

College Governance Council

Wednesday, October 22, 2025

1:00-3:00 p.m.

Approved Minutes

Voting Members in Attendance: Lauren Ford, Jose Milan, William Oo, Jarred Morris Ramos, Cassidy Ryan, Nadia Tariq, Jessica Truglio

Ex-Officio Non-Voting Members in Attendance: Nate Carter, Paul Cassidy, Cherie Colin, Newin Orange, Ingrid Vargas

Recorder: Theresa Tentes

- I. Call to Order/Establishing a Quorum/Roll Call
- II. Public Comment * - 5 Minutes
- III. Consent Items

Approval of Minutes – September 24, 2025
(M/S Lauren Ford/Cassidy Ryan) – Minutes approved.

- IV. Informational, New Business and Action Items

Associated Students of Skyline College – 5 Minutes

- a. ASSC Report

William Oo/Jarred Morris Ramos

William Oo, ASSC President, reported on recent and ongoing events celebrating Filipino American History Month and LGBTQ+ History Month. He shared that the Mid-Autumn Festival held earlier in the month drew approximately 30 students. The Filipino cultural excursion to SOMA. October 9, a printmaking workshop in collaboration with the Student Equity Department, and a successful FILAM and LGBTQ+ Career Panel that featured four guest speakers discussing their identities and professional journeys. William noted strong student engagement, with about 20 participants.

He further shared that the joint Spark Social SF food outing, done in collaboration with the International Student Program, brought together more than 20 students to promote cross-cultural connection between domestic and international students. The Filipino American and LGBTQ+ Vendor Fair held the previous day featured 15 participating vendors. Upcoming events include Skylooween, the fall club rush, which is expected to involve at least 20 student clubs.

William announced that the three sister colleges—Skyline, Cañada, and CSM—have been planning a District Student Council Mixer focused on strengthening inter-campus relationships. The mixer will take place on November 7 from 3:00–5:00 pm at CSM and will follow a Halloween theme. The goal is to support networking and collaboration among student leaders from across the district.

William also shared concerns raised by students regarding recent price increases in vending machines. Students noted that for evening classes, vending machines are the only available source of food and beverages because the bookstore and cafeteria are closed. As a result, even small increases in pricing—such as a \$0.50 increase for bottled water—impact students significantly, especially those who may not have alternative payment methods available due to the lack of on-campus ATMs in the evening.

Jarred Morris Ramos, Vice President of ASSC, added that the price increases were not consistent across all products; for example, bottled water saw an increase, while some energy drinks did not. He suggested that the price adjustment could be redistributed across other beverages instead of being placed on an essential item like water. The representatives plan to share this feedback with the appropriate departments.

Jarred reported that 24 clubs have registered for Skyloween, which combines club rush activities with a Halloween celebration for students, faculty, and staff. Each club is participating in a pumpkin decorating contest and has received a faux pumpkin to carve or decorate. During the event, attendees will vote for their favorite pumpkin, with the winning club receiving a prize. Jarred noted that the event will also include a costume catwalk open to anyone wishing to participate. Skyloween will take place on Thursday, October 30, from 11:00 am to 2:00 pm.

Classified Senate – 5 Minutes

b. Classified Senate Report

Jose Milan/Nadia Tariq

Jose Milan, President of Classified Senate, began by expressing appreciation for the high level of engagement and the many activities students have organized, acknowledging the significant time and effort required to coordinate these events. He commended the students for their proactiveness and dedication. He then provided an update on classified matters, noting that the Classified Senate continues to meet with its constituents and has also met with CTTL to begin brainstorming ways to strengthen both professional development offerings and engagement opportunities for classified professionals. Jose shared that although the process has not always been smooth, the establishment of the Professional Development Committee has brought greater organization and intentionality to how Professional Development funds are allocated. The committee has been working collaboratively with division assistants and others to review applications, distinguish between training and professional development, and ensure consistent support. He explained that while these conversations are time-consuming, they have been valuable and informative. The committee meets every other week to review, revise, or approve applications and will continue doing so. Jose added that the group hopes to expand its capacity in the future, provided additional support becomes available, to ensure no

applications or opportunities are delayed or overlooked. He emphasized the importance of submitting applications at least four to six weeks in advance. He noted that the Classified Senate will meet later today following the College Governance Council meeting and that more updates and discussions are forthcoming. He invited Nadia to add anything he may have missed.

Nadia Tariq, Vice President of Classified Senate, added two updates to Jose's report. First, she noted that the classified professional development application has been updated to streamline the process and collect more in-depth information. The revised application now includes questions about how the professional development opportunity relates to an individual's role, how it impacts the area in which they work, and how it supports the institution more broadly. She encouraged colleagues to review the updated application and share any suggested revisions. Second, she shared that she and Paul Cassidy are collaborating directly with the Business Office to offer trainings and will begin providing small-group sessions to guide colleagues on how to review completed applications before they are forwarded to the committee for final review and approval.

Academic Senate - 5 Minutes

c. Academic Senate Report

Cassidy Ryan/Jessica Truglio

Cassidy Ryan, President of Academic Senate, provided several updates. She reported that two faculty members have been assigned to serve on the VPAS hiring committee: Tony Viertel and Rick Hough. She noted that mathematics had been identified as an area of high importance for representation on the committee. Cassidy also shared that the Common Course Numbering Coordinator position for next semester has been posted and has already received multiple applications. Interviews for the position will take place next week and will be conducted by Dr. Hernandez, Rick Hough, and Cassidy. She continued by reporting that the FTEFAC presentations held this week went very well and that many departments expressed a desire for new faculty positions. She concluded by stating that updates from FTEFAC will be presented first at SPARC, then at the Academic Senate, and finally at the College Governance Council before the end of the semester.

Management Council – 5 Minutes

d. Management Council Report

Lauren Ford/Alvin Macaldo-Gubatina

Dr. Lauren Ford, Co-Chair Management Council, provided an update noting that a major ongoing discussion concerns how best to support managers across campus and ensure they have the information and resources needed to be successful in their roles. She explained that the group is exploring what this support should look like in practice, including whether it should involve new committees, work groups, or designated individuals who can help advance these efforts. Several areas of need have been identified, such as technical skill building, improving the onboarding and support of new managers, and developing standard operating procedures to establish consistent practices. Lauren emphasized the importance of creating accessible, searchable locations where this institutional information can be stored. She noted that Management Council expects to

continue these conversations throughout the semester to determine a clear path forward, with the intention of implementing initial improvements in the spring.

Lauren also shared that there may be emerging discussions within the Health and Safety Committee or a potential districtwide CARES Team regarding how best to support student incidents on campus. The focus would be on strengthening communication processes—specifically, ensuring that appropriate individuals are informed when an incident occurs, that students receive necessary support, and that communication flows effectively across services. She clarified that this is separate from Clery reporting requirements and is instead centered on identifying who needs to be looped in for non-Clery situations involving student well-being. She added that she will continue exploring this topic and follow up with Dean Will Minnich and Director Ari Soler, to determine whether these discussions align with similar concerns raised by the Associated Students at Cañada College regarding public safety reporting. If there is a districtwide connection, she will provide additional updates.

Lauren concluded with an update from the bookstore, sharing that Apple products are now available for purchase. While the full Apple catalog is not currently stocked, employees or students who are interested in items not on hand are encouraged to contact Kevin Chak, Bookstore Manager, who may be able to facilitate special orders.

Administration

- e. Administrative Services Update – 5 minutes Paul Cassidy

Paul Cassidy, Finance and Operations Manager, shared that the only significant item at this time is ongoing work with Dr. Carol Hernandez to finalize instructional equipment. This process is currently underway, and a final outcome is expected in the near future.

ACTION ITEM:

Motion to recommend to the President the adopted budget as presented.
(M/S Lauren Ford/Nadia Tariq) - Approved

- f. Instructional Update – 5 minutes Carol Hernandez

No Updates

- g. Student Services Update – 5 minutes Newin Orante

Dr. Newin Orante, Vice President of Student Services, provided an update regarding the significant impact of the dissolution of MSI programming at the federal level. It was noted that, for Skyline College, the greatest effect is on the AANAPISI partnership with San Francisco State University. A budget update showed that the carryover amount from last year into the current year is \$2,800, reflecting that most funds were successfully used for student-support activities. For 2025–26, the college will experience a substantial reduction in AANAPISI funding. Previously, Skyline received approximately \$115,000

annually from San Francisco State; however, the new allocation across the three colleges is \$85,000 total. When divided, Skyline will receive just over \$30,000 plus the \$2,000 carryover—resulting in a reduction from more than \$100,000 to roughly \$30,000 to execute the same level of programming. The team has been meeting to assess the implications, explore partnerships that may help offset the cuts, and determine where reductions must occur. Emphasis was placed on the importance of student employment as a form of retention, not just income, and the team is working to identify alternate placements on campus for student ambassadors. If all students cannot be placed, conversations have already begun with them regarding reduced work hours to maintain affordability within the limited budget. A recent meeting with the State Chancellor's Office clarified that while AANAPISI funding is federal, AANHPI is state-supported, and some AMHBI funds may be used to help sustain existing efforts. The goal is to blend and integrate multiple programs to minimize the impact on students, at least through the remainder of the year.

The update continued with highlights of ongoing cultural programming across campus. Building on the many student-led events, various programs have been hosting activities for Filipino American History Month, which concludes next week.

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

Ingrid Vargas, Dean of Planning, Research, Innovation and Effectiveness, provided an update regarding the ICERs, noting that the document will be submitted to the Board of Trustees at the end of the month and is scheduled for a vote at the November meeting. Ingrid shared that the Planning, Research, Innovation, and Effectiveness Divisions, PRIE, has implemented a new process for distributing and receiving data from programs. Each PRIE office across the district now has a designated SharePoint site where folders will be created for individual programs as data requests arise. PRIE will upload materials directly into these folders, and programs will use the same space to share information back with PRIE. Ingrid explained that this new system is intended to replace the prior method of emailing spreadsheets and sensitive documents, offering improved security and streamlined communication. She noted that the campus community will receive notifications as folders are created and encouraged everyone to begin transitioning to this updated process.

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

Cherie Colin, Director of Community Relations and Marketing, shared information regarding the early performance of the college's new digital advertising campaign launched in partnership with Vision Point. Appreciation was expressed to Hinda Chalew, Communications Manager, for her leadership in coordinating the many ads used for the campaign.

Early results were shared from the agency monitoring the campaign, including analysis of which ads are performing well and which may need to be replaced. It was noted that the flexibility of digital advertising allows underperforming ads to be easily swapped out, unlike other formats such as the upcoming BART station advertisements, which require a longer commitment. The campaign began on September 11, and between September 11 and September 29 it generated approximately 261,000 impressions, 4,490 clicks to the landing page, and 192 “Apply Now” button clicks. The campaign is designed to maintain Skyline’s market presence even when enrollment is closed, with increased activity planned during open enrollment periods. The college committed \$100,000 to this year-long digital marketing initiative, which runs from July 1 through June 30. This effort is separate from the earlier enrollment campaign completed for the current semester.

Additional results from September 30 through October 13 were also presented. During this period, the campaign delivered 257,834 impressions, 3,363 clicks to the landing page, and 107 conversions, translating to a 3.18% conversion rate and a cost per acquisition of \$13.26, which are considered strong results. The goal of the campaign is to move prospective students as close to the application process as possible and to funnel them into the CRM system so that follow-up communication can support enrollment once the application period opens.

The TikTok component of the campaign launched on October 1 and generated 71,000 impressions and 589 clicks through October 13. While there were no conversions from TikTok during this period, the agency emphasized that TikTok functions primarily as an awareness platform rather than a click-through or conversion-driven tool, so this outcome is expected. The campaign uses multiple platforms strategically across different stages of the enrollment funnel. It was also noted that the BART station ads will go up in December at Daly City Station for those interested in viewing them.

j. President’s Update – 15 minutes

Nate Carter

Dr. Carter began his update by noting that he would be sharing budget-related slides shortly, but first wanted to address several items of interest to the group, including ongoing searches for key leadership positions. He explained that he intends to provide updates at each meeting on progress related to classified and management hiring. Nate reported that the Vice President of Administrative Services (VPAS) search is proceeding well. Although he is not involved in reviewing applicant materials—the search firm oversees that step—he receives weekly confirmation from the District Office. He shared that the search remains on track, with the district expected to schedule the committee’s kickoff meeting soon. The college is preparing to hold finalist forums in the first or second week of December, just prior to final exams. Nate anticipates providing tentative dates at the next meeting so the information can be communicated broadly, noting the importance of campus wide participation in the forums.

Nate then reported that the Dean of Counseling and Matriculation search is also progressing, following a slightly earlier timeline. The committee has convened and begun initial interviews, and the process is moving toward its final stages, with completion

expected before the end of the semester. Nate explained that after initial unsuccessful search for a Dean of Student Equity and Support Programs position, cabinet engaged in extensive conversations over several months to reassess what the college truly needs in this role. With leadership from Dr. Orante and collaboration among the vice presidents, discussions focused on refining the position to better align with institutional needs and responsibilities. He added that the college has consulted numerous times with District HR and the Chancellor's Cabinet. As a result of this work, the Board of Trustees will receive a request at the end of the month seeking approval to initiate a new search for a redefined dean position in Student Services. This proposed version broadens the equity-related and compliance components of the role to ensure it fully supports the college's mission and student communities. Nate emphasized that details remain tentative until Board approval is granted and that he does not wish to report hypotheticals. He reiterated that equity, diversity, inclusion, and belonging must remain long-term commitments embedded strategically in college operations and resource allocation, and he thanked cabinet members and campus colleagues whose input helped shape the proposal. He concluded by noting that he will provide further updates following the Board's October meeting.

Nate Carter continued by acknowledging that one step must be taken at a time, beginning with securing Board approval for the proposed leadership position. He emphasized the importance of ensuring that students do not feel negative impacts in the spring and then shifted to answering pending questions from prior meetings. Before turning to his budget slides, Nate highlighted several contextual factors he wanted the council to remain aware of. He noted that while the college's financial status remains stable, there has been minimal growth in available operational funds and a steady flattening of resources. He underscored that every strategic decision moving forward must be grounded in a clear understanding of the broader fiscal climate. Rising costs—such as COLA and ongoing CIP needs—exceed the modest year-to-year increases in the operating budget. He reminded the group that while Skyline is fortunate to avoid deficits seen elsewhere, external pressures such as statewide enrollment trends affect funding and long-term planning.

Nate described two major external challenges impacting the college's financial and enrollment outlook. First, statewide projections show a decline in high school graduates, with potentially sharper drops within San Mateo County. Second, the recently implemented CSU automatic-admission legislation increases competition for local students by directing high-achieving graduates toward CSU campuses. He clarified that while Skyline remains a strong value for students, the college must proactively prepare for heightened competition and demographic shifts rather than react to them. Nate stressed the need for a strategic institutional response, including increased engagement with adult learners, modernization of student services and onboarding, and a focused expansion of high-opportunity transfer pathways and CTE programs aligned with future workforce demands. He reiterated the importance of Skyline's high return-on-investment ranking, noting that it reflects the college's role in elevating students into strong economic pathways.

Transitioning to the annual classified and management ALUR request process, he shared the list of position requests submitted last spring and explained that although some formatting errors appeared in the chart (such as misaligned division labels), the program codes and position details were accurate. Nate clarified that all classified and management positions—regardless of whether they are funded by general fund, categorical, legislative allocations, or grants—must still go through the prioritization process because the college ultimately assumes responsibility for ongoing placement once funding expires. The distinction between categorically funded positions and grant-funded positions was also discussed, noting that legislated categorical funds may offer more stability than time-limited grants.

Nate outlined cabinet’s review process: in early October he compiled detailed packets for each requested position, including cost analysis, justification, and operational context. Cabinet then held dedicated meetings to evaluate funding sources, unit needs, compliance implications, and student impact. A second meeting is planned, and Nate anticipates finalizing the prioritized list—five to six top-tier institutional needs—by the following Wednesday’s cabinet meeting. He emphasized that transparency is a priority and invited suggestions for improving the process in future cycles. He reiterated that the goal is to ensure every hiring decision aligns with current fiscal realities and strategic priorities, particularly in a climate of rising costs and uncertain long-term funding.

Nate concluded this portion of the report by reaffirming that cabinet is carefully balancing institutional needs, compliance obligations, operational impacts, and financial constraints as they move toward final prioritization. He encouraged members to continue offering feedback, noting that shared governance depends on such dialogue.

Ingrid then offered to share additional data visualizations in response to Nate’s earlier comments about enrollment trends. She displayed examples from the materials PRIE and MCPR present annually to high school partners, highlighting college-going patterns among recent graduates. She shared data from South San Francisco High School showing that 56% of graduates enroll in California community colleges—nearly all of whom attend Skyline—while 14% attend CSU and 4% attend UC. She emphasized the opportunity to increase conversion among the 22% of graduates who currently do not enroll in college. Ingrid also presented outcomes for dual-enrollment students, showing that the no-college rate drops to 18% for dual-enrolled students and that four-year college attendance increases significantly, supporting the case for expanding these programs. She noted that demographic profiles of dual-enrollment students closely mirror the overall high school population, countering the misconception that these programs serve only high-achieving or elite students.

Nate closed by transitioning back to the formal agenda and reminding the group that an upcoming equity plan requires constituent-group review. Council members confirmed which groups had and had not yet received the document, and Nate emphasized the importance of meeting the October 31 feedback deadline to allow revisions prior to Board submission in November. Cassidy noted she would send an additional reminder to

Academic Senate, and Nate confirmed that earlier CGC meetings in November would ensure adequate time to finalize materials for Board approval.

V. Adjournment

Next Meeting November 12, 2025

**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.*