



College Governance Council
Wednesday, January 28, 2026
1:00-3:00 p.m.

Approved Minutes

Voting Members in Attendance: Lindsey Ayotte, Alvin Macaldo-Gubatina, 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, Lauren Ford, Carol Hernandez, 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 –

Minutes – November 12, 2025
(M/S Jessica Truglio/Alvin Macaldo-Gubatina) – Minutes approved.
Lindsey Ayotte abstained.

Minutes – December 10, 2025
(M/S Cassidy Ryan/Jarred Morris Ramos) – Minutes approved.
Lindsey Ayotte abstained

- 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 Associated Students activities. During Welcome Week, the team hosted Coffee and Donuts on the first week, with Dr. Ford joining to distribute donuts and assist students with navigating campus. Approximately 120 students per day attended during the second week. A Resource Fair was also held, featuring both academic and personal support services, providing students the opportunity to engage with campus and community resources. Additionally, a “Cozy Chill-Out” vision board-making event took place last Thursday. This week, Club Rush is underway, with strong participation from student clubs and continued activities scheduled

through tomorrow. Planning is ongoing for upcoming programming, including Black History Month, Women's History Month, student elections, and other events.

Jared, ASSC Vice President, shared that, at the start of the new year, ASSC established several goals to guide their work moving forward. In alignment with recent resource and club fairs, ASSC aims to ensure students are consistently informed about available campus resources and feel comfortable accessing them. Another priority is increasing student access to employment and workforce opportunities, as many students have expressed interest in internships. ASSC plans to collaborate with Workforce Development (SPWD) and utilize tools such as Job Speaker to better connect students with internship and employment information. Additionally, ASSC remains committed to raising awareness of local and global issues. In response to outreach regarding the CSM Walkout, ASSC plans to work with MCPR to provide a message of support.

Classified Senate – 5 Minutes

b. Classified Senate Report

Jose Milan/Nadia Tariq

Jose Milan, President of Classified Senate, provided updates on behalf of the Classified Senate. He reported that the Senate recently initiated the process to fill the Parliamentary position and is currently collecting nominations. An email will be distributed to facilitate voting once nominations are finalized. The Senate looks forward to filling the position and restoring full representation.

Additionally, the Professional Development (PD) Committee has begun planning for the next Classified Professionals Day, which will focus on professional development opportunities for classified staff. The committee continues to meet regularly to review PD applications. Funding remains available, and classified professionals are encouraged to submit applications.

Jose also noted that the committee has been in communication with individuals whose applications were denied to clarify expectations. Specifically, divisions are expected to provide support for training that is required as part of an employee's specific job responsibilities. The committee will continue engaging applicants to ensure clarity regarding the approval and denial process. Review of professional development applications and mission reimbursement requests has been a primary focus at the start of the semester.

Dr. Lauren Ford inquired whether the Classified Senate is tracking distinctions between training and professional development in order to better inform campus managers on how to guide their teams when reviewing funding requests. Jose responded that when applications are submitted and subsequently denied, applicants receive specific explanations outlining the reasons for denial. A common issue has been clarifying whether the request constitutes required job training or professional development. Applications include questions regarding the purpose of the request and how it supports the classified professional's role. If the activity is mandated by a division or necessary to

perform job duties, the expectation is that the division should fund the training. He explained that this distinction is not intended to restrict funding but reflects fiscal limitations. With approximately 157 classified professionals and funding sufficient to fully support only 20–25 requests at the maximum allocation of \$2,500, careful prioritization is necessary. The committee collects relevant data, provides feedback to applicants, and continues working to clarify the process. Efforts are underway to develop a rubric to provide clearer guidance, as confusion persists among both classified professionals and managers. Some limited exceptions have been made this year, particularly for first-time conference requests or situations where divisions lack sufficient funds; however, the committee anticipates applying stricter adherence to guidelines in future cycles. Jose noted that it may take a year or more for the new process to be fully understood across campus and emphasized that these distinctions have been discussed at Classified Senate meetings.

Nadia Tariq, Vice President of Classified Senate, added that, once the new Vice President of Administrative Services is onboarded, the Senate hopes to collaborate with Management Council to further clarify the distinction between professional development and required training. She noted that confusion exists among both classified professionals and management, and expressed the importance of establishing a more streamlined and clearly defined process for securing appropriate funding sources.

Dr. Carter acknowledged the feedback and shared that he has been in communication with Debra Glenn, the new Vice President of Administrative Services, regarding this matter. Following the upcoming Board meeting, he plans to formally address the topic in anticipation of her arrival on March 2. He expressed appreciation for the input and confirmed that the matter will be part of future discussions.

Jessica Truglio, Vice President of Academic Senate, added that similar confusion exists among faculty regarding Article 13 funds, particularly in distinguishing between professional development and required training. She noted that historically many requests have gone through the professional development process when they may not have needed to, suggesting that clarification would also benefit faculty.

Academic Senate - 5 Minutes

c. Academic Senate Report

Cassidy Ryan/Jessica Truglio

Cassidy Ryan, President of Academic Senate, reported several updates for Academic Senate. Due to the resignation of the CTE Liaison, the decision was made to cancel CTE Day for this year. The focus will shift toward electing a new CTE representative and preparing for a successful CTE Day next year. Appreciation was extended to Dean Ayotte and Dr. Ford for their support. In the interim, a representative will be appointed at the next meeting to assist Dean Ayotte with Perkins applications and funding to ensure CTE programs continue receiving necessary support.

At the upcoming meeting, Academic Senate will also establish task groups to address several internal matters. A bylaws revision is needed, as typically occurs every two to three presidential or vice-presidential terms. Areas under review include reassigned time allocations, as feedback from individuals receiving reassigned time has indicated concerns about whether allocations are appropriate. The Senate will also review adjunct membership, as there is currently no adjunct representation. The previous adjunct representative stepped down because reassigned time reduced overload eligibility, resulting in lost compensation. The Senate is exploring potential bylaw revisions to better support adjunct participation and ensure their voice remains represented. These revisions are intended to be completed prior to the upcoming election cycle, which will include a new Senate President and new division senators.

Cassidy also noted that Jessica Truglio, Vice President of Academic Senate, recently attended a SEED meeting, where a request was made to reinstate stronger faculty involvement, potentially through a co-chair role with Academic Senate. This responsibility previously existed but has since lapsed. The Senate will review the bylaws to determine whether this role can be formally reassigned or incorporated into an existing position. Overall, the goal is to evaluate current structures, improve efficiency, and ensure reassigned time is being used effectively.

The District Academic Senate has not yet met this semester but is scheduled to meet on February 9. Upcoming district-level discussions include review and feedback on proposed district faculty hiring policy language and the formation of a task group to examine equivalency procedures and improve the efficiency of that process. Additional updates will follow after the district meeting. Senate will meet next Thursday, and members of the campus community are welcome to attend.

Management Council – 5 Minutes

d. Management Council Report

Lindsey Ayotte/
Dr. Alvin Macaldo-Gubatina

Lindsey Ayotte, Co-Chair of Management Council, reported on a recent Immersion training that utilized a virtual reality (VR) platform incorporating AI avatars and human actors. The training allowed participants to practice interpersonal skills in contextualized scenarios. Feedback indicated that the session was effective, with participants actively engaging, responding to questions, and gaining a clearer understanding of the tools available. Lindsey is working to gather more structured feedback from attendees. Appreciation was extended to Dr. Lauren Ford for serving as Chair, and Lindsay was welcomed as the new Co-Chair. Management Council elections are forthcoming, with nominations scheduled for February and voting to take place in March.

Management Council is also working to build internal communities to strengthen the organization and create continuity. As a relatively new constituent group, the Council aims to build upon the foundation established by previous co-chairs and expand its structure to ensure longevity. Current focus areas include professional development, development of institutional standard operating procedures (SOPs), and manager support.

These efforts are intended to better equip current and future leaders with the tools and resources needed to be successful.

Dr. Nate Carter commended Management Council’s willingness to explore emerging technologies such as VR and AI. He emphasized the importance of forward-thinking conversations and expressed his support for participatory governance groups interested in exploring innovative applications of technology. While acknowledging that formal guidelines are still evolving, he encouraged continued dialogue and thoughtful experimentation where appropriate. He reiterated his willingness to serve as a thought partner and resource for any group interested in exploring how emerging technologies might support institutional goals and address real-world challenges

Administration

- e. Administrative Services Update – 5 minutes Paul Cassidy

Paul Cassidy, Finance and Operations Manager, provided a fiscal update, noting that the college is now past the midpoint of the fiscal year. The College Business Officer has requested that all expenses, reimbursements, and invoices from 2025 be submitted as soon as possible. He reminded the group that “mini-closes” will occur within the next six to eight weeks, and although it may seem that significant time remains in the fiscal year, the financial calendar is more compressed than it appears. Units are encouraged to begin reviewing and submitting outstanding reimbursements promptly.

Paul also emphasized the importance of submitting any outstanding Pacific Dining invoices for payment, including those associated with student groups. He urged all departments and organizations to ensure these invoices are processed immediately to avoid delays.

- f. Instructional Update – 5 minutes Carol Hernandez

Dr. Carol Hernandez, Vice President of Instruction, reported that there have been limited updates since the last President’s Round Table Meeting. Currently, five full-time faculty searches are underway for the spring semester in Communications, History, Ethnic Studies, Physics, and Chemistry. The searches are progressing in various stages, with some positions having closed and others recently posted. The addition of new faculty members was noted as an exciting and positive development for the institution.

Dr. Hernandez’s shared that the search for the new Executive Assistant position in the Instruction Office, is expected to conclude next week. Instructional Deans are actively working on developing an updated scheduling timeline aimed at streamlining and improving the scheduling process. Additionally, planning has begun for an upcoming retreat for the Instructional Deans, which will focus on identifying and prioritizing three key goals for the next academic year.

She also highlighted positive enrollment and efficiency metrics. The college currently has the strongest load in the district, exceeding 500. A higher load reflects greater efficiency, indicating stronger fill rates and higher enrollment per class compared to other district institutions. This means fewer low-enrolled courses and more strategically scheduled classes. The current load is 10 points higher than at the same time last year, when it remained under 500. Full-time equivalent student enrollment (FTES) is also up compared to this point last year. Overall, the institution is trending positively.

g. Student Services Update – 5 minutes Lauren Ford

Dr. Lauren Ford, Interim Vice President of Student Services, provided several institutional updates. The transition into Building 2 is underway. In April, Admissions & Records (A&R), Cashiers, Financial Aid, and the Transfer Center will relocate from Building 19 to Building 2. Early planning conversations have begun to support a smooth transition, and coordination with Cherie Colin and the MCPR team will begin to develop a communication plan to inform the campus community about relocation timelines. The remaining departments scheduled to move into Building 2 will transition in June.

Dr. Ford also shared that the college has been invited to participate in a initiative through the San Mateo County Drug Overdose Prevention Coalition to install Narcan vending machines on campus. CSM currently has a machine, and both Skyline and Cañada have been invited to participate. The program would provide free access to Narcan, with restocking resources supplied by the county and state. Judith Martinez, Director of Student Support, is collaborating with Health and Wellness and Facilities to assess feasibility, including identifying appropriate locations and determining any institutional responsibilities. The college remains in the exploratory phase of this initiative.

Additionally, Dr. Ford provided an update on the “Way to Go” transportation initiative, which distributes SamTrans cards to support student transportation needs. Through SparkPoint, under the leadership of Raul Amaya and in collaboration with district partners, the college has distributed the highest number of cards in the district. Between March and August of last year, over 500 unduplicated cards were distributed. From August through December, approximately 600 additional unduplicated cards were issued. Within the first few weeks of January alone, approximately 150 cards have already been distributed. Faculty and staff were encouraged to refer students who may benefit from transportation assistance to Raul Amaya or Chad Thompson in SparkPoint.

Finally, Dr. Ford noted that the recruitment process for the Dean of Equity and Student Support is underway. Although the position closed in December, the review process is now moving forward as committee members have returned to campus. Further updates will be shared as the search progresses.

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

Ingrid Vargas, Dean of Planning, Research, Innovation and Effectiveness, provided an update on the analysis of the recent student survey results. A preliminary high-level finding indicates a significant increase in overall student satisfaction with their educational experience at Skyline College. Previously, 50% of students reported being “very satisfied,” with a substantial portion indicating they were “somewhat satisfied.” The most recent results show 64% of students reporting they are “very satisfied,” and 35% indicating they are “somewhat satisfied.” Consistent with prior survey results, approximately 2% of students reported being either “dissatisfied” or “very dissatisfied.” Ingrid noted that this represents a meaningful improvement and congratulated the campus community on the positive outcome. More detailed, disaggregated results will be shared in the near future.

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

Cherie Colin, Director of Community Relations and Marketing, provided several updates on upcoming events and initiatives. The Sunset Soirée, hosted by the President’s Council in partnership with three local chambers of commerce—the South San Francisco Chamber, and the Daly City–Colma Chamber, along with participation from the Burlingame Chamber—will take place on Thursday, February 5, at 4:30 p.m. in the Farallon Room. While the San Bruno Chamber is currently inactive, the three participating chambers have collaborated to organize the event. Managers and President’s Innovation Fund (PIF) recipients have been invited to attend. The event serves as both a community engagement opportunity and a precursor fundraiser to the President’s Breakfast scheduled for March 19, with the goal of encouraging early ticket purchases and community participation.

Cherie also announced that Attorney General Rob Bonta will visit campus on February 15 to host a community town hall in the theater. The event will be open to the public, with additional details and formal announcements forthcoming.

An update was provided on Building 2, which is nearing completion. As previously noted, the first wave of departments will move in April, and a ribbon-cutting ceremony is planned for that month. While the exact date is still being finalized, the campus community and broader public will be invited to celebrate the opening of the new student services and workforce space.

Regarding the President’s Innovation Fund (PIF), a new call for proposals will be released in early February. Updates have been made to streamline the application process, and a new evaluation rubric has been developed. The rubric will be shared publicly to increase transparency regarding project rankings. Additionally, a minimum cutoff score has been implemented to ensure funded projects demonstrate meaningful impact.

Applications will be evaluated by Cabinet members. Further details will be shared as the process moves forward.

j. President's Update – 15 minutes

Nate Carter

Dr. Nate Carter provided several presidential updates. He began by expanding on the President's Innovation Fund (PIF), noting that after reviewing past funded projects, he was impressed by the college's longstanding commitment to innovation and student impact. In consultation with Cabinet and the President's Council, several updates have been made to the PIF process. In addition to the new rubric and minimum cutoff score previously mentioned, prior "guardrails" restricting previously funded projects from reapplying have been removed. Projects that may have received funding in earlier years are now eligible to reapply, provided they align with current priorities and evaluation criteria. Dr. Carter described this as a "clean slate" moment and encouraged faculty and staff to consider submitting proposals.

The application process will now be fully online to improve tracking and transparency. As part of the submission process, the applicant's direct supervisor will be required to electronically attest that the project lead has the capacity and bandwidth to carry out the proposed work. Each project must designate a full-time employee as the project lead to ensure accountability and continuity; however, collaboration with part-time employees and students is encouraged.

Dr. Carter also reiterated the college's ongoing commitment to equity, social justice, and anti-racism. In light of current national and state-level challenges, including heightened attention around immigration issues in the region, he emphasized the importance of maintaining focus on core institutional values. He encouraged the campus community to remain vigilant regarding incidents that may impact diversity, equity, and inclusion, and to actively support minoritized and historically underserved populations. He reaffirmed that the college will continue to take meaningful action to uphold its commitments in these areas.

Finally, Dr. Carter shared an update regarding accreditation. As part of the ACCJC accreditation process, an online open forum will be held in March to provide members of the campus community an opportunity to speak directly with representatives overseeing the accreditation review. While the formal date will be announced soon, Dr. Carter encouraged everyone to begin anticipating and planning for participation in this important step of the accreditation process. He emphasized the importance of broad campus engagement and encouraged attendees to be attentive to forthcoming communications regarding the forum.

V. Adjournment

Next Meeting February 25, 2026

**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.*