



College Governance Council
Wednesday, September 22, 2021
Zoom Video

Draft Minutes

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

Ex-Officio Non-Voting Members In Attendance: Eloisa Briones, Cherie Colin, Melissa Moreno, Newin Orante, Danni Redding Lapuz, Dr. Oyame KenZoe 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. A quorum was established.

II. Public Comment *
No comments.

III. Consent Items
Approval of Minutes – May 19, 2021
(M/S Anthony Tran/Lindsey Ayotte)

Eloisa Briones has a correction with the minutes from May 19, 2021. Under the VPAS report, correct the year under the motion to adopt the budget recommendation 2021-2022 status quo from 2020-2021 instead of from 2000 to 2021.

The May 19, 2021 minutes were approved.
Ayes, Unanimous.
Andrea Vizenor, Martina Center and Golda Margate abstained.

IV. Informational, New Business and Action Items

Associated Students of Skyline College – 15 minutes

a. ASSC Report

Anthony Tran / Angel Gomez

No report



b. Skyline Shuttle Service

Anthony Tran, President of ASSC, gave a report regarding the Skyline Shuttle Service and the need for the Shuttle to bring Students, Faculty, Staff, Administrators and the Community to Skyline College. The Shuttle Service is grant funded and Anthony asked since the Shuttle Service has not be active since the pandemic started in March 2020 where have the funds been used. Dr. Moreno provided information regarding the grant. The funds are still available and there are plans on reinstating the shuttle in January 3, 2022. The College is also working on a continuation for 2022-2023 fiscal year for Shuttle Service to Skyline College. The funds for the current grant conclude June 30, 2022.

Dean Ingrid Vargas will work with the leaders of ASSC to create a survey to validate a new schedule for the Shuttle Service to Skyline College.

Classified Senate – 15 Minutes

a. Classified Senate Report

Sherrie Prasad/Golda Margate

Sherrie Prasad, President of Classified Senate, shared that the first Classified Senate meeting was in the beginning of September. The Senate Executive Board checked in with Classified Staff to see how everyone was doing being back on campus. The Senate also discussed topics on how to shape the Classified Senate’s future Senate meetings.

The Executive Board has been planning and developing the launch of the Classified Leadership Institute. They are preparing for a soft launch in the Spring. She also announced that the Classified Senate Students Scholarship Fundraiser is going to be launched in early October. The goal is to raise \$2000 this year.

Academic Senate - 15 Minutes

a. Academic Senate Report

Lindsey Ayotte/Cassidy Ryan

Lindsey Ayotte, President of Academic Senate, shared that the Senate as a whole have come together and began to identify and prioritize their goals. This is stemming from the Equity Resolution that was passed last year. The Academic Senate changed their bylaws as they pertain to the election process. Cassidy Ryan has been appointed as Faculty Co-Chair to the FTEAC Committee.

Action Item

a. Anti-Asian Hate Resolution

Golda Margate, Classified Senate Vice President provided context to the Action Item. She shared that the Joint Anti-Asian Hate Resolution was created in solidarity with our students from Filipinx from Skyline College and students from Katipunan of College of San Mateo. The concept of the resolution was introduced to the College Governance Council back in



April of 2021. In May 2021 the resolution was presented to College Governance Council in its final but fluid form because supporters to the resolution continued to grow. By the May CGC meeting the resolution had already been presented and adopted by all the constituent groups at Skyline College except for Management Council. The CSM Academic Senate gave full support to the resolution. At the May 12th Board of Trustees meeting the resolution was presented alongside our students and Board President Nurris assured that the Board will give their full support of the resolution.

Motion to approve the Anti Hate Resolution

(M/S Lindsey Ayotte/Anthony Tran)

Ayes. Unanimously. Resolution has been approved.

President Moreno accepts this resolution.

Motion to authorize a temporary Task Group to carry out the Anti Asian Hate Resolution calls to action.

(M/S Sherrie Prasad/Andrea Vizenor)

Golda Margate will be the lead for this task group. She will work with constituent leaders to create the membership for the task force.

Ayes. Unanimously.

Management Council – 15 Minutes

a. Management Council Report

Andrea Vizenor/Martina Center

Andrea Vizenor, Co-Chair of the Management Council, provided a short report about the Management Council and that they are now an official part of the constituent group. Martina Center, Co-Chair of the Management Council, shared that the Management Council webpage will be live beginning today. They are also sending out a google form with the 7 constituent committees asking for Managers to select a committee they are interested in becoming a member.

Administration – 45 Minutes

a. President's Update

Dr. Melissa Moreno

Dr. Moreno provided an update regarding moving forward with a robust Spring Schedule that will bring the college more fully back to campus. Also, the Chancellor is hosting a Town Hall where he is providing an update of the vaccination mandate.

Discussion Item

- a. **Streamline Process and Access to Procedures**
Dr. Moreno and her Cabinet members had a discussion regarding Skyline's processes. There is no central portal where information is located. Cabinet is going to work on how do we be more transparent about what are processes are and how do we create a portal that is accessible to everybody on campus.
- b. **Climate Review Task Group (CRTG) Recommendations Regarding the McPhail Group Report**
A Climate Review Task Group was created last year and they met monthly including the summer to complete the work. The charge of the Task Group was to review the recommendations that came from the McPhail report that has been published and that we discussed a number of times with CGC. The CRTG agreed to move forward with all of the recommendations. The recommendations will be brought to the November meeting for an approval. The CRTG Recommendations to CGC can be found [here](#).

Action Items

- a. **Intergroup Dialogue Norming for Gathering Spaces**

President Moreno shared that the college is moving forward with a pedagogy called Intergroup Dialogue. The College had a number of experts that conducted training which included Cabinet members. The College now has formal trainers that can conduct Intergroup Dialogue training within our employees and student groups.

IGD is to help facilitate difficult conversations or racially charged dialogue. The goal is to reach a critical mass of training.

One of the things in IGD has taught us is to norm gathering spaces. Dr. Moreno would like a discussion around this topic and hope that at our next meeting CGC will adopt a baseline of norms for interacting with each other in gathering spaces such as committee meetings or Division meetings. The norms that were adopted by the Anti-Racism Council are the ones that we will start with. Baseline is intended to go out to all the other committees so they can customize their own norms for their meeting spaces. But Dr. Moreno would like to approve by next CGC the baseline of the norms of interaction at Skyline College, and what it means to interact.



Dr. Moreno began the discussion with the CGC members regarding the Skyline College Norms. She provided a baseline of the Norms for Skyline College to the members. A discussion of each of the 13 norms with the Committee.

President of Academic Senate, Lindsey Ayotte, made some suggestions to the Norms:

#4 – adding minimalize speaking and overgeneralizations

Adding – bring a solution and collaborative mindset

#13 – Think about the impact to your intention and words.

Dean Ingrid Vargas added show grace and assume good intentions.

Dr. Moreno will share out with the Constituent Leadership the draft with the suggestions and ask for thoughtful time and feedback and come back with a document with Skyline College Norms baseline in gathering spaces.

Andrea Vizenor suggested to add the word “engagement norms” as the title.

Alvin Gubatina suggested “gathering spaces norms”.

b. Administrative Services Update

Eloisa Briones

Eloisa Briones, Vice President of Administrative Services, provided a budget update. The budget site allocation declined by \$500,000. The decrease in allocation will not be a problem according to Eloisa. The college will not fill some of the budgeted positions for this year. The College ended the fiscal year 2021 with a surplus of \$2.4 million in the ending balance resulting from about \$1.3 or \$1.4 million dollars in savings from our budgets for each of the divisions that were unspent. There are HERFF funds available that will need to be spent by May 2022.

The major facilities projects are the completion of Pacific Heights and the completion of the portables for athletics. Also, the construction of the faculty housing on campus. It should be completed by Summer 2022.

The Health, Safety and Emergency Preparedness Committee (HSEPC) directly reports to the CGC. The meetings for the committee are monthly for 90 minutes.



c. Instructional Update

Danni Redding Lapuz

a. FTEFAC Faculty Co-Chair Model

Interim Vice President of Instruction, Danni Redding Lapuz, announced that Cassidy Ryan will be the Faculty Co-chair for the FTEFAC committee.

b. Technology Update

There was a lot of technology used since the beginning of the Pandemic. There are surveys that have been sent out to Divisions regarding the technology that was checked out and is currently being used.

c. Cancellation Guidance Document

Danni is working with as the Academic Senate as well as the deans to draft a cancellation guidance document that can be used to help with enrollment management.

d. Enrollment Data Sharing

Danni and Ingrid Vargas will be working together to create an enrollment report that will be available weekly.

d. Student Services Update

Dr. Newin Orante

Vice President of Student Service, Dr. Orante, provided information about Student Services. Pacific Heights is currently in phase 2 of the return to services. More programs and employees are back to offer in person services.

He also provided an update to the September 2021 New York Times article regarding 60,000 financial aid applications that were fraudulent. The Chancellor's office is requiring colleges to report monthly of potential fraud cases that we're seeing in our colleges so that is an added responsibility that we need to begin to exam.

e. Planning Research and Institutional Effectiveness Update

Ingrid Vargas

Dean of Ingrid Vargas provided a reminder that there is a new calendar for 2022-2023 that all Annual Resource Requests are due from Programs on November 15.

Action Items

a. Authorization of Task Group for Peoples College Implementation

Dr. Moreno provided an explanation of the President's College Initiative graphic. The PCI is a 3-5 year project. We all can get behind to shape our future together. Dean Vargas will be the lead on this project.



Motion to authorize that CGC create 4 Task Groups, one for each of the Peoples College Initiative (PCI) focus areas:

1. PCI Task Group on Participatory Governance
2. PCI Task Group on Equity and Anti-Racism
3. PCI Task Group on Civic Engagement
4. PCI Task Group on Climate Review

With the purpose to: Inventory our institutional commitments in that area; Give definition to our work in the area; Define measures of success for each area, and Build connection to the other PCI focus areas. The climate review task group has the additional charge of creating a plan to measure the collective impact of the PCI work.

(M/S Lindsey Ayotte/Angel Gomez)

Ayes/Unanimously.

Motion that CGC authorize the PCI lead to ensure that the Task Groups are populated and to submit potential member names to the appropriate constituent group for approval.

(M/S Sherrie Prasad/Andrea Vizenor)

There was a discussion regarding the motion.

Ayes. Unanimously

- b. Authorization for SPARC to begin work on the 2023-2028 Education Master Plan

Motion that CGC authorize SPARC to begin work on the Skyline College Education Master plan for 2023-2028.

(M/S Lindsey Ayotte/Anthony Tran)

- Current EMP for AY2018/2019-AY2022/2023; expires summer 2023
- To ensure full participatory governance engagement, recommend 18 months to develop new EMP

Ayes. Unanimously



f. Equity Institute Update

Dr. O'Ken Zoe Brian Selassie-Okpe

Dr. O'Ken Zoe shared that the Student Services Equity Academy that has been scheduled for December 2nd and 3rd. Invitations will be sent out soon.

g. Marketing, Communications,
Public Relations Update

Cherie Colin

No report

V. Next Meeting – October 27, 2021

Motion to adjourn
(M/S Lindsey Ayotte/Andrea Vizenor)

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.*