



College Governance Council

Wednesday, April 27, 2022

2:00-4:00 p.m.

Zoom Link:

<https://smccd.zoom.us/j/84358122530?pwd=MWNJSjFrTldNS0RFY01leVIyV1ZTZz09&from=addon>

(669) 900-9128, Meeting ID: 843 5812 2530, Passcode: 471072

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 – March 23, 2022
- IV. Informational, New Business and Action Items

Associated Students of Skyline College – 15 minutes

- a. ASSC Report

Anthony Tran
Angel Gomez

Classified Senate – 15 Minutes

- a. Classified Senate Report

Sherrie Prasad/Golda Margate

Mission Statement

To transform and empower a global community of learners



Academic Senate - 15 Minutes

a. Academic Senate Report

Lindsey Ayotte/Cassidy Ryan

Action Item: A motion to accept the recommendation of the Enrollment Management Task Group.

Management Council – 15 Minutes

a. Management Council Report

Andrea Vizenor/Martina Center

Administration – 45 Minutes

a. President's Update

Dr. Melissa Moreno

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

Institutional Effectiveness Committee – Karen Wong

Action item: A motion to adopt the revised rubric for ISLO assessment.

The IEC has been reviewing and updating the five Institutional Student Learning Outcomes (ISLOs), and will continue doing so for the next two semesters, eventually bringing them to the CGC for consideration. For some context, these revisions were prompted by the IEC changing the rubric language for each level from a proficiency to a growth mindset orientation, two faculty proposing to infuse all of the ISLOs with creative thinking, and the librarians initiating an update of the Information Literacy ISLO, which they felt was dated.

The Effective Communication ISLO and rubric is the first to be revised and approved. The Institutional Effectiveness Committee reviewed it and voted to recommend that the CGC approve it for ISLO assessment purposes. The proposed revision is at

https://docs.google.com/document/d/196V_BLEgqPDE99bdKOJSh1ECr6swxcgE/edit?usp=sharing&oid=106077962206322021227&rtpof=true&sd=true . Its approval will enable the College to use the rubric to assess the Effective Communication ISLO next academic year, when it is scheduled to be assessed.

V. Next Meeting – May 25, 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, March 23, 2022

Zoom Video

Draft Minutes

Voting Members in Attendance: Lindsey Ayotte, Martina Center, Martin Marquez, Kenny Ruiz, Cassidy Ryan, Anthony Tran, Andrea Vizenor

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

Recorder: Theresa Tentes

- I. Call to Order/Establishing a Quorum
Roll Call
Theresa Tentes took Roll call. Angel Gomez is not in attendance. Golda Margate and Sherrie Prasad were not in attendance but sent representatives from the Classified Senate Executive Board to attend for them as proxy voters. A quorum was established.
- II. Public Comment *

No comments
- III. Consent Items
Approval of Minutes – February 23, 2022

(M/S Andrea Vizenor/Cassidy Ryan)

Ayes. Unanimously.
Abstaining – Kenya Ruiz and Martin Marquez.
- IV. Informational, New Business and Action Items

Associated Students of Skyline College – 15 minutes

a. ASSC Report

Anthony Tran / Angel Gomez

Anthony Tran, President of ASSC, provided an update of the events that have taken place for Women's History Month. He shared that there was a Jazz Performance by Dr. Kim Nalley and a film screening of "Rebound" by Tamara Perkins an instructor here at Skyline College. The ASSC collaborated with the STEM Center in the Science and Action Series. They also held a Women's Communication Empowering Workshop with Nancy Zambo and on the ASSC social media they also held a celebration of LGBTQ+ Women in History.



Classified Senate – 15 Minutes

a. Classified Senate Report

Sherrie Prasad/Golda Margate

No Report.

Martin Marquez provided an update of the Intergroup Dialogue workshop for the Classified Professionals. The workshop will be concluding soon. The Classified Leadership Institute will resume in April.

Academic Senate - 15 Minutes

a. Academic Senate Report

Lindsey Ayotte/Cassidy Ryan

Lindsey Ayotte, President of Academic Senate, gave an update. She shared that the screening committee for the Vice President of Instruction position has concluded and the forums of the finalists were yesterday, April 26th. The Academic Senate officially kicked off the Academic Senate elections. The election nomination form is opened until April 15th.

https://smccd-czqfp.formstack.com/forms/academic_senate_nomination_form_sp2022

The Academic Senate is searching for a faculty representatives for the Credit for Private and Learning (CPL) Workgroup. It is a 2-year Task Force and Aaron McVean, Vice Chancellor, Educational Services and Planning, is overseeing the Workgroup. The next Academic Senate State Plenary is being held April 7-9.

<https://docs.google.com/document/d/1MkInTB4aAOsoGZdQKnjJch4TyjMl0jDnsGn1WcfP8OQ/edit?usp=sharing>

i. Update on the Enrollment Management Committee Task Group

Lindsey Ayotte shared that the Enrollment Committee Task Group met. The Task Group decided on the following recommendation for the committee:

Tri-chair Model

Administration, Classified, Faculty

Constituent Representation

2 Faculty Rep

2 Classified Rep

2 Managers

1 Student Rep

Resources: Marketing, PRIE, Facilities

Student Advisory Group: Solicit feedback when needed



Lindsey said that no one has been identified to be a member of the committee yet.

Action Item: A motion to move the item to an Action Item.

(M/S Lindsey Ayotte/Cassidy Ryan)

Unanimous

Action Item: A motion to accept the recommendation of the Enrollment Management Task Group.

(M/S Cassidy Ryan/Andrea Vizenor)

Discussion: Dr. Moreno shared that the recommendation is to build an Enrollment Management Committee. The Task Force was charged with recommending the makeup of the committee to CGC. There was a discussion of how the membership was decided if it is a constituent representation or division representation.

Cassidy Ryan moves to withdraw her motion and Andrea Vizenor also agrees to move this item off as an action item. This item will be placed as an Action Item for the April meeting.

Management Council – 15 Minutes

a. Management Council Report

Andrea Vizenor/Martina Center

Andrea Vizenor, Dean of Strategic Planning and Workforce Development, shared that there are 3 members from the Management Council are creating a Management Retreat this summer.

There were 2 events in March. The first one was Exploring Automotive Technology Careers and College Expo. There were 150 students from San Mateo County who came to campus. They toured the Automotive Department and had a panelist experience.

The second event the college hosted 150 middle school students from the Jefferson Elementary School District. This was an opportunity for the students to explore how their connections in high school with dual enrollment impact their ultimate college options.

Andrea thanked everyone for all those who made this event a success.

Administration – 45 Minutes

a. President's Update

Dr. Melissa Moreno

i. PCI: Participatory Governance Task Group Update

Dr. Moreno shared that the Task Group is meeting every month through May. Danni Redding Lapuz created a great notebook concept in OneNote and the other task groups will use it as a template.

- ii. VPI Search Update
Dr. Moreno provided an update regarding the search for the next Vice President of Instruction. The forums were held this week and were recorded for those who were not able to watch live. She encourages everyone to watch the videos and complete the evaluation to provide feedback. A final decision will be made for a candidate to be on the Board agenda in May. Dr. Moreno would like to thank the committee for doing an excellent job in bringing forward the candidates that they did.
- iii. Employee Housing
The Employee Housing is planning to be completed in June.
- iv. ITS and CIP Updates
Twice a month Dr. Moreno and Cabinet members meet with the district staff regarding Capital Improvement Projects. There was a need to also have a regular meeting with the ITS staff regarding technology needs. Those meetings have also been scheduled with the ITS staff and the President's Cabinet.
- v. March 4th
Dr. Moreno received feedback regarding March 4th. She is interested in operationalizing the work we do on March 4th. She made a recommendation to incorporate March 4th with some of the Professional Development work that is already being done to ensure that it's part of developing climate and a culture that honors growth.

Lindsey shared that faculty are in support of March 4th and would like to see it a much larger event.

Dr. Moreno would like to attend each of the Constituents Committee meetings to discuss Community engagement.

- b. Administrative Services Update Joe Morello

No Report

- c. Instructional Update Danni Redding Lapuz

- i. PCI: Civic Mindset Task Group Update
Danni Redding Lapuz, Interim Vice President of Instruction provided an update on the Civic Mindset Task Group. The Task Group is meeting monthly. They have created a notebook that outlines their task and the potential benchmarks that are need to meet for the grant funding. They have also hosted a student event. The Task Group is finalizing the ultimate goal.

March start began this week. Over 22 classes and over 600 enrollments. Some of the Project change students also started taking classes.

d. Student Services

Dr. Newin Orante

i. PCI: Antiracism/Equity Task Group Update

Dr. Orante shared that the Task Group had 2 meetings so far in February and March and will continue to have additional meetings in April and May. The Task Group worked on framing questions around data primarily on the application process and students who continue beyond census and stop before census. The Task Group is also using the OneNote notebook to capture information to make it easily available.

Dr. Orante reported that we are now in the middle of the semester and a number of students who needed to complete their weekly Covid testing has escalated to a level of suspension from in person courses because they have not followed through with the testing. He is beginning to meet with students who are at the level of suspension. Most of the students were focused on their studies and didn't complete the testing. He shared that it was a health and Safety matter. Dr. Orante is meeting with the students to support their academic experience and to give them a chance to complete the testing.

He also wanted to remind everyone that we are in the midst of Spring Break for many people. Its important to provide Covid tests to who ever needs them so they can test themselves.

Commencement will be held Friday, May 26th and it will be the first time held outdoors.

Dr. Orante will be meeting with Alvin Gubatina and Ryan Samn to discuss what does it mean to develop a student advisory.

Title IX Skyline College does have a process in place but also with SB 493 in the last 2 years there has been a lot of changes to the process. The college is developing a Title IX team that will have a Title IX deputy, an investigator, process, advocate and campus security. There will also be training.

e. Planning Research and Institutional Effectiveness Update Ingrid Vargas

i. PCI: Climate Review Task Group Update

Ingrid Vargas, Dean of Planning, Research, Innovation and Effectiveness, provided an update. The Task Group has met every 3 weeks. They are going through steps of the work ahead that are provided on the PCI website. The first step is to understand the work that has been completed. They area also starting a review of the prior surveys to do a deeper dive of the survey's that has been completed in the past.

Ingrid shared that the Great Colleges Survey that everyone should have received. It is an opportunity for all the voices to be heard. It is tied into the Climate Review Task Group. We encourage everyone to complete the survey.



f. Equity Institute Update

Dr. O'Ken Zoe Brian Selassie-Okpe

Dr. O'Ken Zoe provided an update on the Equity Institute. He shared that they are continuing to develop the equity training modules. Also, trying to be mindful and attentive to not just equity but more of an umbrella under the social justice needs of the institution.

g. Marketing, Communications, Public Relations Update

Cherie Colin

Cherie Colin, Director of Community Relations and Marketing, provided an update regarding the branding study. It included focus groups of faculty, interviews some alumni, Cabinet members and MCPR team. A survey will be sent out to all employees.

The virtual campus tour in completing the filming. Preliminary view at some of the 360 views have been completed. The draft is not completed yet.

The President's Breakfast will be held Thursday, April 14th in the Farallon Room in building 12. The Breakfast will be held in person and virtual. Here is the link to register.

<https://skylinecollege.edu/presidentscouncil/breakfast-registration.php>

The agency of record has moved forward with the District. They have created 3 concepts and will need some feedback

Constituent Committee Report

No reports provided.

V. Next Meeting – April 27, 2022

Motion to adjourn.

(M/S Lindsey Ayotte/Andrea Vizenor)

Ayes. Unanimously.

VI. Adjournment

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From: [Ayotte, Lindsey](#)
To: [Moreno, Dr. Melissa](#); [Tentes, Theresa](#)
Cc: [Orante, Newin](#); [Vizenor, Andrea](#); [Prasad, Sherrie](#)
Subject: Enrollment Task Group-Final proposal for "Enrollment Strategy Committee"
Date: Monday, April 25, 2022 12:08:37 PM

Good afternoon,

The CGC Enrollment Task Group has met and finalized the following proposal to approval on Wednesday:

New proposed name: Enrollment Strategy Committee

Tri-chair model

Administration (Vice President of Instruction), Classified Professional (1 elected by CSEA), Faculty (1 elected by Academic Senate)

Division Representation (Identify one person):

Academic Support and Learning Technologies
Business, Education and Professional Programs
Counseling
Enrollment Services
Global Learning and Program Services
Language Arts
Kinesiology/Athletics/Dance
Student Equity and Support Programs
Science/Technology/Engineering/Mathematics
Social Sciences/Creative Arts
Strategic Partnership and Workforce Development

Constituent Representation: (Identify one person)

Faculty Rep
Classified Professional Rep
Management Council Rep
Student Rep

Functional Roles (Identify one person):

Vice President of Student Services
Career Technical Education Liaison (appointment by Academic Senate)
Marketing Communication and Public Relations Rep
Outreach and Recruitment Rep
Planning, Research and Institutional Effectiveness Rep
Curriculum Specialist Rep
Business Administration Rep

Lindsey Ayotte, M.A.

Academic Senate President

Director of Forensics

Assistant Professor

Communication Studies Department

Language Arts Division

Skyline College

(650)738-4276



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