



College Governance Council
Wednesday, February 23, 2022
2:00-4:00 p.m.

Zoom Link:

<https://smccd.zoom.us/j/87197565710?pwd=bnR0eWp0VjlOVU9ZTU1dG5yeXUrZz09&from=addon>
(669) 900-9128, Meeting ID: 871 9756 5710, Passcode: 621253

Voting Members:

- | | |
|---|---|
| <input type="checkbox"/> Lindsey Ayotte | <input type="checkbox"/> Sherrie Prasad |
| <input type="checkbox"/> Martina Center | <input type="checkbox"/> Cassidy Ryan |
| <input type="checkbox"/> Angel Gomez | <input type="checkbox"/> Anthony Tran |
| <input type="checkbox"/> Golda Margate | <input type="checkbox"/> Andrea Vizenor |

Ex-officio Members (Non-Voting):

- | | |
|---|---|
| <input type="checkbox"/> Cherie Colin | <input type="checkbox"/> Danni Redding Lapuz |
| <input type="checkbox"/> Joe Morello | <input type="checkbox"/> Oyame KenZoe Brian Selassie-Okpe |
| <input type="checkbox"/> Melissa Moreno | <input type="checkbox"/> Ingrid Vargas |
| <input type="checkbox"/> Newin Orante | |

AGENDA

- I. Call to Order/Establishing a Quorum/Roll Call
- II. Public Comment * - 15 Minutes
- III. Consent Items
Approval of Minutes – January 26, 2022
- IV. Informational, New Business and Action Items

Associated Students of Skyline College – 15 minutes

- a. ASSC Report Anthony Tran
Angel Gomez

Continue agenda item regarding ASSC being paid as members of hiring committees.

Classified Senate – 15 Minutes

- a. Classified Senate Report Sherrie Prasad/Golda Margate

Academic Senate - 15 Minutes

- a. Academic Senate Report Lindsey Ayotte/Cassidy Ryan



Management Council – 15 Minutes

a. Management Council Report

Andrea Vizenor/Martina Center

Administration – 45 Minutes

a. President's Update

Dr. Melissa Moreno

- i. Enrollment Management
- ii. PCI
- iii. March 4
- iv. PIF
- v. Constituent Committees Task Group

b. Administrative Services Update

Joe Morello

c. Instructional Update

Danni Redding Lapuz

d. Student Services Update

Dr. Newin Orante

e. Planning Research and Institutional Effectiveness Update

Ingrid Vargas

f. Equity Institute Update

Dr. O'Ken Zoe Brian Selassie-Okpe

g. Marketing, Communications, Public Relations Update

Cherie Colin

Constituent Committee Reports

V. Next Meeting – March 23, 2022

VI. Adjournment

**Public Comment. Members of the Skyline College community and the public may address the College Governance Council on items appearing on the agenda by submitting a request in the chat box (Zoom) or a comment slip (in person) at the start of the meeting. Speakers must limit their remarks to a maximum of three minutes. If there are a large number of speakers, the President may use discretion to reduce the comment time in order to keep all public comment time to 20 minutes or less, in order to be able to have enough time for the Council to conduct its business. In accordance with the Americans with Disabilities Act, the Council will make reasonable efforts to accommodate persons with qualified disabilities. If you require accommodation, please contact Theresa Tentes at tentes@smccd.edu at least 48 hours in advance of the meeting.*



College Governance Council
Wednesday, January 26, 2022
Zoom Video

Draft Minutes

Voting Members in Attendance: Lindsey Ayotte, Martina Center, Golda Margate, Sherrie Prasad, Cassidy Ryan, Anthony Tran, Andrea Vizenor

Ex-Officio Non-Voting Members in Attendance: Cherie Colin, Joe Morello, Melissa Moreno, Newin Orante, Danni Redding Lapuz, Oyame BenZoe Brian Selassie-Okpe, Ingrid Vargas

Recorder: Theresa Tentes

I. Call to Order/Establishing a Quorum
Roll Call

Theresa Tentes took Roll call. All voting members were in attendance except Angel Gomez. A quorum was established.

II. Public Comment *

Lucia Lachmayr shared with the committee the importance of having a hub or centralized area for all constituent groups can go to share initiatives and Task Groups that are taking place on campus. This would allow for better communication, less duplication of efforts, increased use of our resources and reduce workload.

III. Consent Items
Approval of Minutes – December 15, 2021

(M/S Lindsey Ayotte/Anthony Tran)

Ayes. Unanimously.

IV. Informational, New Business and Action Items

Associated Students of Skyline College – 15 minutes

a. ASSC Report

Anthony Tran / Angel Gomez

President of ASSC, Anthony Tran, shared with the committee that last week was “Welcome Week” for the campus. The focus was on sharing resources to the students and next week with be the Learning Communities and Clubs providing information. Students were offered food and beverages.



For the month of February, the ASSC is working on programming for Black History Month. They are working with UMOJA, ASTEP and BSU to create the events. The theme is “Black Health and Wellness”.

Classified Senate – 15 Minutes

a. Classified Senate Report

Sherrie Prasad/Golda Margate

Sherrie Prasad, President of Classified Senate, shared that the Senate launch of the CLI kickoff will be Friday, January 28th. There are 13 participants in the first cohort that will attend CLI through July. CLI will be incorporating the Intergroup Dialogue sessions with the cohorts. The Senate would like to thank Dr. Moreno and the Leadership Team for support, encouragement and guidance.

Golda Margate, Vice President of Classified Senate, provided a brief update of the Anti-Asian Task Group. The Task Group has been meeting and they have developed 4 sub-groups to take on the work of the 7 different resolves in the resolution. The work is moving forward.

Academic Senate - 15 Minutes

a. Academic Senate Report

Lindsey Ayotte/Cassidy Ryan

Academic Senate President, Lindsey Ayotte, shared that one of the goals this year was to collaborate with the campus constituents to determine a clear return to campus procedures and practices. Lindsey shared that as we all navigate the return we are doing it through the lens of participatory governance. The Academic Senate would like to continue to support positive student experiences and helping faculty and administrators in continuing to make this a reality.

The Academic Senate is also preparing for a large election for all new Senator positions to be replaced as well as 2 executive positions, the Treasurer and President. As part of the new election process the Senate has revised the bylaws. The Senate will now create a nomination committee that Cassidy Ryan will be in charge of overseeing.

Management Council – 15 Minutes

a. Management Council Report

Andrea Vizenor/Martina Center

Andrea Vizenor, Co-Chair of the Management Council, shared that the Management Council is looking forward to supporting the needs of Students, Classified Professionals and Faculty. She also congratulated the Classified Professionals for their Leadership Institute.

Administration – 45 Minutes

a. President’s Update

Dr. Melissa Moreno

Dr. Moreno appreciates the leadership on campus and the constituent leadership.

- i. **FTEF Ranking**
Dr. Moreno shared that Skyline College was fortunate to receive some funding to move forward to hire top ranking of faculty positions. She thanked Danni Redding Lapuz and Cassidy Ryan for co-chairing the FTEFAC committee and all the members who worked on this committee.
- ii. **Classified Ranking**
The Classified positions come forward through the Program Review process, the ALUR process, the Deans and Vice Presidents. The College received funding from the District to fund the Classified positions.
- iii. **People's College Initiative Update**
The CTTL placed a focus on PCI in order for the college to understand what it is as we move forward with the initiative. Reminder that the CGC approved 4 Tasks Groups for each major focus points of the PCI. The focus points are Civic Mindset Group, Anti-Racism and Equity Group, Participatory Governance group and Climate Review Group. Each Cabinet member are facilitators for each group.
- iv. **Strategic Enrollment Management Plan**
Dr. Moreno shared the diagram of the Integrated Planning Model and that everything is suppose to be connected. She shared that the college cannot be planning in silos because everything has to be aligned with our Mission, Vision and Values and our Educational Master Plan. The plan is so important because at the moment across the District we have a total of 13,500 enrollments. This number is the enrollment for one of our colleges. Across the state there is an enrollment crisis. The crisis is about the pandemic and the economy. Dr. Moreno recommended that we use a committee model because it is a participatory governance model because we need all constituent groups coming together to work on Enrollment Recovery and the create a Strategic Enrollment Management Plan.

Action Item: A motion to authorize a creation of a Strategic Enrollment Management Planning Committee. <https://www.skylinecollege.edu/prie/assets/plansandinitiatives/SEPMfinal-2v3.pdf>

Amend Motion to authorize a creation of a Strategic Enrollment Management Planning Committee and if passed today that we first form a Task Group that will work on a plan for committee formation.

(M/S Lindsey Ayotte/Andrea Vizenor)

Andrea Vizenor shared that the idea of a committee is a great idea in order to have an ongoing conversation.

Lindsey Ayotte asks about the timeline of the committee. She also supports a committee over a task group.



Ingrid Vargas shared that the work needs to start as soon as possible. She recommended that for this semester a Task Group is formed to begin the work.

Aye. Unanimously.

Action Item: Approval of Climate Review Task Group Recommendations presented in September 2021

Motion to approve recommendation from the CRTG from 2021
(M/S Cassidy Ryan/Lindsey Ayotte)

Aye. Unanimously.

b. Administrative Services Update Joe Morello

Vice President of Administrative Services, Joe Morello shared that he did not have any updates. But he did share that at the District level they are beginning the process of reviewing the resource allocation model for the district.

c. Instructional Update Danni Redding Lapuz

Danni Redding Lapuz, Interim Vice President of Instruction, provided an update. She thanked the entire community for the amazing lift of the campus reopening last week. 66 sections of courses have been added since the initial registration and opened to the students. There are 110 late start classes that will be beginning later in the semester.

As part of the enrollment recovery, Danni will be meeting with the Deans to strategize and look at what is available for late start and potentially put together a GE pathway for the March start.

The faculty evaluations have resumed. They had been put on hold during the Covid period. Resuming from Spring 2020 – Spring 2022. A workshop on how evaluations work will be held February 4th from 11-12 noon with the Evaluation Guidance Committee.

Danni wanted to give a shout out to Angelica Mendoza who did a pilot Adobe Sign project this past Fall for our evaluation process. She also thanked Academic Senate and AFT for pushing that forward. The process is no longer a pilot, Adobe Sign is used for the evaluation process.

Thanks to Andrea Fuentes who created some graphics for Canvas so that students can access links to information on campus.



d. Student Services

Dr. Newin Orante

Dr. Newin Orante, Vice President of Student Services provided an update. He expressed his gratitude and appreciation to all employees for supporting the work that we do.

He shared how Student Services had to pivot from their initial plan for the beginning of the Spring semester due to many colleagues and student ambassadors affected in terms of testing positive or being exposed and needing to quarantine.

Dr. Orante gave an update regarding exempted students. We have exemptions that we've approved on students who were not vaccinated and we have medical exemptions and also religious exemptions. The commitment that was made was that the college wanted to make sure students are testing every single week if they were accessing in-person courses as well as services. After the first week of school, the college noticed that there are 32 students who have not followed with their obligation and responsibility to get tested. The college is emailing and calling the students to remind them of their obligation. If they are not engaging and following the reminders then a hold is put on their file and faculty members will be informed that the student should not be in the class. The student is also notified that an interim suspension is in place and a hold on their record until they make the correction and if it doesn't get resolved we will then remove the student from the class(es).

The Student Equity Plan is due November 30, 2022. It requires an integrated and governance process and we will need to begin the process now.

e. Planning Research and Institutional Effectiveness Update Ingrid Vargas

Action Item: Approval of Skyline College Student Outcome Goals for SMCCCD Strategic Plan

Ingrid Vargas, Dean of Planning, Research, Innovation and Effectiveness, provided an explanation of the action item.

Motion to approve the goals that PRIE will submit to District.
(M/S Lindsey Ayotte/Sherrie Prasad)

Aye. Unanimously. Martina Center Absent

Action Item: Approval of Innovation & Effectiveness Plan for IEPI PCI Funding

Motion to approve IEPI PCI Report to Submit the Final
(M/S Andrea Vizenor/Sherrie Prasad)

Aye. Unanimously. Martina Absent



f. Equity Institute Update

Dr. O'KenZoe Brian Selassie-Okpe

Dr. OkenZoe, Executive Director for the Equity Institute, provided an update regarding the Equity Institute work. The Equity Institute will be working with the Cabinet members of CSM, Cañada College and Skyline College to engage in a leadership Anti-Racism and Equity work with the IDEAL program.

g. Marketing, Communications, Public Relations Update

Cherie Colin

Cherie Colin, Director of Community Relations and Marketing, shared that the Success Summit event has been postponed due to low registration and drop outs with guest speakers. Hoping to reschedule the event for a later date.

The branding study kickoff call is next week. The study is looking at the qualitative and quantitative research in order to really analyze our brand and how it represents the college. There are 2 of the 12 members of the work group.

The college is going to contract in creating a virtual campus tour. The goal is to film in early March and will be asking for help with recruiting students.

Enrollment campaign that started for the Spring semester. Mailings and social media including commercials.

The annual President's Breakfast will be held April 14th from 7:30 a.m. – 9:00 a.m. in person and virtual option.

Constituent Committee Report

No reports

V. Next Meeting – February 23, 2022

Motion to adjourn.

(M/S Cassidy Ryan/Anthony Tran)

Ayes. Unanimously.

VI. Adjournment

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Mission Statement

To transform and empower a global community of learners



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SKYLINE COLLEGE
College Governance Council (CGC)
Gathering Spaces Norms Adopted November 17, 2021

Action Taken:

COLLEGE GOVERNANCE COUNCIL ADOPTED A BASELINE OF GATHERING SPACES NORMS REQUIRED IN EVERY GATHERING OR MEETING SPACE ACROSS CAMPUS.

The College Governance Council recommended to the President and the President affirmed that Skyline College adopt a baseline of gathering spaces norms to align with the campus wide work of Intergroup Dialogue and the People's College Initiative so that every person can expect that these norms will be honored when entering a meeting or gathering space on campus. Every group can add/customize to the needs of the particular committee or organization.

- (a) Students First
- (b) Interpersonal Level of Equity – Peer to Peer, no hierarchy in the room
- (c) Challenge ideas, not people
- (d) Use concrete examples
- (e) Stories Stay, Lessons Leave
- (f) Make Space vs. Take Space
- (g) Self-care
- (h) Trust the process
- (i) Give credit where it is due
- (j) Safe Space vs. Brave Space
- (k) Respect/Multi-partiality - experience & communicate respect in ways that are informed by our culture, tradition & language; no tone policing
- (l) Listen for understanding
- (m) Honesty/transparency
- (n) Calling in is preferred to calling out
- (o) Speak for yourself - not for others, reframe in the positive
- (p) Be careful of speaking in generalities - frame comments in your own experience
- (q) Giving grace, even when grace isn't given
- (r) Assume positive intentions and take responsibility for impact