Governing Council Officers 2014-2015
Kate Williams Browne
President
Stephen Fredricks
Vice President
Leigh Anne Shaw
Secretary
Tiffany Schmierer
Treasurer
Leigh Anne Shaw
Past President

Committee Chairs & Representatives
Dennis Wolbers
Curriculum
Nick Kapp
Educational Policy
Zachary Bruno
Professional Personnel
Mousa Ghanma
Research
Rob Williams/Janice Sapigao
AFT Rep (non-voting)
Marlon Gayton, Jr./Nicole Harris
ASSC Rep (non-voting)
Alana Utsumi/Michele Hagar
Classified Senate (guests)

Division Representatives
Dick Claire/Shawna Whitney
Business
Jacquie Escobar
Counseling
Jessica Hurless
Language Arts
Amber Steele
KAD
Tatiana Irwin
SSCA
Mousa Ghanma
SMT
Dennis Wolbers
ASLT

Opening Procedures

<table>
<thead>
<tr>
<th>Item</th>
<th>Presenter</th>
<th>Time</th>
<th>Details</th>
<th>Action/Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call to order</td>
<td>President</td>
<td>0</td>
<td>Called to order at 2:12pm.</td>
<td>Procedure</td>
</tr>
<tr>
<td>Roll/Introductions</td>
<td>Secretary</td>
<td>1</td>
<td>Kate Williams Browne, Dennis Wolbers, Alana Utsumi, Shawna Whitney, Dick Claire, Mousa Ghanma, Leigh Anne Shaw, Tatiana Irwin, Miku Mendoza (ASSC), Nick Kapp, Jessica Hurless, Mousa Ghanma, Stephen Fredricks, Jacqueline Escobar, Tiffany Schmierer, Guests: Bridget Fischer, Jonathan Paver, Aaron McVean, Melissa Matthews, Regina Stanback-Stroud, Eloisa Briones.</td>
<td>Procedure</td>
</tr>
<tr>
<td>Consent agenda</td>
<td>President</td>
<td>0</td>
<td>BOT Policies and Procedures – there are several to approve, and Pres. Browne sees no contentious issues; she has them on consent. (See Materials)</td>
<td>Action</td>
</tr>
</tbody>
</table>

1.25 Secretary for the Board
1.50 Minutes of Meetings
2.00 Administrative Organization
2.05 Academic Senate
2.11 Philosophy of Personnel Management and Human Resource Development
2.14 Outside Employment
2.16 Public Notice of Negotiations
2.17 Emeritus Designation
2.22 Employment of Relatives
2.25 Prohibition of Harassment
2.51 Reporting of Crimes
2.70 Accreditation
7.67 Sexual Harassment Involving Students
8.80 Community Use of District Facilities

2.25 was pulled from consent and discussed. M: Ghanma/S:Whitney/U
All items passed by consent.

| TimeKeeper | 0 | Ask to give speaker the Time Amount, and then 2 minute wrap-up | Action |
| Adoption of today’s agenda | President | 1 | M: Irwin /S: Fredricks/U | Action |
| Adoption previous minutes | President | 1 | M: Wolbers /S: Ghanma/U | Action |
| Public Comment | Public | 3 | No public comment. | Information |

**Standing Agenda Items**

<table>
<thead>
<tr>
<th>Item</th>
<th>Presenter</th>
<th>Time</th>
<th>Details</th>
<th>Action/ Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee reports</td>
<td>Reps and officers</td>
<td>40</td>
<td><strong>President’s/Vice President’s Reports</strong>&lt;br&gt;<strong>College – no report</strong>&lt;br&gt;<strong>District</strong>&lt;br&gt;• <strong>DAS</strong> - Enrollment services wants to create the FW grade to allow entering of last date of attendance in cases where attendance is reported for FA. DAS suggests a drop-down box to enter the last date of attendance. Much discussion; request to agendize for future meeting.&lt;br&gt;• <strong>Distance Education Professional Development Task Force</strong> – working on standardizing training for all DE teaching.&lt;br&gt;• <strong>Faculty Selection Procedures</strong> – Emergency hiring less than 45 days. This allows for circumvention of the faculty hiring process. DAS talking about eliminating emergency hiring as a separate process and following the same process as regular hire.&lt;br&gt;• <strong>DPGC</strong> – final open forum and budget discussion</td>
<td>Info/Action</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>State</strong>&lt;br&gt;• <strong>State Senate Spring Plenary report</strong>&lt;br&gt;• Participants will report out&lt;br&gt;• Irwin: represented division re: minimum quals in African American Studies discipline; learned that it was in addition to quals, not to replace.&lt;br&gt;• Whitney – Ed Code policy on sexual harassment. Discussion needs to be implemented during orientation. Q's about how to ensure that for students at different times of day/week.&lt;br&gt;• Shaw – Attended sessions on repeatability and noncredit; wants to hold a workshop on campus to discuss what was learned; also attended session on curriculum, which will share with Curriculum Chair. Report is posted on AS page.&lt;br&gt;• Browne – Attended a session on &quot;silo-ing.&quot; District senate wants to revise by-laws at district and local senate to move away from being a senate “of</td>
<td></td>
</tr>
</tbody>
</table>
the whole." Local senates are being asked to consider creating liaison positions such as in legislation and CTE.

- **Title 5 changes** – Browne invited Melissa Matthews to share Title 5 changes. Largest issue is that there will be new disability categories. DSPS programs get funding based on the different disabilities they serve. Each category of disability is weighted differently and receives different funding. This will vastly change how DSPS is funded and could have negative fallout in terms of helping students.

**Treasurer’s Report**

**Standing Committee Reports**

- **Research**-[Ghanma] no report
- **Curriculum** [Wolbers] (Action item) Review of Syllabus Template by Curriculum Committee. VPI office is requiring this for accreditation purposes. Senate is asked to approve the document. If this document is adopted, it may supplant the existing checklists in operation at division offices. Concerns that some elements may be overly prescriptive. Browne requested to agendize it for a future meeting.
- **Ed Policy** [Kapp] no report
- **Professional Personnel** [Bruno] – (Action item) Candidates for Meyer award and Faculty Marshall

**New Senate Business**

<table>
<thead>
<tr>
<th>Item</th>
<th>Presenter</th>
<th>Time</th>
<th>Details</th>
<th>Action/ Information</th>
</tr>
</thead>
</table>
| Update on current college issues    | Stanback-Stroud   | 15   | Pres. Stanback-Stroud will address the senate. Administration working on addressing new regulations, many related to student success. Stroud's vision:

  1. Focus on helping innovation happen with funding of new ideas
  2. That Skyline College will be the employment place of choice.
  3. Wants to be the college where you will meet your career goals on time (2 years for 15 units/semester).

  Funding for future: Stroud has asked McVean to focus on the Strategic Plan. Trying to increase revenue and resources. Going after a Title 3 grant. Preparing to pursue a Title 5 grant. | Info                  |
Construction: Will move forward with construction plans; started with 1 building, hoping to expand; wanting to shift the branding of the college with intentional location of new buildings. Q: Will there be faculty housing? A: Yes, eventually. Discussions now with housing committee (Browne serves on this) for a 24-unit housing facility.

Staffing: We had hired faculty using money that would expire (Prop 30), so planning to shift those positions to Fund 1, using Prop 30 to fund 1310 (instructional support). Have hired 39 positions over the last three years. Have hired 8 classified positions since moving positions off of Measure G. Hired a new dean position (Global Learning), replaced a vacant one (ASLT), and have two administrative positions paid by district (IS Program and Middle College director).

Browne shared the expectation of faculty that there would be hiring relief coming soon to support the additional duties that faculty are continuing to take on. Stroud acknowledged the concern and reiterated her focus on balancing teaching load and intentionality of need. Stated her commitment to a robust staff with an efficient administration.

<table>
<thead>
<tr>
<th>Strategic Planning and Budget</th>
<th>McVean and Briones</th>
<th>15</th>
<th>Dean of PRIE Aaron McVean and VP of Business Services Eloisa Briones will address the senate.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>District Strategic Planning process: expected to be adopted by the board in June. Commended Skyline College on its engaged interaction in the process. Themes: 1) student success; 2) social justice and equity. Goals: 1) develop new educational offerings; decrease time to completion; support for professional development; support innovation; 2) build relationships with partners; 3) expand program delivery options; instructional tech; alternative scheduling; 4) increase entrepreneurial opportunities to create new revenue. Actively seeking grants; using HSI status to apply for grants. Unclear whether this plan will be reviewed and adopted by Participatory Governance constituents. It will go to SPARC and CGC.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>May 5 forum 2:00pm last forum for District Strategic Plan. Stroud shared that every college is responsible for creating its own strategic plan, and this will guide Skyline's.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Budget: International students remain a sought-after revenue source.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Distance Ed. Certification Update</th>
<th>Fischer</th>
<th>10</th>
<th>Bridget Fischer will update the Senate on the items she was to bring back to the DE committee for discussion.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fischer addressed two concerns: 1) regarding language of &quot;peer review&quot; which sounds like contract evaluation; she shared with steering committee and committee is looking at changing peer review to &quot;consultation.&quot; 2) Concern over 10 hours. Reiterated that it's 10 hours over 2 years, and we have 25 hours requirement every year of our flex obligation. It can be filled in a variety of ways.</td>
</tr>
</tbody>
</table>

| Info                           |         |    |                                                                          |
Need to get something in place in order to demonstrate for accreditation that we are making our best effort to address the issue of regular and effective contact.

Q: This works for full-time faculty who have a requirement of 25 hours, but how does it work for part-time faculty, especially those who may teach at night, on weekends, or online entirely. This appears inequitable. A: there are many ways to satisfy the 10 hours and the institution will support it. If they are required to do training to teach online, the college will support it. Trainings in evening, on weekends, robust offerings.

Q: Concern remains regarding the recertification, which sounds like a contractual issue.

Senate recommended that Fischer and Paver work with select Senate members to review the document for language improvement and bring the document back for a future meeting.

| Selection Committee Approval of Faculty – TRIO Director | Browne I | Angelica Garcia (administrator)  
David Reed (classified supervisory)  
Jeffrey Acidera (faculty)  
Michael Cross (faculty)  
Judy Cheung (classified)  
M:Shaw /S: Schmierer/U | Action |
|--------------------------------------------------------|--------|--------------------------------|
| Selection Committee Approval of Faculty – Dean of Enrollment Services | Browne I | Aaron McVean (administrator)  
Sue Lorenzo (classified supervisory)  
Jonathan Paver (administrator)  
Melissa Komadina (faculty)  
Judy Lariviere (faculty)  
Adriana Armas (CSEA)  
Sheldon Carroll (CSEA)  
Aileen Phoung (CSEA)  
M:Shaw /S: Schmierer/U | Action |
| Selection Committee Approval of Faculty – VP of Student Services | Browne I | Angelica Garcia (administrator)  
Mary Gutierrez (administrator)  
Regina Morrison (Classified supervisory)  
Chris Gibson (faculty)  
Melanie Espinueva (faculty)  
Michele Haggar (CSEA)  
Golda Margate (classified professional)  
M:Shaw /S: Schmierer/U | Action |

Final Announcements and Adjournment

<table>
<thead>
<tr>
<th>Item</th>
<th>Presenter</th>
<th>Time</th>
<th>Details</th>
<th>Action/Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announcements and Next meeting</td>
<td>President</td>
<td>1</td>
<td>May 7</td>
<td>Information</td>
</tr>
<tr>
<td>Adjournment</td>
<td></td>
<td></td>
<td>M: /S: Meeting lost quorum and disbanded at 4/16/15 Minutes submitted by: Leigh Anne Shaw</td>
<td>Action</td>
</tr>
</tbody>
</table>

In accordance with the Ralph M. Brown Act and SB 751, minutes of the Skyline College Academic Senate will record the votes of all members as follows: (1) Members recorded as absent are presumed not to have voted; (2) the
names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.

Where the minutes reflect "see materials," refer to the Materials section of the posted minutes and agendas page on the Academic Senate web page, located at http://www.skylinecollege.edu/academicsenate/index.php.