Tuesday morning. Ray said there was more faculty attendance at the Academic Senate meeting. Adolfo said it was the first time that a Classified Council meeting was held on Opening Day and there was outstanding attendance. Linda said there were more than 20 classified staff and usually there are 12. Lori thought the lunch on Tuesday was great because it was just for Skyline. The District Opening Day event will be held at Cañada next year. College Council liked the idea of holding the Skyline event on the next day again. Vicki said the only problem was that it conflicted with the Language Arts retreat that Connie Beringer organized. Vicki said next year the college should try to get the news out earlier about Opening Day and Regina said it would be good to encourage the divisions to hold their meetings at the same time so that more faculty could participate. Vicki said the Council should have a conversation about deciding which afternoons should be set aside for faculty flex activities and which are for division meetings. Regina said it will be discussed at the Instructional Leadership Team meeting.

Leadership Retreat

The Skyline Management Council will hold a workshop on Thursday and Friday, October 11-12 at Asilomar. She invited the College Council to come down for dinner, spend the night, and participate in the joint workshop on Friday. She suggested moving the Academic Senate meeting, scheduled for Friday, October 12, since Carla and Ray said it is a conflict. Ray said he and Carla will talk about it. Vicki said it is an informal event, dinner is served around a bonfire and there is a gift exchange of \$10-\$15 maximum. Linda Ghio will send details on Asilomar to Lauren and Anastasia.

40th anniversary celebration

In two years, Skyline celebrates its 40th anniversary. After the accreditation site visit, the college will take on this project and constituent leaders can name people who might be interested in helping.

Meeting schedule for the year

Generally, College Council meets on the fourth Wednesday of the month, but it varies with holidays. The Council will meet on the following dates:

- September 26
- October 24
- November 28
- December 12 (hold, but may end up cancelling)
- January: no meeting
- February 27
- March 26
- April 23
- May 28

Smoking

Ray distributed his master's thesis proposal on smoking and he feels his advisor at San Francisco State University will approve it because he has had a lot of positive feedback. SFSU wants Ray to tie it to a health indicator. He has tied it to the Asian population ages 18-24 because this group has a much higher prevalence of smoking. A question was raised as to whether it will serve the college if he uses that indicator. He asked the Council to consider it after they review the draft, which is geared to the 18-24 Asian student population. It includes an overall purpose, a problem statement, and the health indicator and the statistics that support it. National statistics are shown and then he boils it down to California. He needs to look at what is the definition of the Asian population. Regina said if the college has the assumption that work toward a smoke free policy would be impacted on by those who smoke, then if the college establishes policies and use that group to inform those policies, it may be a very good thing. Ray said Skyline has a high Asian population with 28% of students. He pointed out on Page 5 of his proposal that he extracted a piece from the Accreditation self study about what Skyline has been doing overall about smoking on campus. Regina asked if the proposal looks at just a particular group, is it going to miss the cultural beliefs about why people smoke. If the study looks at a specific group, there may be a cultural tradition/expectations that support it and make it easier to smoke. Ray noted on Page 9 concerning outdoor smoking policies, 51 institutions have gone beyond California law and have stronger policies but the definition of "smoke free" vary. Page 10 includes best practices and he found one great case study, which is Ohlone College. On Page 11, he found that enforcement is crucial and the college needs support from stakeholders. His recommendation on Page 12 is to address the cultural beliefs, determine what the college's policies are from micro to macro, determine how the constituent groups can work together to move forward, what are realistic steps that can make a policy effective, and how to use enforcement. Vicki suggested describing the history of it at Skyline in that the college made a decision to handle it in a specific way. The college did not commit to making it a smoke free campus but agreed to have designated smoking areas. Regina asked if Ray is going to be able to get all the answers to these questions and he said his work plan timeline, which runs over the next two semesters, is listed on Page 16. Lori said the college needs to be careful in how this is framed so there is no stereotyping. She asked how the college would generalize from a specific group to a larger campus problem. Ray will check with the Council on it as he goes along. The Council discussed whether the focus should be on a specific population group or should it have a more comprehensive approach. It needs to be a more explicit connection or a broader population. Ray will go back and defend making it a more comprehensive view, provided it works for his thesis. He will also work on the title. Grant funding will be available and he thinks it will be \$500 to \$1000. Vicki will email President's Innovation Fund criteria. Regina said this is the type of work that the Health Center does and it may mean that the college can augment it through their department. Lori will check into it. She will email Ray information about laws/enforcement in other cities in the county.

ASSC update

Anastasia reported that the ASSC is doing welcome week activities and also organized a large BBQ that was attended by many students. Lori said the ASSC plans to combine its Club Rush week with a lot of other student activities.

Next meeting

September 26, 2007 from 2:10-4:00 pm in Room 1319