

Skyline College
Classified Council Meeting
Minutes

Thursday, May 2, 2013
12:00 pm to 1:00 pm

Present: Glenda Benavides, Linda Bertellotti, Bryan Besnyi, Barbara Daley, Sandra Hatzistratis, Linda Herda, Gigi Isaacs, Nancy Lam, Barbara Lamson, Julie Lamson, Adolfo Leiva, Vivian Paw, John Saenz, Heather Smith, Chris Weidman, Amber Wolak

Barbara Daley called the meeting to order after everyone served themselves to the potluck lunch. She said Linda Allen is on vacation, and she had asked the approval of the April minutes be deferred till the next meeting.

Election of Board Members: Barbara said the term for the Classified Council Executive Board Members are coming to an end and calling for nominees for the various positions. She has made up some fliers with the job descriptions for each position – President, Vice President, Secretary, Treasurer, Historian and Parliamentarian. She currently is the VP and Historian; Barbara said the Council meets once a month and the Executive Board Members try also to have a short monthly meeting as well.

Summer Retreat: Barbara asked for volunteers to plan and organize the Summer retreat, and Nancy Lam said an email will be put out when Linda Allen gets back. She said we had a great retreat last year. We are open to topics for this year's retreat. Everyone felt that we need time set aside a good amount of time at retreats for all to socialize. People present showed interest.

Report on Classified Workshop: The comments for the mini 2-hour retreat on April 12, 2013, on Juggling Act: An Overview of Work/Life Balance with Claremont EAP's presenter Karen Habegger, was positive, except that most people felt it was a bit short, especially on the topic presented. There was good rapport among the group and the presenter, and conversation was animated. Lunch was provided by the Council.

Accreditation Update: Christine Roumbanis brought some fliers with her to handout; it is a brief summary of the Accreditation Self Evaluation 2012-2013. Donna Bestock could not make it to today's meeting; they are both co-chairs of the accreditation team. We, the Classified, is the first group they are bringing the self-evaluation to for approval; the other constituents are the Academic Senate, College Governance Council, and Associated Students; once approval are given by all the constituents, it will be presented to the Board for final approval in June.

The process has been very inclusive throughout the college and well represented with the self-evaluation for the accreditation. We have Pat Carter as co-chair for Standard III; Crystal Shetaya co-chair for Standard I; there are endless representation throughout the campus and very broad-based. Accreditation updates are posted on Skyline Shines, and there has been three Open Forums with a lot of feedbacks but they were not well attended. Information on the Accreditation can be obtained from the website.

For the Self Evaluation, there are the table contents, which include Overview & Demographics, Organizational Charts, District Function Map and Eligibility Requirements for Accreditation. Then comes the four Standards, Standard I: Institutional Mission & Effectiveness, Standard II: Student Learning Programs & Services, Standard II: Resources, Standard IV: Leadership & Governance.

There is the Evidence in Document, and because there are a lot of overlaps, major editing is being done now. For Themes Embedded in the Self Evaluation, they are Institutional Commitments (MVE), Evaluation, Planning & Improvement, Student Learning Outcomes, Organization, Dialogue (how we share information) and Institutional Integrity.

Timeline is called the 3A, they are now working on 3B, which is basically editing; everything is in good shape and they are not changing the content, just editing, and would like to gather more examples of what

we do. Final editing and printing will be between May 20th to 30th, and presented to the Board in June. There will also be a meeting between the Team Chairs in May. The final copy will be mailed out in August, and the Accreditation Team visit is sometime in October.

As to the Status of the Self Evaluation, all parts of the writing teams have been reviewed at least twice, and it is being review now, and they are now looking at the style requirement for the whole evaluation as required by the Accrediting Commission for Community & Junior Colleges (ACCJC).

Christine was hoping to get our Classified Council's approval today, and Barbara Daley asked if everyone felt they were given ample opportunities to be involved with the process, forums and reviews. Barbara Lamson made a motion to approve the Accreditation Self Evaluation 2012-2013, and it was passed. Christine said Donna Bestock and Sarah Perkins both put in a lot of work for this accreditation.

Committee Reports: Sarah Perkins said we need to make sure our Classified website reflects that we will be a Senate, and that our new by-laws are posted. She also proposed to add an Accreditation Oversight Committee to the college, which basically is to be on top of documentation for accreditation so when the time comes for the next accreditation, majority of information are already in place.

The ASSC reported that the Hawaiian Asian Pacific Islander Festival was attended by over 1000 students; and a good turnout for the SF Poet Laureate Alejandro Murguia and Singer/Songwriter Diana Gamos.

Nomination for the Phil Meyer Excellence in Teaching Award is due to Nick Kapp by May 3rd.

Barbara Lamson's treasury report was we have \$3,389.84, and it was approved by the Executive Council Board to give \$200.00 towards the Year End Celebration, but felt more comfortable if it was put to the floor for approval. Adolfo Leiva motioned for the approval of \$200.00 and it was passed.

The Commencement Speaker this year will be Juan Sepulveda, Senior Advisor for Hispanic Affairs for Democratic National Committee, and former Director of the White House Initiative on Educational Excellence for Hispanic Americans.

Kathy Fitzpatrick and Nancy Argarin were the nominees for the Classified Employee of the Year, and Nancy was chosen to represent Skyline at District. Kathy Chaika was selected to be the overall District's representative to the State, and was one of the five that was chosen for the State. Barbara Daley won in 2009 for District and State.

Next Meeting: To be announced

Respectfully submitted,
Nancy Lam, Secretary