



College Governance Council
Wednesday, September 28, 2022
Zoom Video

Approved Minutes

Voting Members in Attendance: Lindsey Ayotte, Chris Gibson, Martin Marquez, Nadia Tariq in place of Kennya Ruiz, Cassidy Ryan, Jonathan Scott, Chad Thompson, Win Shwe Yee

Ex-Officio Non-Voting Members in Attendance: Cherie Colin, Joe Morello, Dr. Melissa Moreno, Dr. Newin Orante, Dr. Vinicio Lopez, Dr. Oyame KenZoe Brian Selassie-Okpe, Ingrid Vargas

Recorder: Theresa Tentes/Muang Pharn

- I. Call to Order/Establishing a Quorum/Roll Call
All voting members were in attendance with Nadia Tariq in place of Kennya Ruiz.

A quorum was established.
- II. Public Comment * - 15 Minutes

No comment
- III. Consent Items
Approval of Minutes – May 25, 2022

(M/S Win Shwe Yee/ Cassidy Ryan)

Aye. Unanimous.
- IV. Informational, New Business and Action Items

Associated Students of Skyline College – 15 minutes
 - a. ASSC Report WinShwe Yee /Jonathan Scott

Jonathan Scott, Vice President of ASSC, announced upcoming programming and events.

President of ASSC, Win Shwe Yee, will be participating in the Student Senate for California Community Colleges (SSCCC) Event hosted near SFO along with three ASSC Senators as attendees this coming weekend.



ASSC upcoming events on campus include:

Latinx Heritage Month, Bringing the Mission District to campus with lowriders and vendors in the Quad, "Día de la Comunidad fishbowl", 2 Guest Speakers for Filipinx Month, a Night Market with vendors, LGBTQ event, Coming Out Day event with Saga, and Skylooween, a Halloween Event with tabling, candy, and games.

Jonathan Scott announced a Sock Mixer in the works, a social event for Sock Liaisons and Representatives. ASSC will also try to hold leadership workshops for Sock members to effectively maintain club leadership and hold successful meetings.

Classified Senate – 10 Minutes

a. Classified Senate Report

Martin Marquez/Kennya Ruiz

Martin Marquez, President of Classified Senate, introduced the Classified Board:

Kennya Ruiz – Vice President, Division of Language Arts

Nadia Tariq – Treasurer, STEM Division

Sirreck Brown – Historian, Global Learning Programs

Jose Milan – Parliamentarian, Guardian Scholars Program

Secretary position is currently vacant, and Classified Senate is looking to fill the role.

Martin Marquez shared with CGC that the Classified Senate is sending monthly polls to its members, so that they (Leaders of Classified Senate) have a knowledge of what day(s) and time(s) work best for its members to attend meetings.

The Classified Senate is working to launch the Classified Leadership Institute in Spring. Classified Senate will be looking for ways to fund different speakers for professional development.

The Classified Senate will be sending out surveys to its members to get an understanding on what the members need for professional growth, and what workshops can be created for those needs on Flex Days. Classified Senate hopes to report the survey findings in the next CGC meeting.

Academic Senate - 15 Minutes

a. Academic Senate Report

Lindsey Ayotte/Cassidy Ryan

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Lindsey Ayotte, President of Academic Senate, reported that Academic Senate expanded from 5 executive committee members to 10 members. She voiced that this expansion incorporates Academic Senate chairs into the conversation, thus engaging in more transparency and collective decision.

The Academic Senate approved several screening committees this summer, as well as approving faculty that are serving to work on the Ed Master Plan.

Lindsey shared that, along with being Academic Senate President, she is also serving as a SPARC Tri-Chair, and as a tri-Chair on Enrollment Strategies Committee.

She introduced the 4 executive officers:

Cassidy Ryan-White – Vice President, also serving as Co-Chair to Full-time Equivalent Faculty Allocation Committee (FTEFAC)

Ame Maloney – Treasurer, also serving as Tri-Chair for the IEC Committee

Jessica Truglio – Secretary

Lindsey provided an update regarding the goals of Academic Senate, and how the Senate hopes to vote and finalize those goals during their upcoming Senate meeting on October 6th. One of those goals are to increase the lines of communication and representation.

Cassidy Ryan-White, Vice President of Academic Senate, updated CGC about the FTEFAC and its Opening Orientation Kick-off. The next step for FTEFAC is submissions from the Deans.

Academic Senate reported that the Board called on Faculty to serve on the Chancellor Screening Committee, with 7 nominations of people that wants to serve. Maryam Khan, an adjunct professor, will be serving on behalf of Skyline.

Lindsey shared the Academic Senate Agenda Request Form:

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

Action Item: Approval of voting members on Enrollment Strategies Committee Presented by the ESC Tri-Chairs (5 minutes)

Description: The Enrollment Strategies Committee is are proposing the following voting member make-up:

Division Representation (1 member, 1 vote from each division)

- *Business Education and Professional Programs*

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- *Counseling*
- *Enrollment Services*
- *Global Learning and Program Services*
- *Language Arts*
- *Kinesiology, Athletics, Dance*
- *Student Equity and Support Programs*
- *Science, Technology, Engineering, Mathematics*
- *Social Science and Creative Arts*
- *Strategic Partnership and Workforce Development*

Constituent Representation (1 member, 1 vote representing each constituent group, approved by their constituent group to serve)

- *1 Faculty Rep*
- *1 Classified Rep*
- *1 Management Council Rep*
- *1 Student Rep*

Tri-chairs: Will vote in ties only

Functional Roles: Do not vote

14 Total voting members

Motion: Adopt the voting members on Enrollment Strategies Committee

(M/S Chris Gibson/Cassidy Ryan-White)

Discussion

Lindsey Ayotte shared that the first Enrollment Strategies meeting was wonderful. The meeting allowed space for everyone to talk about their experiences. She also brought forth the confusion surrounding voting. To resolve this issue, she is asking for CGC to approve the functions of voting for the Enrollment Strategies Committee, paralleling SPARC, whereas one member vote for each division.

Ingrid Vargas stated that there may be misconception about the SPARC makeup and structure. She states that all members of SPARC are voting members. Some of the functional roles of Enrollment Strategies Committees are representatives of different areas that should be considered for having a voting membership.

Dr. Melissa Moreno asked, then this should include Tri-Chairs vote since SPARC has Tri-Chairs that vote. She wanted to hear further discussions.

Ingrid stated the SPARC model was not described. She posted the link below to the chat:



<https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:de8c5980-99a6-365c-aca9-4f072c4e9ba1>

She reiterated that in the CGC minutes, there was no indication of who would be voting or non-voting, it was just presented as the members that were proposed.

Dr. Vinicio Lopez mentioned that in conversation with Newin, the voting weighs heavier on the Instructional side of the house, and if we were going to add non-voting members, we may also want to add members from counseling.

Dr. Newin Orante clarified that counselors, not the division, but the counselors specifically are critical in the conversation of Enrollment Strategies and management, and would like to know if we would consider having a counselor as a functional representative.

Chris Gibson wanted to know the reasoning for mimicking SPARC.

Dr. Moreno suggested adopting a practice of a large committee such as SPARC as the Enrollment Strategies Committee is large like SPARC. She does not think it is a good idea to have a different process for a large committee. She added that if this structure that is proposed by the action item is not following the SPARC model, then it warrants a conversation.

Lindsey Ayotte specified that she is okay with going with the SPARC model and believes the committee will be okay with it as well. She stated the counselors were accidentally left off. She clarified that all 11 divisions will be represented.

Joe Morello concurred with Lindsey.

Dr. O'KenZoe Selassie-Okpe added that he believes Lindsey is working hard to make sure all voices are heard and he also gets what Ingrid is saying. He wanted to openly acknowledge and advocate for classified professionals until inequity is no longer the matter of topic.

Dr. Moreno asked if there was any further discussion on pulling out a role out of the functional role which now would be a voting person into support person, making it a non-voting role.

No role will be pulled out of the functional role.

Motion: Propose an amendment to Adopt the voting members on Enrollment Strategies Committee

(M/S Chris Gibson/Cassidy Ryan-White)

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Discussion

Dr. Moreno proposes all members of the Enrollment Strategies Committee are voting members base on this discussion. The voting structure will mirror SPARC. What this means is that the tri-chair, Division Reps, Constituent Reps, and Functional Roles will vote, unless a functional role will be pulled out as advisory or resource support. The tie-breaker will be between the 3 chairs.

Aye, 7 out of 8. As tri-chair, Lindsey Ayotte abstained from voting.

Management Council – 10 Minutes

a. Management Council Report

Chris Gibson/Chad Thompson

Chris Gibson, co-chair of Management Council, stated Management Council does not have much to report, but are happy to be in attendance and is excited to start the next two years.

He provided Management Council's Agenda Items Request Form:

https://docs.google.com/forms/d/e/1FAIpQLSckisVVH-uKzj1bUQXxu_je8dRPJkCUGSC6kb1omhJpEDyCvg/viewform

Chris conveyed his contentment for the advocacy of classified professionals and their inclusion on Flex Days activities. He sees the middle of the semester time as opportunities for managers to support classified professionals and allow space for attendance on Flex Days. He hopes this leads to more programming in Flex Day events that will be more geared towards classified professionals.

Chad Thompson, co-chair of Management Council, added his excitement to be part of the group. He thanked CGC for having him.

Administration – 45 Minutes

a. President's Update

Dr. Melissa Moreno

Dr. Moreno, President, expressed her excitement for having students back on campus and her appreciation for all the work everyone gets done on behalf of students to make them feel welcomed a sense of belonging.

i. Integrated Planning Leadership Summit

Dr. Moreno articulated the need for intentional planning being in alignment with the Educational Master Plan (EMP). She stated the Integrated Planning Leadership Summit's (IPLS) goal is to communicate with each other to make sure we are aligned with the EMP.

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She shared that there are over 100 people invited, including but not limited to – all of Academic Senators, Classified Leadership, Student Executive Leadership, Management, and Administration.

She shared the Integrated Planning Leadership Draft Agenda and went over the topics to keep everyone informed. She explained that the idea is to get everyone on the same page, understand what we're doing as an institution, and how we are moving forward in the next 5 years. She described in details the agenda for IPLS. ILPS will join in a student-led panel being presented as part of Un-Docu Week on Tuesday's agenda.

Dr. Moreno expressed that in the spirit of transparency, IPLS will be a chance for conversations about priorities, changes, self-reflection, what we need to do, what we need to stop doing, and how we go about aligning our departments with the work we are already doing to make effective change to reach goals. She emphasized this is not about creating new work, but about the work that is already being done.

She thanked everyone in advance for participation in the summit.

- b. Administrative Services Update Joe Morello
 - i. SPARC update

Joe Morello, Vice President of Administration, reported that SPARC reviewed the adopted budget at the last SPARC meeting. He will be bringing in a recommendation to the next SPARC meeting for the 22-23 budget. The budget will be a roll-over budget – no increase or decrease.

- ii. Discussion on Cellular Infrastructure and Systems Yoseph Demissie (20 min)

Joe Morello introduced Yoseph Demissie, discipline expertise related to cellular infrastructure and system.

Yoseph Demissie presented a PowerPoint regarding the reasons why there are challenges to cellular services on campus. Some challenges include different building capabilities as some buildings are old and some are new. He explained the differences between Analog Distributed Antenna System (DAS) and Digital DAS and how it affects cellular services. He shared that there will be a signal test on campus, what are the infrastructure requirements, and how much it will cost.

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Dr. Newin Orante added that he appreciates Dr. Moreno for looking into this. He stated this affects operations and a potential concern for safety and security.

Joe thanked Yoseph for the presenting. He wanted to clarify that the digital DAS access points means each building becomes its own cell tower, but once you are outside the building, we cannot do much about it.

Lindsey Ayotte asked what the expectation is for completion.

Joe replied it will be all contingent on the findings and the cost.

Yoseph stated that it's about priority, e.g., which building has the lowest cell service, and then move on from there. He estimates it will take a few years after approval of final costs.

c. Instructional Update Dr. Vinicio Lopez

Dr. Vinicio Lopez, Vice President of Instruction, reported that ESC Committee met a few weeks ago, and the committee will continue to meet on Mondays and Wednesdays. He also mentioned a working group meeting once a week to allow focus on goals being established.

He reiterated the FTEFAC met yesterday and will be having initial meeting end of October. One discussion for the FTEFAC, is to establish a rubric or ranking system they will implement in the future.

Dr. Lopez reported the Middle College High School will have their “return to school night” this evening in which he will attend for a bit. He wanted to highlight the activities on campus and one of the things he has learned is that, people are happy to be back on campus.

He briefly shared information about Community Nights at the Jefferson High Adult School in Daly City. It will start November 7th for a soft opening.

d. Student Services Update Dr. Newin Orante

i. Covid-19 Update

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Dr. Newin Orante, Vice President of Student Services, updated CGC on the Covid protocols. The current policy still stands; however, the procedure now is that students who have completed their attestation and requested an exemption, are no longer required to do weekly testing. He stated that a new policy will be drafted and sent to the board on October 26th.

ii. SparkPoint Update

Dr. Orante provided information on the new program called SamCard. There used to be food vouchers for students, but with SamCard, students can use at student dining. Each student is receiving about \$150 a month, with about 322 student applications in early September, and a bit more now.

He added that we also have Tango Cart is available for remote students who cannot come to campus.

Chad Thompson clarified that the Tango Cart is a late and new development to better serve students who cannot access the campus during cafeteria hours and is based off specific requests from students during the application process. The program is not broadcast broadly as it is designed for on-campus students.

iii. Promise Scholars Program Update

For the Promise Scholars Program, Dr. Orante reported that there are 761 students enrolled for Fall 22. Of that, 385 students are new. The goal is to be at 900 students. The program will begin accepting applications for spring in October and November.

iv. Student Services Activities

Dr. Orante thanked Jonathan (Scott) for sharing what the ASSC students are doing with Latinx Heritage month and Filipinx American History month. He shared that on the 11th (October), there will a film screening of “We Still Here/Nos Temenos” which is about rebuilding Puerto Rico. He stated he will be working with the foundation to see how he can make this into a fundraiser. He wanted to shoutout Cherie (Colin) and Mia (Coos) for working with him on the marketing aspect of the event.

Dr. Orante shared that on October 20th, Student Services will be holding a Student Services retreat. The entire area will be closed. The theme is, we exist outside our roles, community building and healing, and reflection.

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Lastly, he shared that in the past, November 16th is a Counselor’s Conference; however, this year, they will be expanding with principals and superintendents who are Skyline partners. Please look out for invitation.

- e. Planning Research and Institutional Effectiveness Update Ingrid Vargas

- i. Education Master Plan Update

Ingrid Vargas, Dean of Planning, Research, and Institutional Effectiveness, reported that the work is ongoing on the EMP front. The work is coordinated by SPARC. She shared that throughout the process, SPARC members have been gathering feedback from their constituents, and they now want to make it more accessible for more direct community engagement.

She recapped the CGC approved 6 goals for the EMP last May. She shared the goals:

<https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:1faa61d8-5c65-3808-9568-17b817dfd835>

She added the meeting information in the chat:

“Please join SPARC at 3pm tomorrow if you would like to participate in how to engage the campus community in the next stages of Education Master Planning

SPARC Agendas and Minutes <https://smccd.zoom.us/j/89715478630>
Join the CRTG this Friday, Sept 30 at 2-3:30 pm and/or Tuesday Oct 11 9-10:30 to weigh in on the student survey questions
<https://smccd.zoom.us/j/84778309556> “

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

Dr. O’KenZoe Selassie-Okpe, Executive Director of the Equity Institute, provided an update in the chat:

“EI Update: Please know we only have 9 people from skyline signed up for the equity academy starting October 17th (more info on our EI website). If you have teams you want to attend, please email me so that I can help coordinate where possible —please share the info across the



district as this will build all our collective foundational knowledge to enrich and inform our dialogues.”

Dr. O’KenZoe emphasized the importance of the Equity Academy, as it provides opportunities for more people to be involved on an annual academic basis. The starting date for the Equity Academy is starting on October 17th and is open across the district.

Chris Gibson provided the link to the registration in the chat:

<http://equityinstitute.com/equityacademy/>

Dr. O’KenZoe shared that the Equity Institute in mid-November is going to have a master class that will be a few hours long. The fee for attendance is \$50. The first master class will focus on equity related to classified staff. In the spring, there will be a master class for faculty. The Equity Institute is looking for a speaker for the November class. He asked for everyone to consider themselves all to be a member of the Equity Institute so that we can change not only at Skyline but also at the district level to do away with the notion of a hostile or abusive environment.

Dr. O’KenZoe will send a flyer for the academy to constituent leaders.

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

Cherie Colin, Director of Marketing, Communications, and Public Relations, reported that annual reports are completed and published:
<https://skylinecollege.edu/aboutskyline/annualreport.php>

She expressed her enthusiasm in the annual report for this year. Since she does not want to print copies that may be unused, she inquired if anyone would wish for printed copies, to please let her know.

Cherie shared the new event planning guide:

<https://skylinecollege.edu/mcpr/assets/documents/SkylineCollegeEventPlanningGuide.pdf>

Cherie reiterated Community Nights, previously mentioned by Dr. Lopez. She expressed her excitement for the location as its central to Daly City and is showing as underserved. The Community Nights services are free.

Cherie wanted to thank everyone for the assistance with the SB 893 bill gathering to get the Governor to sign the bill.

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Constituent Committee Reports

No comment

V. Next Meeting – October 26, 2022

Motion to adjourn.

(M/S)

Aye. 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.*