

**Skyline College**  
**Classified Council Meeting**  
**Minutes**  
Thursday, October 6, 2011  
2:00 pm to 3:00 pm

**Present:** Maggie Baez, Linda Allen, Theresa Tentes, Barbara Daley, Nancy Lam, Carol Driscoll, Kathy Fitzpatrick, Claudia Dorantes

**Welcome & Introduction:** After the President, Maggie Baez, welcomed everyone to the meeting, a brief introduction of everyone present was made and we all welcomed the newcomer, Claudia Dorantes from the Welcome Center in Building 2.

**Review the Minutes:** Minutes for July 19, 2011 was approved. Before the July 27, 2011 (Retreat) were approved, Barbara Daley asked Nancy Lam if she was comfortable being on record regarding repercussion she and other Classified members gets for attending meetings. Nancy said she stands by her words and have no problem it being on record, and the other Classified members present felt it also should be on record.

**Committee Reports:** Linda Allen reported on her SEED meeting on September 27, 2011. They went over ground rules, history of SEED, goals, and looked at their purposes. Kathy Fitzpatrick reported on District Shared Governance and said there were a few policies that were sent out to be reviewed and waiting back for comments, just a change of wordings here and there, and if it was a title change, they no longer need to go through the whole tedious process of getting it approved, they can just vote on it. Nancy Lam said she is not on any committees this year.

**Guest:** Donna Bestock came to talk about the accreditation of the college, which happens once every six years, and the next one for Skyline College will be Fall 2013, meaning preparation starts right now. We are now at the stage where we are reviewing if we meet the standards, and that is putting together the Steering Committee, which would be in place as of this afternoon. Donna gave us a list of the Steering Committee's members. Per Donna, Maggie Baez and Crystal Shetaya was approved by CSEA today, each governing bodies approves the people for the committee members and the writing team.

The next step is to put together a writing team, and hope we would be on the writing team; and she showed us the document that was submitted last time for the accreditation, it offers evidence of how the standards were met and it was very well received. It was hard last time because they changed the standards from ten to four and the interpretation was up in the air, but think it would be easier this time round because the standards have not changed.

The first standard is our mission, planning, effectiveness and integrity. What this means is that we declare what we do and the plan based on evidence on how to achieve it. The second standard is our programs, the instructional programs, student services programs and the learning support programs, which has the most writing for this portion and therefore has three co-chairs instead of two. The third standard is resources, do we have the financial, physical and human resources. The fourth standard is governance.

This affects everyone on campus, which is why the Steering Committee is made up of people from all areas of the college – administration, faculty, classified and student. They desperately need more students to work on this, and they try very hard to give it an equal balance, which might not be well represented on the Steering Committee but hopefully so on the Writing Team. This is a college project as an institute which involves everyone and not just the administrative.

The Steering Committee when they meet will work on how to recruit people but the co-chairs are the ones responsible to recruiting people for their standards. If anyone wishes to be on a particular standard's writing team, just let her know and she will do her best to get them on, otherwise she and Fermin Irigoyen will be visiting people on campus.

Barbara asked Donna how much time would be involved or what would be required of them if a Classified staff wanted to participate. Donna said this Fall they would be putting together the team of writers and there will be training sessions. The first draft will be written during the Spring semester, and how much time and effort it takes depends upon the standard. When the first draft is completed, it will be turned into the Steering Committee for review for completeness and accuracy. Then next Fall, the first draft will be

returned to the standards for revision before it goes out to the whole campus to be looked at, then it will come to us, the Classified Council, for further comments. Once all the comments are received, it will then go back for draft three from all the standards, then the final draft will be posted for everyone to read and an open forum. Spring 2013, the final draft will go to the different governing bodies for their approval before going to the District and finally to the Board of Trustees. It goes to the Commission in August 2013. Donna said meetings would not be that frequent, maybe a couple per semester. She said this is a very rewarding experience because it teaches you a lot about the college and its people, and a good project to be on. Rob Johnstone is the ALO because he is the researcher, he provides all the data and the link between the Committee and the Commission, and he also is the co-chair for Standard I. All three colleges are accredited at the same time, so the District Office writes part of Standard III so that it is uniformed among all three colleges, and the writing teams from the three colleges meet at the District Office.

Barbara asked how the Steering Committee was chosen, and Donna said between her, Fermin and the President's Cabinet decides who should be involved and would keep and preserve the tone of the last accreditation that Skyline is very distinctive. Donna requested permission to come back periodically to inform us of the progress and to ask for feedback. The old accreditation website is up if anyone is interested in reviewing the last accreditation and all the comments.

**Retreat:** Feedback for the retreat that even though managers knew of the event not many people participated. Nancy said she was happy a lot of people from her department were able to attend the after ceramic class. There were no negativities from people that attended, and generally it was agreed that this type of retreat should be offered more, get together to brainstorm in the morning and then do fun activities in the afternoon, and the pot luck worked out well.

**Fundraising:** Kathy Fitzpatrick asked when the Holiday Fundraising should begin and end. It was agreed the due date to hand in the order and money would be November 18, 2011 and the candies be ready for pickup December 1, 2011. Kathy gave us each a candy order form. Checks are to be made out to Skyline College. There was not enough time to do a Thanksgiving Fundraiser because it started in September in money would be due back next week. Nancy said we should do well in fundraising if we have enough time; the Cosmetology Club is doing well with their sale of the See's \$2.00 chocolate bar.

**Others:** Theresa Tentes reported we have \$1,267.93 available to spend. If the check we write for See's Candies go over this amount, we would not be able to pay for it. If it is more then what we have available, Kathy Fitzpatrick said she can put in the balance first, but Theresa said they need to talk because we should get more money back from See's in the end.

Theresa said with the help of Barbara Daley and Roxanne Brewer, they began enquiring into the Classified Council Scholarship Fund. It is a simple procedure for those that are interested because it is a direct payroll deduction and she has the form. On the form there are options to the kind of contribution we want to make, and for our purpose we should mark "Other" and Skyline Classified Council Scholarship Fund and the account is #22-0960. If we all did this "painless" method of fundraising, we can channel our efforts in other areas, like Staff Development, etc.

Kathy asked who we should check with in regards to the Holiday Craft Tables, and everyone thinks it is Amory Cariadus. All we do is just sell the tables, it is easy and not much work is involved.

Theresa said given light of all the rumors that are going on, we as a group need to stay together in order for our voices to be heard, especially after what Donna said just now during her accreditation presentation. No one was sure how to check into the rumors that the Classified Council no longer exists at the other two campuses. Someone suggested the Union but since it was not a union related issue, they would not be involved. Nancy suggested calling the previous years' Council members to verify.

**Next Meeting: To be announced.**

Respectfully submitted,  
Nancy Lam, Secretary