



**College Governance Council**  
Wednesday, September 23, 2020  
Zoom Video

**Approved Minutes**

**In Attendance:** Eloisa Briones, Jose Omar Gutierrez, Golda Margate, Melissa Moreno, Sherrie Prasad, Jesse Raskin, Leigh Anne Shaw, Jennifer Taylor-Mendoza

**Absent:** Carlos Ungo

**Guests:** Cherie Colin, Ingrid Vargas

**Recorder:** Theresa Tentés

- I. Call to Order and Establishing a Quorum  
Roll Call  
Theresa Tentés took Roll Call. All voting members were in attendance except for Carlos Ungo. A quorum was established.
- II. Consent Items  
Approval of Minutes, May 20, 2020  
(M/S Sherrie Prasad/Golda Margate)  
The May 20, 2020 minutes were approved with Dr. Melissa Moreno and Jesse Raskin abstaining.
- III. Informational and New Business

**Administrators**

- a. Structure of CGC and By Laws  
<http://www.skylinecollege.edu/collegegovernancecouncil/charterandbylaws.php>  
  
There was a motion to move item III a., Structure of CGC and By Laws, to an action item. (M/S Jesse Raskin/Sherrie Prasad) Unanimously passed
- b. Vice President of Student Services Position  
Dr. Melissa Moreno gave an update regarding the Vice President of Student Services position. Carsbia Anderson, Interim Vice President of Student Services, last day was Friday, September 18<sup>th</sup>. In the absence of a Vice President of Student Services, Dr. Moreno, Dr. Taylor-Mendoza and Eloisa Briones will share the duties of the Vice President of Student Services until a permanent person is hired. Dr. Taylor-Mendoza, Vice President of Instruction will serve as Chair of the Screening Committee and reported that the job announcement has been advertised and the screening committee will have their first meeting September

29<sup>th</sup>. The goal is to fill the position by early Spring 2021. The Administrators and Faculty have been identified to be committee members. The representatives for Classified Professional will be named by later this week.

- c. Executive Director of the Equity Institute  
Dr. Moreno gave an update regarding the Executive Director for the Equity Institute. Eloisa Briones, Vice President of Administrative Services will serve as the Chair of the Screening Committee. Eloisa will be reaching out to the Academic Senate and Classified Professionals for representatives on the committee.
- d. Create a Climate Work Group  
Dr. Moreno tabled this item to the next meeting until she receives more information from legal counsel.
- e. SMCCCD 2020-2021 Adopted Budget  
Eloisa Briones, Vice President of Administrative Services gave a brief update of the adopted budget for the 2020-2021 fiscal year. She provided slides and an explanation of the current budget status for this year and the coming years.
- f. Campus Facilities Update  
Eloisa Briones updated the committee regarding new portables that have been installed near building 3 to replace the old ones. Swing space in building 19 is almost completed and staff from building 2 have been packing in preparation to move into building 19 in January 2021. Currently there are meetings being held to discuss the building 1 facelift of certain areas.
- g. President's Word Group (PWG) on Participatory Governance and Committee Structure Update  
Ingrid Vargas, Dean of Planning, Research, Innovation and Effectiveness gave an update of the PWG work that has been done. She shared that each constituent group needs to update the membership for this Task Force for the current year. Each group has 2 members to represent Academic Senate, Classified Senate and ASSC. If members will stay the same or if they change, please send the information to Theresa Tentes. At the next CGC meeting the PWG will bring some new recommendations. There was discussion of changing the name of the Task Force to reflect the work that is being done.
- h. Need for a Strategic Enrollment Management group to create a new plan for Skyline College  
Ingrid Vargas, Dean of PRIE, shared an idea of a CGC Task Force with a charge with building a Strategic Enrollment Management plan for Skyline College. A discussion on how to proceed with creating this Task Force and receiving more information. Possibly bringing this topic back to the CGC in November.

- i. Faculty Positions  
Dr. Taylor-Mendoza gave an updated on the faculty positions from Spring 2020 that were postponed. The positions were Art, History, Automotive, Business and Cooperative Education. The college is moving forward with those positions this Fall for a start date of Spring 2021.
- j. Power Outages Guidance  
Dr. Taylor-Mendoza provided some information provided by Vice-Chancellor Dr. Aaron McVean regarding the procedures for all three campus during a power outage. The district would like to be sure that each campus is consistent with the procedures.
- k. FTEFAC Timeline and Process  
Dr. Taylor-Mendoza provided information on the FTEFAC timeline. She shared that there will be at least 4 positions to move forward. Presentations by the Division Dean's will be held October 23<sup>rd</sup>.
- l. 2020-2021 Faculty Handbook  
Dr. Taylor-Mendoza provided an update to the Faculty Handbook for 2020-2021.
- m. Instructional HR Management Updates  
Dr. Taylor-Mendoza shared that Dr. Raymond Jones, Director of the Middle College retired and currently there is an interim person, Martina Center filling that role until a permanent hire. Chris Gibson, Dean of Language Arts, will serve as Chair of the Screening Committee. The position will be advertised in November with a start date of early July 1, 2021. Another interim position that will begin shortly is for the position of College International Student Program Manager.

### **Academic Senate**

- n. Process of appointing faculty coordinators and recommendation for consistency  
Leigh Anne Shaw, President of Academic Senate shared with the committee that the process of appointment faculty coordinators needs to have more consistency. Dr. Moreno will work with Dr. Taylor Mendoza to determine a list of current coordinators, and identify an existing process and will bring this item back to CGC for resolution.
- o. Time or term limits on committees and recommendation for consistency  
Leigh Anne Shaw shared that it would be useful to have a conversation about term limits on committees. Dr. Moreno suggested that the PWG should have the discussion of term limits.

### **Classified Senate**

- p. Caring Campus Initiative  
Sherrie Prasad, President of Classified Senate provided an update on Caring Campus Initiative.

- Kickoff meeting on May 15<sup>th</sup>
  - 4 coaching session during the summer: Behavioral, Implementation, Monitoring and Communication Plans
  - Joint leadership meeting on August 12<sup>th</sup> to build a Leadership Support Plan
  - Implement the program in Fall 2020
- q. Classified Leadership Institute  
Golda Marge, Vice President of Classified Senate shared information of the Classified Leadership Institute.
- Received a President’s Innovation Fund grant
  - The Classified Senate Executive Board will work with a leadership coach this year to build the vision, mission and goals.
  - Launch the program in Fall 2021
- r. Opening Day Flex Day  
Sherrie Prasad shared the outcome of the Opening Day Flex Day Workshop they sponsored.
- The Classified Senate Executive Board held a workshop to provide space for classified professionals to learn about their challenges working in a virtual environment and provide support and practical tools and strategies to meet their needs.
- The Classified Senate will continue to provide space to support our classified professionals this academic year to foster a community of support.
- s. Classified Senate Student Scholarship Fundraising Drive  
Golda Margate provided information about the annual scholarship fundraising drive.
- Will launch in October 2020.
  - A month long event.
  - Last year, we had a successful fundraising drive and we hope to raise as much this year.

**Associated Students of Skyline College - 15 Minutes**

- t. Creating Connections in a Virtual Community
- a. <https://padlet.com/samnr/SKYStudentLife>
- Jose Gutierrez provided information to the committee of the events that the ASSC hosted which is available at the link provided:  
<https://padlet.com/samnr/SKYStudentLife>

IV. Action Items

Action item Structure of CGC and Bylaws was moved from an Informational item. It was moved to revise the CGC Bylaws to provide the agenda 72 hours before the next CGC meeting instead of 2 weeks before.

Motion to approve the item (M/S Leigh Anne Shaw/Golda Margate) Unanimously passed.

- V. Next Meeting – Wednesday, October 28, 2020, 2:00-4:00 p.m.
  - a. NEW ITEMS FOR NEXT MEETING from the members of CGC:
    - i. Create a Climate Work Group – tabled for next meeting
    - ii. Public Comments – tabled for next meeting
    - iii. Process of appointing faculty coordinators and recommendation for consistency

There were no items suggested from guests to be considered by CGC.

VI. Adjournment

There was a motion to adjourn the meeting (M/S Sherrie Prasad/Leigh Anne Shaw)

The College Governance Committee was adjourned in honor of the late Justice Ruth Bader Ginsburg.