



College Governance Council
Wednesday, November 16, 2022
2:00-4:00 p.m.

Zoom Link:

<https://smccd.zoom.us/j/85952054260?pwd=clpHMVRDeIFwR3ZQK3RpUWVvYWnVmUT09&from=addon>
(669) 444-9171, Meeting ID: 859 5205 4260, Passcode: 047324

Voting Members:

- | | |
|---|--|
| <input type="checkbox"/> Lindsey Ayotte | <input type="checkbox"/> Cassidy Ryan-White |
| <input type="checkbox"/> Chris Gibson | <input type="checkbox"/> Jonathan Scott (Unable to Attend) |
| <input type="checkbox"/> Martin Marquez | <input type="checkbox"/> Chad Thompson |
| <input type="checkbox"/> Kennya Ruiz | <input type="checkbox"/> WinShwe Yee |

Ex-officio Members (Non-Voting):

- | | |
|---|---|
| <input type="checkbox"/> Cherie Colin | <input type="checkbox"/> Vinicio Lopez |
| <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 – October 26, 2022
- IV. Informational, New Business and Action Items

Associated Students of Skyline College – 15 minutes

- a. ASSC Report

WinShwe Yee
Jonathan Scott

Classified Senate – 10 Minutes

- a. Classified Senate Report

Martin Marquez/Kennya Ruiz

Academic Senate - 15 Minutes

- a. Academic Senate Report

Lindsey Ayotte/Cassidy Ryan-White



Management Council – 10 Minutes

- a. Management Council Report Chris Gibson/Chad Thompson

Administration – 45 Minutes

- a. President's Update Dr. Melissa Moreno
- b. Administrative Services Update Joe Morello
- c. Instructional Update Dr. Vinicio Lopez
- a. FTEFAC Scoring Results (15 Min) (Dr. Vinicio Lopez and Cassidy Ryan-White)
- d. Student Services Update Dr. Newin Orante
- e. Planning Research and Institutional Effectiveness Update Ingrid Vargas
- f. Equity Institute Update Dr. O'KenZoe Brian Selassie-Okpe
- g. Marketing, Communications, Public Relations Update Cherie Colin

Constituent Committee Reports

- a. Institutional Effectiveness Committee Karen Wong, Ame Maloney, Andrea Fuentes and Michael Cross

ACTION ITEM: To adopt the revised [Information Literacy](#) and [Lifelong Wellness](#) ISLOs and their rubrics.

V. Adjournment – Next Meeting December 14, 2022

**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, October 26, 2022
Zoom Video

Draft Minutes

Voting Members in Attendance: Lindsey Ayotte, Chris Gibson, Martin Marquez, Kennya Ruiz, Cassidy Ryan-White, 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 except for Jonathan Scott.

A quorum was established.
- II.** Public Comment * - 15 Minutes
- III.** Consent Items
Approval of Minutes – September 28, 2022

(M/S Win Shwe Yee/Lindsey Ayotte)

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

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

Win Shwe Yee, President of ASSC, reported that the ASSC just completed the events for Latinx Heritage Month which was a huge success. ASSC presented and attended the Integrated Planning Leadership Summit. Jonathan Scott, Vice President of ASSC, was complimented for his public speaking skills at the event. The Philippines Night Market held October 25th was a big success. Win thanked Dr. Orante for his ideas for the event. She also shared that she was happy that she was a panelist for the Undocu week: Student Panel.



Win shared that Ingrid Vargas, Dean of PRIE, and Zahra Mojtahedi, Senior Planning and Research Analyst, came to visit the ASSC to ask for feedback from the Climate Review. She then explained the challenges that the International Students are having with the Counseling Department. Dr. Moreno added that Luis Escobar, Dean of Counseling, is very much interested in having a conversation regarding the concerns.

Classified Senate – 10 Minutes

a. Classified Senate Report

Martin Marquez/Kennya Ruiz

Martin Marquez, President of Classified Senate, provided an update of the Senate meeting. He shared that Marisa Thigpen, Classified Senate representative for the Enrollment Strategies Committee, will be part of the discussion at the next Senate meeting to gather the Classified perspective on how better to support our students. Martin contacted the CTTL regarding Flex Day sessions. He is working with Ricardo Flores, Instructional Technologist, on how Classified Professionals can be facilitators for some of the workshops.

Conflicts with other programs and events on campus were discussed. There is a lot of cross-campus collaboration, and Classified Professionals want to help each other and the programs.

Kennya Ruiz, Vice President of Classified Senate, was very happy that the Classified Senate participated at the Summit and that they will be attending the second part of the Summit October 28th.

Dr. Moreno shared that there is a college-wide calendar for everyone to post their event. Cherie Colin, Director of Community Relations and Marketing, can share the information on how to post an event through Live Whale. Live Whale is the software that the college is using to post and advertise events on campus.

Cherie is happy to train all the constituent groups on how to use Live Whale. Cherie provided the link to Live Whale: <https://events.skylinecollege.edu/submit>

She also provided the link to the Event Planning Guide: <https://skylinecollege.edu/mcpr/assets/documents/skylinecollegeeventplanningguide.pdf>

Academic Senate - 15 Minutes

a. Academic Senate Report

Lindsey Ayotte/Cassidy Ryan

Lindsey Ayotte, President of Academic Senate, announced that the Academic Senate District-wide has been working on approving goals and assigning task groups. She provided information about long term goals and details of the goals.

Mission Statement
To transform and empower a global community of learners



The goals can be found online in the District Downloads as well as from the link she provided:

http://downloads.smccd.edu/pr/dasg/DASagenda20221010.pdf?f=https%3A%2F%2Fsmccd.sharepoint.com%2Fsites%2Fdownloads%2Fdasg%2F_api%2FWeb%2FGetFileByServerRelativePath%28decodedurl%3D%27%2Fsites%2Fdownloads%2Fdasg%2FDocuments%2FAGenda%2520Minutes%2F2022%25202023%2520DAS%2520Agendas%2520%2526%2520Minutes%2FDASagenda20221010.pdf%27%29

Lindsey mentioned the Ed Policy Committee, and looking at ways to not create more work for people by ways of reassessment and realignment with the larger participatory governance structure. Cassidy Ryan-White, Michael Cross, and Lindsey are part of a task group looking to come up with a proposal to bring back to Academic Senate.

Lindsey stated that because the compendium is no longer a thing that is done, Academic Senate is coming up with a system to track committee membership and participation. Dr. Moreno clarified that the website is intended to replace the compendium. She mentioned that the Participatory Governance Task Group created a portal to replace the compendium and clarified that the website is not intended to use for the approval process. She understands the holes that needs to be plugged in, and stresses that this is a work in progress. Dr. Moreno stated that the Participatory Governance Task Group will bring back more process for CGC's review.

Lindsey made one last announcement regarding CTE Day happening November 7th and encourages participation for that day.

Management Council – 10 Minutes

a. Management Council Report

Chris Gibson/Chad Thompson

Chris Gibson, co-chair of Management Council, stated that the Management Council advocates for creating space and opportunity to include classified professionals' participation on Flex Day and other events – emphasizing that classified professionals are the backbones of the institution.

Chris expressed that it was good to see many campus representatives at the Integrated Planning Leadership Summit, noting that the UnDocu student-led panel, moderated by Martin Marquez, was very powerful.

Chris described the discussions taking place regarding how to include professional development opportunities in Management Council.

Chris provided the link to Management Council's agenda items request:

Mission Statement
To transform and empower a global community of learners



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

Chad Thompson, co-chair of Management Council, echoed Chris's remarks. He reiterated the importance of the types of opportunities for classified staff to be able to attend and participate.

Chad concluded with stating that it is important for all constituent groups to walk through the Live Whale tour since it is a new practice and is looking forward to it.

Administration – 45 Minutes

a. President's Update

Dr. Melissa Moreno

Dr. Moreno announced that the Guided Pathways Coordinator has been selected. Jessica Hurlless and Grace Beltran submitted to fill the job together. Since the selection committee was familiar with both their work, the committee moved forward to split the position between the two candidates. A campus-wide announcement will be sent out regarding the filled position.

Dr. Moreno thanked everyone who spoke during the Integrated Planning Leadership Summit. The summit's focus on students' voices was one of the many positive feedbacks received. She reminded CGC the second part of the summer is this coming Friday starting at 0800 and described the agenda for the day. The Townhall will be on November 03rd for the entire campus.

Dr. Moreno wanted to spotlight to College Hour, where students were presenting their home countries. She thanked Ryan for blessing her at the Cambodian table, stating that it was a beautiful moment. Dr. Moreno also expressed how much fun she had visiting the Filipinx Night Market.

ACTION ITEM: *Recommendations to CGC from the Participatory Governance Task Group regarding Constituent Committees*

Dr. Moreno listed off the Participatory Governance Task Group (PGTG):

Jessica Hurlless, Lindsey Ayotte, Lori, Ame Maloney, Jing Folsom, Judy Hutchinson, Kennya Ruiz, Suji, Becky, Sherrie Prasad, Cherie Colin, Kathy Fitzpatrick, Nathan Jones (currently out on sabbatical), Zahra, and herself.

Mission Statement

To transform and empower a global community of learners



PGTG met to close the loop on all recommendations, took notes on the gaps in the Compendium and the approval process, and will address those issues as well.

PGTG is working on a participatory guide book, and is hoping to have this guide done by June.

PGTG recommends that CGC shall provide guidance to the constituent committee leadership on (1) the process for submitting agenda items; (2) process for submitting recommendations to the CGC; (3) the process for providing an informal annual presentation to CGC; and (4) the process for keeping the committee's web presence up to date.

The President and Dean of PRIE shall meet with the constituent leadership during Fall, 2022 semester to discuss this guidance and be available to answer questions.

Motion: *Approve recommendations of the Participatory Governance Task Group to CGC*

(M/S Chris Gibson/Win Shwe Yee)

Discussion

Chad Thompson wanted to confirm that this includes the Management Council, which will have a web presence, notes, and agenda, as well as Zoom links, just like any other committee.

Dr. Moreno clarified that these are constituent committees, not constituent groups, such as SPARC and the Institutional Effectiveness Committee. Constituent groups do however, do need to have a website presence unique to their group.

Aye. Unanimous.

b. Administrative Services Update

Joe Morello

ACTION ITEM: *SPARC recommends, based on the adopted budget approved by the San Mateo County Community College Board of Trustees on September 8, 2022, a roll forward budget (no ongoing Fund 1 increases or decreases, except negotiated COLA) for Skyline College in the 2022-2023 Fiscal Year.*

Motion: *Approve recommendations of SPARC*

Mission Statement

To transform and empower a global community of learners



(M/S Lindsey Ayotte/Win Shwe Yee)

Discussion

No comment

Aye. Unanimous.

c. Instructional Update Dr. Vinicio Lopez

Dr. Vinicio Lopez shared that Sarah Jessica Ruiz, Isaiah Angeles, and Anthony Tolosa, students who participated in the Integrated Planning Leadership Summit, were very appreciative of the opportunity to be a part of the summit.

Dr. Lopez reported that Russell Waldon, Dean of Strategic Partnerships and Workforce Development, provided an update, stating that they met at the District Office and that the Workforce has been awarded approximately 1.6 billion dollars, which must be spent at the college by the end of 2024. The report on how Skyline intend to use it must be written and submitted by the 28th. A large portion of the funds have been allocated for salaries.

Dr. Lopez provided an update on the FTEFAC (Full-time Equivalent Faculty Allocation Committee) meeting time tomorrow from 12:00 p.m. to 02:00 p.m., which will include presentations for new positions or replacements. He encourages participation. The rank and score follow-up meeting will be held on Friday from 01:00 p.m. to 04:00 p.m.

Dr. Lopez announced that the ESC (Enrollment Strategy Committee) met three times and began the process of developing smart goals for new students who will be enrolling at the college. Another area of focus is on students who have been here for at least one semester. The ESC meets on the first and third Mondays of each month.

Dr. Lopez discussed the upcoming collaboration between Skyline and the Jefferson Adult School, which will have a soft opening on November 7th and 8th from 5:00 p.m. to 8:00 p.m. (at Jefferson High School). The partnership will begin slowly, with hot meals and possible homework assistance. He encourages attendance.

Mission Statement

To transform and empower a global community of learners



d. Student Services Update Dr. Newin Orante

Dr. Newin Orante provided an update to CGC on Student Services events, including the start of spring registration on November 2nd. On November 16th, there will be a High School Partners brunch where principals and superintendents are invited to begin the conversations of SB893 and 705 and 1705 for students transitioning into college.

Dr. Orante gave an update on the Student Services retreat that took place last Thursday. He showed photos of the mural that was created during the retreat. Highlights of priorities included self-care, culturally responsive pedagogy, and how it appears in the context of student service among other things. He stated that it was an amazing day for him.

Dr. Orante indicated that a great deal of work has been done on the People's College initiative on anti-racism and equity task force. He stated that he and Dr. O'KenZoe Selassie-Okpe are interested in bringing together equity and social justice leaders in a conversation. They are committed to having Skyline's own diversity and social justice statement by the end of the spring semester.

Dr. O'KenZoe emphasized that the intentions of the People's College Initiative are for the people. One goal is to make decisions about reducing the duplication of services that are not necessarily effective and closing gaps. He expressed that the work will always be ongoing. He and Dr. Orante are always open to suggestions or recommendations.

e. Planning Research and Institutional Effectiveness Update Ingrid Vargas

Ingrid Vargas, Dean of PRIE, provided an update on the climate review. For the past two months, PRIE and the Climate Review Task Group have been working on the student climate review survey. PRIE was in the Quad during College Hour testing the surveys with students and making sure the questions are clear.

Ingrid wrote in the chat:

Please email feedback on the draft student survey to vargasi@smccd.edu by this Friday https://smccd-my.sharepoint.com/:w:/g/personal/vargasi_smccd_edu/ETDeywmYN2BIkpi6P8ypHUBfvI7gyo7r4TD9v23l6Bs2A



Ingrid noted that the employee survey will begin to launch at the start of Spring 2023 semester.

- i. Education Master Plan Update
No update

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

Dr. O'KenZoe expressed his gratitude in this and other spaces, as folks have advocated around the support of encouraging others to sign up and participate in the Equity Academy Level 1. He stated that Equity Academy Level 2 is wrapping up and appreciates all the positive feedback.

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

Cherie Colin, Director of Marketing, shared the annual report:
<https://skylinecollege.edu/aboutskyline/annualreport.php>

She provided the fact sheet for anyone who wants to know more about the college: <https://skylinecollege.edu/aboutskyline/factsheet.php>

She provided the event calendar:
<https://events.skylinecollege.edu/submit/>

The event planning guide:
<https://skylinecollege.edu/mcpr/assets/documents/SkylineCollegeEventPlanningGuide.pdf>

Link to free college:
<https://smccd.edu/freecollege/>

Cherie reported that the past 3 weeks, MCPR has been developing all the advertisements to launch on November 1st for the free college campaign as a result of the SB893 bill that passed.

She also announced that the Workforce Campaign *which focuses on three programs that were chosen by the Workforce Team) is going on simultaneously with the free college campaign – both launching November 1st.



Constituent Committee Reports

a. SEED Committee

Presentation of the Student Equity Plan

Dr. Cheryl Johnson and Lucia Lachmayr, co-chairs to the SEED Committee, presented the Student Equity Plan. They shared that each constituent group were part of the updating the plan. Dr. Moreno shared that she was very pleased that the process was transparent.

Joshua Lindo provided a link for feedback comments: https://smccd-my.sharepoint.com/:w:/g/personal/perezvaughanr_smccd_edu/EUqMTFYn2GpNuqhMvW8sekQB63bk9YU0F_evHQQOwMRPNA?e=RfdRv7

V. Next Meeting – November 16, 2022

Motion to adjourn.

Aye. Unanimous.

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.*