



**College Governance
Council** Wednesday,
December 15, 2021
Zoom Video

Approved Minutes

Voting Members In Attendance: Lindsey Ayotte, Martina Center, Angel Gomez, Sherrie Prasad, Anthony Tran, Andrea Vizenor

Ex-Officio Non-Voting Members In Attendance: Cherie Collin, Joe Morello, 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. All voting members were in attendance except Golda Margate and Cassidy Ryan. A quorum was established.
- II. Public Comment *
Lindsey Ayotte and Sherrie Prasad shared a concern of the meeting date and time of the CGC meetings. The meeting in November and today conflict with the Curriculum Committee and they are hoping to change the date and time of the CGC so the two committees don't conflict. Theresa Tentes shared that the November and December CGC meetings were moved up a week earlier due to the holidays. Also, the May meeting is moved up a week due to the end of the semester. She also shared that CGC is normally scheduled to be held the 4th Wednesday of the month from 2-4 p.m. She will look into the May meeting and see if it can be held on a different date due to the conflict with Curriculum.
- III. Consent Items
Approve of Agenda
(M/S Lindsey Ayotte/Andrea Vizenor)

Approval of Minutes – November 17, 2021
(M/S Anthony Tran/Lindsey Ayotte)

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, provided a brief report. He shared that in the Spring a meeting regarding safety will be scheduled. Also, Angel Gomez, Vice President of ASSC, wished the committee a happy holiday.

At the conclusion of the ASSC report, Vice President Joe Morello shared that he is continuing to work on existing sources for Student Assistant funds.

Classified Senate – 15 Minutes

a. Classified Senate Report

Sherrie Prasad/Golda Margate

Sherrie Prasad, President of Classified Senate, reported to the Executive Board just sent the application for the Classified Leadership Institute (SCCLI) Cohort. There was a delay in sending the application to the Senate because the Executive Board felt they needed additional input from the Senate in developing the programming specifically the leadership topics of the program. A survey was sent out to the Senate and with the feedback, the Executive Board decided on the topics. The application is due on January 14, 2022 and once the application is received, the application will be sent to the Classified Professional's respective Supervisors for review and approval. The first orientation meeting for SCCLI will be on January 28, 2022.

She also provided an update regarding the annual Classified Student Scholarship. Sherrie thanked all those that donated towards the scholarship. Classified Senate raised \$1,855 funds for the scholarship. Their goal was \$2,000. The scholarship fund is strictly used for student scholarship.

Sherrie thanked all the Classified Professionals for returning to work this past semester.

Academic Senate - 15 Minutes

a. Academic Senate Report

Lindsey Ayotte/Cassidy Ryan

President of Academic Senate Lindsey Ayotte shared that Kim Saccio will be stepping down as Academic Senate Secretary. The Academic Senate thanked Kim for her service and help with onboarding her replacement Jessica Truglio. Jessica will be serving the remainder of the secretary term (Spring 2022-Spring 2023).

Lindsey also shared that the Academic Senate has an article in the Skyline Shines which highlights what Academic Senate has accomplished this semester and our future goals: <https://skylineshines.skylinecollege.edu/uncategorized/academic-senate-fall-2021-semester-in-review/>

Management Council – 15 Minutes

a. Management Council Report

Andrea Vizenor/Martina Center

Andrea Vizenor, Dean of SPWD, reported that the Managers Council met yesterday. They spoke about burn out and strategies for the coming year. She thanked everyone for great work this semester. Andrea and Martina wished everyone a happy holiday.

Administration – 45 Minutes

a. President's Update

Dr. Melissa Moreno

No report

b. Administrative Services Update

Joe Morello

i. HSEPC Update

Joe Morello, Vice President of Administrative Services provided a report about the HSEPC. The Skyline College Health, Safety and Emergency Preparedness Committee met on Thursday, December 2nd and voted on 8 recommendations brought forward by AFT related to COVID 19 and our return to campus for consideration by the District Safety Committee. All recommendations were approved and on Monday, December 6th, the District Safety Committee reviewed and discussed the recommendations. A response was forwarded to the committee on Tuesday, December 14th. He thanked the committee for their work in putting together and voting on the recommendations. Important issues were surfaced and discussed at the district. Given that the situation with COVID remains fluid, the recommendations are important so the issues and concerns raised are documented and being considered.

https://skylinecollege.edu/collegegovernancecouncil/assets/documents/agendasminutes/2021_2022/AFTRecommendationsHSEPCRevResponses.pdf

ii. SPARC Update

Joe also provided a report on SPARC. The Strategic Planning and Resource Committee (SPARC) met on Thursday, December 9th and he presented an update on the Classified / Management position prioritization process for 2021-2022. SPARC had no Fund 1 dollars to allocate toward positions. The positions funded were done so with one-time fund sources and would need to be institutionalized in future budget years. The primary source of funding is from the Board of Trustees Free SMCCD initiative. Funds from that initiative were able to cover the following positions: Dual Enrollment (2-Program Service Coordinators and 1-Retention Specialist), Promise Scholars (2-Counseling Faculty and 1-Program Service Coordinator) Admissions and Records (1-AR III serving both Promise Scholars and Dual Enrollment).

https://skylinecollege.edu/collegegovernancecouncil/assets/documents/agendasminutes/2021_2022/SKY_2021-22%20Classified%20and%20Manager%20Request_Final_SPARC.pdf

c. Instructional Update

Danni Redding Lapuz

Danni Redding Lapuz, Interim Vice President of Instruction, provided a report. She would like to share with you some steps that the College has taken to build collaboration, streamline processes to move toward a paperless campus, and provide our college community with information that will help the College as we serve our Skyline College students.

FTEFAC Committee Structure

We have completed the Full-time Faculty prioritization process for the 2021-2022 year and she wanted to share some changes that we made this Fall. First, we shifted the leadership of this committee from a VP of Instruction led process to a co-chair model with the Academic Senate VP collaboratively leading (kudos to VP Cassidy Ryan-White). The faculty serving on the committee were charged with ranking positions based on overall college need to best serve students. Per faculty request, we adapted our process to allow committee discussion during the prioritization work and utilized PRIE data, division justification documentation, and dean presentations to inform our ranking. The FTEFAC prioritization was presented to Academic Senate, SPARC, and College Governance Counsel in November to ensure that constituency groups and our campus community were informed. Toward continued improvement, the FTEFAC Committee debriefed our process and made the following recommendations for next year:

- Committee membership will be for a period of three (3) years
- Full-time Faculty Request Form will be amended to include the number of years the positions has been previously requested
- Campus-wide Position Presentations will be opened up to include faculty and deans

Thank you to all who served on this committee and a special acknowledgement of Sherrie Prasad for her organization and support.

Adobe Sign/Paperless Campus

The Office of Instruction, in collaboration with our Evaluation Guidance Committee and Academic Senate, launched an Adobe Sign evaluation process in Fall 2021. Our goal was to have all evaluation documentation processed and signed through Adobe Sign to streamline the signature process and promote a paperless campus. Angelica Mendoza, of the Office of Instruction, create a series of [training videos and step-by-step guides](#) to assist faculty in employing Adobe Sign. She also worked collaboratively with CCTL to provide support across our campus to those needing assistance in applying this new technology. In response to the great demand, Angelica also created a training for Division Assistants to expand the use of [Adobe Sign E-Signature](#) across the campus for various paperwork processes. Skyline College is emerging as a leader in this effort across our district and we want to thank all of you for embracing this technology. A special kudos to Angelica Mendoza for her leadership and innovation.

Enrollment Report

Our Academic Senate has requested that enrollment data be shared with faculty. We are excited to make this information available and each Monday our PRIE office will send out an enrollment report that includes scheduled courses and the number of students enrolled and waitlisted for each course section. The reports are dense, including complexities such as cross-listed sections, cohort sections, WSCH, FTES, FTEF, and load. We felt it was important to share this data so that our campus community can build

Mission Statement

To transform and empower a global community of learners



a comprehensive understanding of our course schedule and enrollment patterns. I invite you to reach out to the Instruction office for any questions you may have interpreting the enrollment report.

Students First Course Cancellation Strategy

At the request of our Academic Senate, a Task Group was convened in Fall 2021 with representation of our constituency groups, Associated Students, Classified Senate, Academic Senate, Management Council, and our Instructional Deans to discuss our course cancellation process. The group came together for two sessions to share experiences and expand their understanding of the Instructional Dean's work collaboratively building and managing our course schedules. From our discussions it was clear that great care is taken in our processes and that decisions to cancel a course are nuanced and complex. To ensure that our campus community is aware of the considerations and processes that deans employ, we have created our [Students First Course Cancellation Strategy](#). As a college, we are dedicated to providing our students access to an excellent educational experience and our instructional teams strive to ensure that students are able to meet their educational goals.

- d. Student Services Dr. Newin Orante

Dr. Newin Orante, Vice President of Student Services provided an update. The Spring semester will begin January 18, 2022. The College is in the middle of registration at the moment. Student Services is preparing for the return. The office hours of the Student Services departments will be posted and announced for the coming Spring semester.

- e. Planning Research and Institutional Effectiveness Update Ingrid Vargas

Dean Ingrid Vargas provided a report regarding The Peoples College Initiative. The Peoples College Initiative (PCI) had a very positive response to the call for Skyline College community members to join one of the 4 PCI Task Groups created by the CGC on September 22, 2021. More than 75 people have come forward to participate, and the tentative member lists have been submitted to Academic Senate and CSEA for approval. The first Task Group meetings are expected to be held on Flex Day, January 13, 2022.

- f. Equity Institute Update Dr. O'KenZoe Brian Selassie-Okpe

Dr. O'KenZoe shared that the Equity Institute recently had its first Equity Master Class titled Equity and Practices. The event went very well and he thanked Andrea Vizenor who assisted with navigating the logistics in the planning of the event.

Dr. O'KenZoe reported that the Equity Institute is developing a K-14 Equity Academy and will be partnering with Ideals to create a pilot program for the District. Also developing an online peer review publication that will be annually that will focus on equity and social justice.

- g. Marketing, Communications, Public Relations Update Cherie Colin



Cherie Colin provided some MCPR updates. Monday, January 3rd there will be an Open House to welcome everyone back to campus. It will be held in building 4, third floor, room 4311 the Administrative Suite. Refreshment and light snacks will be provided.

The Success Summit will be held Friday, January 21st. Andrea Vizenor is taking the lead in planning the event. Registration is open and the link is below. Registration is free to students to attend.

Success Summit

<https://events.r20.constantcontact.com/register/eventReg?oeidk=a07ein7cmipe865e3f7&oseq=&c=&ch=>

An Agency of Record has been secured for the District. This will be a districtwide marketing enrollment campaign. Skyline College is also doing an enrollment campaign which will cost \$29,000. There is also a branding study to look at what is the brand of Skyline College, what does it mean, what's the personality and what is the persona of Skyline College. The research project is going to begin in January.

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

Motion to create a task group for the branding study. Work to begin in January.
(M/S Lindsey Ayotte/Andrea Vizenor)

Aye. Unanimously.

Constituent Committee Report

No reports

V. Next Meeting – January 26, 2022

Motion to adjourn.

(M/S Sherrie Prasad/Andrea

Vizenor)

Ayes. Unanimously.



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.*