



College Governance Council
Wednesday, October 23, 2024
1:00-3:00 p.m.

Approved Minutes

Voting Members in Attendance: Gerson Fernandez, Lauren Ford, Alvin Macaldo-Gubatina, Jose Milan, Cassidy Ryan-White, Ira Tancioco, Nadia Tariq, Jessica Truglio

Ex-Officio Non-Voting Members in Attendance: Cherie Colin, Luis Escobar, Joe Morello, Newin Orante, Ingrid Vargas.

Recorder: Theresa Tentes

I. Call to Order/Establishing a Quorum/Roll Call

All voting members were in attendance.

All Ex-Officio non-voting members were in attendance.

A quorum was established.

II. Public Comment * - 5 Minutes

III. Consent Items

Approval of Minutes – September 25, 2024

(M/S Cassidy Ryan-White/Lauren Ford)

IV. Informational, New Business and Action Items

Associated Students of Skyline College – 5 Minutes

a. ASSC Report

Irah Tancioco/Gerson Fernandez

Gerson Fernandez, Vice President of ASSC, gave an update of the events that took place recently. The ASSC just completed the events for Latinx Heritage month and now programming for the Filipino American History Month and the LGBTQ History Month.

Irah Tancioco, President of ASSC, provided information regarding the Homebound Art exhibit in the Gallery. The exhibit will be available from September 30th – November 15th.

Classified Senate – 5 Minutes

b. Classified Senate Report

Jose Milan/Nadia Tariq

Jose Milan, President of the Classified Senate, reported that the Senate has been engaged in productive discussions regarding Classified involvement initiatives. Feedback from Classified professionals has been gathered to better understand how to support one another.

- **Collaboration and Community Support:**
Discussions with Dr. Orante and others explored ways to enhance collaboration and support within the community. While feedback was mixed, it provided valuable insights. Many professionals expressed a preference for remaining in their offices, focusing on supporting students, particularly in Student Services.
- **Flex Day Participation:**
Positive feedback was received regarding participation in Flex Day activities. Despite some initial logistical challenges, attendees found the experience beneficial and appreciated the opportunity to engage throughout the day.
- **Student Services:**
On the Student Services side, there was notable positive feedback about the opportunity to attend sessions during Flex Day. Many attendees appreciated the sessions, despite some logistical challenges, and found them valuable. Progress in this area is evident, and the Classified professional unit is excited to continue building on this momentum.
- **Professional Development:**
Moving forward, the Senate is gathering input from the community to identify agenda items and topics that will enhance professional development and training opportunities. These efforts aim to ensure that Classified staff have the resources needed to grow and thrive in their roles.
- **District Collaboration:**
Meetings are ongoing with counterparts at CSM and Cañada to further develop and expand initiatives. For example, the Classified Institute held at Skyline is now being scaled district-wide. The Senate is optimistic about the progress being made.
- **Classified Handbook:**
A special shoutout was given to Dr. Orante for proposing the creation of a Classified handbook. This handbook will serve as an official guide for new hires, providing centralized and accessible information, reducing the reliance on individual connections. It will be a vital onboarding tool and will help new staff understand their roles and available resources.

Jose Milan thanked everyone who contributed to these efforts, noting that their ideas and hard work are helping the Senate achieve its goals and continue the important work of the Classified professional unit.

Nadia Tariq, Vice President of Classified Senate, expressed gratitude for the collaboration with Dr. Orante, noting that the Classified Senate is still adjusting to their roles and learning through these partnerships.

Nadia emphasized the importance of teamwork and adaptability in addressing these challenges.

Academic Senate - 5 Minutes

c. Academic Senate Report

Cassidy Ryan-White/

Here is the summary of the Academic Senate Report.

Cassidy Ryan-White, President of Academic Senate, provided an update on several Academic Senate activities and initiatives:

Introduction of New Vice President: Jessica Trugliohas been introduced as the new Vice President of the Academic Senate. She will also serve as Secretary concurrently.

Fall Academic Senate Plenary: Jessica Trugliowill attend the plenary from November 7–9 in Visalia, California. Resolutions on the docket, particularly those related to curriculum, will be discussed at the next Senate meeting.

CTE Day: Scheduled for November 6, with approximately 400 high school students expected to attend. Faculty and staff are encouraged to participate and support efforts to promote enrollment and showcase programs.

Presidential Search Forum: Academic Senate held a forum to gather feedback from division Senators regarding priorities for the upcoming Presidential search. Discussions focused on qualities desired in a President and committee evaluation criteria.

District-Level Discussions:

Hiring Committees: Conversations are ongoing about improving the screening process, including exploring mixed modalities (online and in-person options).

IEPI Participation: Members of the Academic Senate participated in district-wide IEPI meetings, with follow-up sessions scheduled.

Class Cancellation Policy: District Academic Senate is revising the class cancellation policy to address feedback from faculty and a faculty survey. A formal vote on the updated policy is scheduled for November 4. If not approved, the district will revert to the original policy requiring a minimum of 20 enrollments.

Cassidy noted that a new Secretary will be elected in the spring semester.

Management Council – 5 Minutes

d. Management Council Report

Lauren Ford/Alvin Macaldo-Gubatina

Alvin Macaldo-Gubatina provided the following update for the Management Council:

Flex Day Update: A significant number of managers, deans, and supervisors attended the FRISK training during Flex Day. The training focused on communication frameworks to foster better partnerships and improve communication within teams. The goal was to enhance supervisory skills and provide better support to colleagues and staff.

Search Committee Representatives: The Management Council finalized its representatives for two upcoming search committees:

Vice President of Instruction (VPI) Search Committee: Dean Jessica Hurless will represent the Council.

President's Search Committee: Dean Will Minnich will represent the Council.

Administration

e. President's Update – 5 minutes

Dr. Newin Orante

Dr. Orante reported on numerous items.

Vice President of Instruction Update: The Vice President of Instruction (VPI) search has been completed, and an individual has been selected. Dr. Kristy Lisle will begin her tenure as the Interim Vice President of Instruction November 1st. An introductory communication will be sent to the community, and a welcome event will be held on November 7th from 11:30 AM to 1:00 PM. Dr. Lisle has extensive experience in community colleges, having worked as the Executive Director overseeing both Student Services and Instruction at Foothill College for three years before taking time away due to family commitments during the pandemic. She is described as knowledgeable about the challenges from the Chancellor's office and has been well-received in initial meetings.

Equity Institute Update: The Equity Institute has been in existence for several years and was initially designed to serve as an external-facing entity, focusing on community-based equity and social justice work. After the pandemic, the focus shifted inward, causing some confusion on campus about the roles of the Equity Institute, the Student Equity Support Program (SESP), and other equity-focused entities. Given changes in funding and organizational structure, it has been decided that the Equity Institute will cease to exist starting January 2025. The work currently being done by the Institute will continue under other collaborative and integrated efforts, with a clearer internal focus. The district has taken back funding for the Equity Institute, and the college is working to clarify roles and improve integration to avoid confusion moving forward.

South San Francisco Chamber of Commerce Event Update (October 11th): Skyline College was recognized at the South San Francisco Chamber of Commerce event on October 11th. The college received the Large Business Leadership Award from the Chamber of Commerce, a significant achievement.

Appreciation Reception (November 7th): An Appreciation Reception will be held on November 7th, from 4:30 PM to 6:00 PM in the Gallery. The event aims to thank donors who have contributed to the President's Innovation Fund or the President's Breakfast. In addition to thanking donors, the event will focus on growing the college's community and increasing awareness of Skyline College's work. The goal is to build relationships and continue to engage with community members, without soliciting donations at this time. This initiative is part of a broader strategy to expand the college's outreach and community involvement, similar to how Skyline College was recognized by the Chamber of Commerce.

Employee Resource Groups (ERGs) and Affinity Groups: The district has established a formal process for creating and recognizing **Employee Resource Groups (ERGs)**. This process involves a two-step application procedure and final approval from the Chancellor's Office.

Comunidad and Other Affinity Groups: **Comunidad**, a group for **Latinx** employees, which has existed informally for some time. This group gathers to build a professional community, support students, and provide mutual support. Although the group has been active, it has not been officially recognized as an ERG. Dr. Orante encouraged the professional community to apply for ERG status if there is interest in forming or formalizing an affinity group.

f. Administrative Services Update – 12 minutes Joe Morello

SPARC – Recommendation from SPARC of the FY 24-25 Budget – 2 minutes

ACTION ITEM: Vote to approve the recommendation for FY 24-25 Budget

Motion to approve for the SPARC recommendation for the 24-25 budget.
(M/S Cassidy Ryan-White/Lauren Ford)
Unanimously approved.

Joe Morello, Vice President of Administrative Services, provided a report regarding the FTEFAC outcomes. Current efforts are for the 2024-2025 process, but hires from this process won't begin until the 2025-2026 fiscal year, with most starting in Fall 2025. For the Classified and Administrative requests, they were solicited from the Management Council in December 2023 for the 2024-2025 year.

g. Instructional Update – 5 minutes

Vice President of Administrative Services, Joe Morello, shared that there will be many ongoing efforts related to common course numbering as mandated by AB 928. Significant work is also being undertaken on IGETC requirements and local degree alignment. Local discussions continue about degree requirements and aligning them with statewide efforts.

Vice President of Student Services, Luis Escobar, provided update regarding the ASLT Division. Engaging in conversations with Torria Davis, the Dean of ASLT, and he attended a CTTL (Center for Transformative Teaching and Learning) meeting to discuss visioning efforts. He also shared an update regarding SPWD and GLPS Divisions. The divisions are focusing their attention has primarily been on stabilizing staffing in both divisions.

h. Student Services Update – 5 minutes

Dr. Luis Escobar

Vice President, Luis Escobar, provided an update regarding Student Services. A series of impactful events hosted in the Undocumented Community Center. Latinx History Month & Filipino History Month both featured robust student-led programming and activities.

Anti-Racist Education: Counseling Division held an **Anti-Racist Education Forum** in September to define anti-racism and its application in practice. Follow-up in October focused on identifying areas within the division where gaps exist and strategizing solutions through anti-racist practices. Next steps involve prioritizing initiatives and continuing implementation planning.

Enrollment Services Division: Scheduled a meeting in November to provide team leads with the same tools and framework introduced in Counseling.

Student Equity and Support Programs: Follow-up discussions are also set for November to begin the application process for anti-racist tools and strategies.

Progress Reflection: Recognize that the work is iterative, requiring professional development, dedicated time for discussion, and strategic planning. Overall, progress is on track, and engagement is strong.

Celebration and Recognition Initiatives: Deans and SSLT leadership teams are fostering a culture of acknowledgment. Example: **Admissions & Records** recognizes an **Employee of the Month** during monthly meetings, where the honored individual selects the next recipient.

Stronger Connections: Efforts are underway to deepen relationships within divisions, ensuring individuals feel more connected and valued.

End-of-Semester Celebration: Scheduled for December to honor accomplishments and strengthen community ties.

- i. Planning Research and Institutional – 5 minutes Ingrid Vargas
Effectiveness Update

Dean Ingrid Vargas provided a report. The Institutional Effectiveness Committee Workshop will be held, Monday, October 28, 3–4 PM. It will focus on advancing EMP Goal 5 – Foster a thriving learning and work environment. It will be via zoom. Open to all Skyline College community.

The next SPARC meeting will be held Thursday, November 14, 2:30–4 PM. It will focus on the progress on two EMP goals:

- EMP Goal 3: Ensure students have the support and resources needed to achieve educational goals – Report by VPSS Luis Escobar.
- EMP Goal 6: Ensure fiscal stability to support the college mission and maintain public trust – Report by VPA Joe Morello.

- j. Marketing, Communications, - 5 minutes Cherie Colin
Public Relations Update

Director Cherie Colin, gave an update. The Appreciation Reception will be held Thursday, November 7th in the Gallery. This event will be to honor those who contributed to the President's Breakfast in recent years.

Cherie also shared an update regarding branding. The goal is to strengthen the Skyline College brand by phasing out unique departmental logos. Departments should adopt sub-brands, using the Skyline College logo with the department name underneath. A one-pager with visual examples is in progress. Departments are encouraged to channel creativity into flyers, graphic elements, and colors while adhering to the Skyline College logo for branding consistency. The MCPR office can assist departments with the transition process.

Constituent Committee Reports

- V. Adjournment – November 20, 2024

**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.