

Skyline College
Classified Council Meeting
Minutes

Wednesday, September 12, 2012
12:00 pm to 1:00 pm

Present: Linda Allen, Cass Christian, Kathy Fitzpatrick, Sandra Hatzistratis, Kylin Johnson, Nancy Lam, Sherrie Prasad, Kennya Ruiz

Treasurer Report: Linda Allen, President of the Classified Council, gave a Treasurer's Report because Treasurer Barbara Lamson was absent.

Available current balance is \$2,645.34 with \$846.00 reserved for scholarships. The remaining retreat balance from PEDAC is \$629.24. We spent \$431.03 on the Summer 2012 retreat, and we raised from See's Candies sale a total of \$1,661.41 for the 2011-2012 academic year.

Changes to Public Safety: Robert Dean, the new Chief of Public Safety, gave a brief rundown of the changes on campus. Their Office Assistant position (Linda Herda) was defunded, like the other campuses, and his Officers rotate in manning the office. If they are out patrolling, they all have their cell phones with them. A silver courtesy phone has been installed outside their office for anyone that wishes to reach them when no one is in the office. Someone asked where ext. 4199 transfers to when no one is in the office, and Rob said it goes to the Officer's cell phone. Depending on staffing, there might be only one Officer on campus.

Each campus' Public Safety Office is the Lost & Found, and Rob said per his own personal experience, our campus has the highest rate of lost items returned to owners.

Parking, with the ever-changing environment and the limited amount of spaces to work with, is a challenge. In regards to Lot E, a number of reserve signs were taken down and handicap signs put up. Due to the requirements for a handicap parking, Lot E basically does not meet some of the requirements due to the slopes, and space required within each handicap stall, etc.

Rob said if anyone has any issues with parking tickets, bring them to him and he will work something out; he is not a stickler for parking tickets, and is willing to help--especially with students that can prove they have a valid parking permit.

Linda said she received a number of emails regarding the recent email sent by our President in reference to their office front door locked due to threats from a disgruntled student, and they all wanted to know if there would be any kind of training on dealing with hostile students, etc. Rob said there is training on Friday at CSM on violence, and then maybe breakout sessions at each campus. Rob said the current status on the incident with the President's Office is that the student is not allowed on campus.

As to the green temporary parking permits we used to get from Linda Herda, what is the procedure for it now? Rob said he does not have them anymore, and if we email him, he will send out the master District Parking Permit template, which will be used in lieu of the green temporary parking permits, and we do not have to keep a record of whom we issue it to.

Rob said Golda Gacutan has the updated list of the building captains.

Accreditation: Donna Bestock & Christine Roumbanis gave a brief update of our current accreditation. Donna said we are in the midst of our self-evaluation, and that the 1st draft by the Accreditation Writing Team is due this Friday, September 14th. She said all constituencies are represented. This is not made public but there is 10 days in between for it to be reviewed by the steering committee, and an Open Forum

will be held on Thursday, October 4th. One of the discussions will be on the Education Master Plan: what it is and what it does. The 2nd draft is due in November and this version will be published.

Christine said the website for the accreditation is updated and a lot of good information is on it, and the best way to access the website is via the index and click on 'a' for accreditation. They have asked everyone to take a look at it and give feedback so they can update it.

Linda Allen asked them to explain a bit further what accreditation is. Donna said that for higher education there are sets of standards in four areas that are delivered and sustainable, that makes our degrees and certificates acceptable for transfers into four year colleges and to be recognized in the job market. We have to prove that we meet all standards in the four areas.

The four areas for ACCJC, Accreditation for Community Junior Colleges, are:

- Institution & Integrity : Do we do our duty based on our planning and information put out to the public, and are they honest and accurate?
- Programs & Services : Instructional component: Are classes taught by skilled instructors and are they evaluated? Are resources offered to the students, like the library and learning centers?
- Resources: Do we have enough money to run the college and all programs that are offered? Do we have fair hiring practices and do we have the ability to retain and support the staff? For the physical plant, do we have the ability to maintain safe and clean buildings and classrooms?
- Governance: Do we have a real shared governance process? Do we have input and are our voices heard? We have 31 committees on campus, represented by every area of the college. Do we have policies in place?

Classified Council & Academic Senate: Linda said someone from Academic Senate will come to our meetings and she herself will attend their meetings so we can all share what is happening and work closely together.

Fundraiser: We will definitely do the See's Candies again and Kathy Fitzpatrick will find out the dates, most likely in October/November. Any other fundraising ideas are always welcomed, and Kathy said one suggestion was brought up previously and that was to sell tables for around \$25 per table for arts and crafts around the holiday seasons, or ask people to donate small prizes for raffles.

Announcements and other discussion: Nancy Lam announced that the cosmetology's Model Salon is now open, and is all run by a few elite students who do everything from advertising, to booking appointments, ordering supplies, etc. The prices are slightly higher than the regular salon, but this salon gives the students the opportunity to learn what it is like running a real salon when they graduate from the program.

Next Meeting: To be announced

Respectfully submitted,
Nancy Lam, Secretary