



College Governance Council
Wednesday, December 15, 2021
2:00-4:00 p.m.

Zoom Link:

<https://smccd.zoom.us/j/86238601227?pwd=NTZwSWdOK2pKUjFpVGREc1lSb3Zrdz09&from=addon>
(669) 900-9128, Meeting ID: 862 3860 1227, Passcode: 076764

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"/> Eloisa Briones | <input type="checkbox"/> Danni Redding Lapuz |
| <input type="checkbox"/> Cherie Colin | <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 – November 17, 2021
- 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
- b. Administrative Services Update Joe Morello
- i. HSEPC Update
- ii. SPARC Update
- 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

Action Item: To create a Task Group for the branding study.

Constituent Committee Reports

V. Next Meeting – January 26, 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 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, November 17, 2021
Zoom Video

Draft Minutes

Voting Members In Attendance: Martina Center, Angel Gomez, Sherrie Prasad, Golda Margate, Kenya Ruiz, Cassidy Ryan, Anthony Tran, Andrea Vizenor

Ex-Officio Non-Voting Members In Attendance: Eloisa Briones, Cherie Colin, Melissa Moreno, Newin Orante, Danni Redding Lapuz

Recorder: Theresa Tentes

I. Call to Order/Establishing a Quorum

Roll Call

Theresa Tentes took Roll call. All voting members were in attendance except for Lindsey Ayotte, Ingrid Vargas and Dr. Oyame KenZoe Brian Selassie-Okpe. A quorum was established.

II. Public Comment *

Soledad McCarthy spoke to the committee regarding the FTEAC positions that were chosen. She specifically wanted to speak about the Accounting position and the need of hiring a full time Accounting faculty member. Grace Beltran added that the need for an additional Accounting faculty would greatly help students take the courses they need and to graduate and transfer on time.

III. Consent Items

Approval of Minutes – October 27, 2021
(M/S Andrea Vizenor/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

Anthony Tran, President of ASSC shared that there was a Native American Heritage Month event held in November. The ASSC also presented at the November Board of Trustees meeting regarding events and activities that were held this semester. Vice President of ASSC, Angel Gomez, added that the ASSC is working on how to address the needs of the students to help them be successful through their college experience.

Dr. Moreno reminded the committee regarding the continuation of the conversation for the ASSC to be paid as members of committee participation.

Dr. Orante, Vice President of Student Services and Vice President of Administrative Services, Joe Morello and Eloisa Briones are continuing to research for options. Dr. Orante will provide an update at the December CGC meeting. This item will be included on our December agenda.

Classified Senate – 15 Minutes

a. Classified Senate Report

Sherrie Prasad/Golda Margate

President of Classified Senate, Sherrie Prasad, provided a report to CGC. She shared that at the November Classified Senate meeting Dr. Moreno attended the meeting and provided an overview of the PCI and how Classified Professionals can get engaged with the initiative. Also, Sherrie provided that many Classified Professionals have signed up to the task groups for the PCI Initiative.

Classified Leadership Initiative is an ongoing developing and planning during the Fall semester. They are finalizing the application which should be ready and sent out by the end of November. Classified Senate is securing the dates for the Spring Semester and into Summer with a cohort. The Summer dates are being discussed and finalized soon. The Senate is also discussing topics for the sessions.

A reminder that the Classified Senate Student Scholarship is still going on until November 30th. Here is the link to make a donate:

<https://www.skylinecollege.edu/classifiedsenate/scholarships.php>

Vice President of Classified Senate, Golda Margate provided an update of the Anti-Asian Task Group. Golda shared that there are 14 team members (4 Faculty 6 Classified Professionals (4 CSEA and 2 non-represented) 3 ASSC members and 1 Manager. The first meeting will be held Monday, November 22nd.

Academic Senate - 15 Minutes

a. Academic Senate Report

Lindsey Ayotte/Cassidy Ryan

Vice President of Academic Senate, Cassidy Ryan, provided a report to the group. Cassidy shared that the Academic Senate created a Task Group to research class cancellations. This is to help create support for Deans and Administrators in the future. Academic Senate worked with Interim Vice President Danni Redding-Lapuz who provided some information. They also heard from the Deans who gave feedback regarding their research. The Task Group has now been disbanded and they feel they received the answers they were looking for and they look forward to supporting the Deans. The research is now with the Interim Vice President.



The Academic Senate has put a call out to faculty interested in serving on the Vice President of Instruction Screening Committee. They will be deciding at the next Academic Senate meeting who the faculty representatives will be on the screening committee. The Academic Senate appointed a new Secretary who will be named at the next Senate meeting. There is also a nomination committee to assist with the elections of the Senate seats this coming Spring.

Cassidy shared that the Academic Senate has instituted an Agenda Request Form to add items to the Senate meetings. This is a way for the Senate to prioritize the items and to be transparent about the requests. This is the link to the form:

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

Management Council – 15 Minutes

a. Management Council Report

Andrea Vizenor/Martina Center

Andrea Vizenor, Dean of SPWD shared that the Managers completed 16 hours of Intergroup Dialogue training of the last 6 weeks.

Administration – 45 Minutes

a. President's Update

Dr. Melissa Moreno

Dr. Moreno provided an update regarding the change from the Free Form Fridays, that were scheduled for most Fridays, to the Return to Campus Briefings that began in October and will end in early December. The Return to Campus Briefings is going very well and there have been many questions asked that have been answered. The participation has increased from the first Return to Campus Briefings. The answers to the questions and the live recording have been posted to the Skyline College website at this link: <https://skylinecollege.edu/presidentsoffice/return-to-campus.php>. Thank you to Academic Senate for providing a list of question. Dr. Moreno worked with District partners to answer some of the questions.

The People's College Initiative have 4 Task Groups to address Civic Mindset, Climate Review, Anti-Racism and Equity and Participatory Governance. So far 40 people have responded to join the Task Groups. The Task Groups are filling up fast. At the moment there are 14 members for Civic Mindset, 11 for Climate Review and 12 for Anti-Racism and Equity and Participatory Governance has 3 people signed up. The Task Groups will stay opened and an announcement will be made for when the final date to sign up. When Dean Ingrid Vargas returns she will finalize the population of the Task Groups and bring the memberships to the next CGC meeting.

Action Items

a. Review and Adopt Gathering Spaces Norms

Dr. Moreno has an action item that was discussed at the last 2 CGC meetings. The Gathering Spaces Norms is to set an example to have a graceful and kind behavior across our campus and every space we step into. The Gathering Spaces

Norms is a baseline of expectations of how we operate in these spaces. At the last CGC meeting we decided to bring the list of Gathering Spaces Norms to the Constituent Groups and to postpone action to the November CGC meeting.

Sherrie Prasad did have a question from Classified Senate regarding the baseline for Gathering Spaces Norms. There was a discussion regarding the Classified Senate's concerns.

Amend the Motion of the Gathering Spaces Norms to include the 4 Norms the Classified Senate wanted to add.

(M/S Andrea Vizenor/Martina Center)

Ayes. Unanimously.

The CGC packet will now include the Gathering Spaces Norms to the agenda packet.

Recommendation to President and the President will accept the norms.

b. Administrative Services Update

Eloisa Briones/Joe Morello

No update.

c. Instructional Update

Danni Redding Lapuz

i. FTEFAC Rankings

https://docs.google.com/presentation/d/1W_FILEOO3Xx7mrGthaCBRRgOXZsZmqYugijZhH2wZ5g/edit#slide=id.p

Interim Vice President of Instruction Danni Redding-Lapuz gave an update regarding the work from the FTEFAC committee. This year there is a new model adopted which included a Co-Chair for the Committee. Cassidy Ryan, Vice President of Academic Senate is Co-Chair for the FTEFAC Committee. Danni thanked the committee for their work and collaboration.

Danni provided a slide deck with information regarding the Committee members and the work the Dean's provided. Cassidy provided an explanation of the ranking of the Faculty requests that was decided by the Committee.

The recommendation of the ranking of the Faculty requests will be given to the College President.

d. Student Services Update

Dr. Newin Orante

i. Student Services SP22 Service Schedule

Dr. Newin Orante, Vice President of Student Services presented a document of the schedule of student services for Spring 2022. There will be remote and in person services offered.

ii. Student Vaccination Religious Exemption Update

Dr. Orante also provided an update regarding the religious exemption for students. At the November 10th Board of Trustees meeting the Trustees voted to maintain the policy that the District has in place. Since the BOT vote, Skyline College has been working with students who submitted emails requesting the religious exemption. Since there were no District-wide form for students to complete the college reviewed the emails that were submitted prior to November 13 and all the requests have been approved and noted in the system. The students will be able to submit their request for religious exemption and medical exemption directly to WEBSMART not to the Vice President of Student Services.

iii. California for College Opportunity – State of Higher Education for Latinx Californians Report - <https://collegecampaign.org/our-publications/>
Dr. Orante provided a link for the Latinx Californians. He feels that this link is important regarding Latinx Californians.

iv. Basic Needs (AB132) Update

AB132 is about supporting and developing a Basic Needs center at our location. Skyline College will possibly receive \$180,000-\$205,000 annually to support the Basic Needs Center.

e. Planning Research and Institutional Effectiveness Update

Ingrid Vargas

No report

f. Equity Institute Update

Dr. O'KenZoe Brian Selassie-Okpe

Dr. Okenzoe shared that on Friday, December 3rd from 9:00 a.m. – 4:00 p.m. the Equity Institute presents its inaugural Equity Master Class – Equity in Praxis.

<https://equityinstitute.com/equitymasterclass/index.php>

- g. Marketing, Communications,
Public Relations Update

Cherie Colin

Cherie Colin, Director of Community Relations and Marketing, provided an update on the LunaFest fundraiser that was held in November. It was in partnership with WMLA. Films were by women and for women.

There is a media press survey provided this Fall to the students. How do students consume media? will be the outcome of the survey.

There is a new link on the college website “Where do I belong campaign?”. It was a collective campus effort. Dr. Moreno added that the “Where do I belong campaign” was a result of a project that was completed from the Equity Training Series by a group of employees.

Request for proposals for a branding study to take a look at the college’s branding as a whole and do some research with the community on how do we look at as college.

Constituent Committee Reports

- a. Institutional Effectiveness Committee (IEC)

Karen Wong, faculty and a tri-chair to the IEC committee provided two action items for the CGC meeting.

Action Item

- a. ACCJC Goal Setting

IEC Recommends Action: CGC recommends that CGC adopt the proposed ACCJC Institution Set Standards and Aspirational Goals, provided that we have more robust discussions about the Scorecard in regards to issues such as equity.

<https://skylinecollege.edu/iec/assets/agendas/2021-2022/IEC-ACCJC-Goals-20211108.pdf>

Karen provided an explanation of the action from the powerpoint presentation.

Motion for adopting these proposed goals for ACCJC.

(M/S Andrea Vizenor/Cassidy Ryan)

Ayes. Unanimously.

President affirms the recommendations.



- b. Program Review Processes: (a) additions to the program review schedule, (b) presentations being required, (c) written and oral formative feedback via the checklists.

IEC Recommends Action: CGC recommends that CGC endorse program review processes that were approved by the IEC pertaining to the schedule, presentations, and feedback mechanisms.

<https://www.skylinecollege.edu/programreview/cpr/assets/PRSchedule.pdf>

Motion to have CGC endorse program review processes that were approved by the IEC pertaining to the schedule, presentations, and feedback mechanisms.

(M/S Cassidy Ryan/Angel Gomez)

Ayes. Unanimously.

- V. Next Meeting – December 15, 2021

Motion to adjourn.

(M/S Andrea Vizenor/Cassidy Ryan)

Ayes. Unanimously.

- VI. Adjournment

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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