

College Governance Council

Wednesday, August 27, 2025

1:00-3:00 p.m.

Approved Minutes

Voting Members in Attendance: Alvin Macaldo-Gubatina, Jose Milan, William Oo, Jarred Morris Ramos, Cassidy Ryan, Nadia Tariq, Jessica Truglio

Ex-Officio Non-Voting Members in Attendance: Cherie Colin, Carol Hernandez, Joe Morello, Nate Carter, Newin Orante, 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 – May 21, 2025

(M/S Alvin Macaldo-Gubatina/Nadia Tariq) Cassidy Ryan abstained.

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, President of ASSC, provided a report regarding the first few weeks of Welcome Week activities. During the first week, 100 goodie bags and 150 donuts were distributed. In the second week, 300 Boba drinks were provided to students who participated in the fair. In the third week, 100 pastries were distributed to students who joined the events and scavenger hunt. Overall, the activities were well received and considered very successful.

Classified Senate – 5 Minutes

- b. Classified Senate Report

Jose Milan/Nadia Tariq

Jose Milan, President of Classified Senate gave an update regarding Classified Senate professional development. A key focus has been on streamlining processes to align with district policies and practices already in place at sister campuses. It was shared that a new committee has been established to oversee classified professional development applications.

The committee has been reviewing the budget, the number of applicants that can be approved each fiscal year, and clarifying which expenses should be covered by departmental obligations versus professional development funding. Clearer guidelines and procedures will be communicated to ensure that the application process remains accessible, though somewhat detailed.

The committee has officially convened and projects that current application and approval levels can be sustained for the next five years, given the rollover of funding each year. In addition, plans are in place to host an annual classified retreat, with finances expected to remain healthy for the next five years. Further discussions will continue regarding long-term planning beyond that period.

Nadia Tariq, Vice President of Classified Senate, added that during the past summer semester, Skyline College held its first Classified Professionals Retreat. Over 60 colleagues attended, and participation was strong. Feedback from attendees highlighted the value of having opportunities to network across campus, receive additional training, and engage in conversations that foster stronger connections.

As noted by Jose, the goal of the retreat was to identify consistent practices and commitments that can be sustained for years to come. The retreat centered around discussions on building long-term opportunities for professional growth and collaboration.

Academic Senate - 5 Minutes

c. Academic Senate Report

Cassidy Ryan/Jessica Truglio

Cassidy Ryan, Academic Senate President, reported that the first meeting of the semester was held last week. Despite a fire alarm interrupting the meeting, the Senate was able to approve all tenure committees in time for the evaluation timeline. An evaluation orientation meeting was also completed by Carol Hernandez, Rika Yonemura-Fabian, and Cassidy Ryan. In addition, a grievance committee was established for faculty to serve on in cases of grade appeals or related grievances, with membership numbers reaffirmed for the year.

Cassidy highlighted that last May, under former President Jessica Truglio's leadership, the Academic Senate passed a resolution in support of undocumented students. CSM's Academic Senate also passed a similar resolution, and Cañada College followed suit. On September 8th, the matter will be brought to the District Academic Senate, where a districtwide work group—consisting of one member from each college—will draft a district resolution.

Looking ahead, the Academic Senate will continue to focus on ongoing discussions around AB 1111, and emerging topics related to AI.

Management Council – 5 Minutes

d. Management Council Report

Lauren Ford/Alvin Macaldo-Gubatina

Alvin Macaldo-Gubatina, Co-Chair, reported that there were no formal updates at this time, noting that the next meeting is scheduled for September 9.

Administration

e. President's Update – 15 minutes

Nate Carter

President Carter, President Carter framed his report around three topics: Fall Convocation, leadership updates, and district protocols.

Fall Convocation Summary

President Carter shared reflections on Fall Convocation, noting positive momentum from both professional development and morning programming. Feedback emphasized the importance of balancing celebration with informative updates. While the event highlighted service recognitions, tenure awards, and achievements, some community members expressed interest in receiving additional updates on finances, student services, and academic matters. President Carter asked committee members to share feedback with their constituencies on whether including such updates at future convocations would be beneficial.

Leadership Updates

- *Vice President of Administrative Services:* Following Joe's departure, the college will launch a national search for a permanent Vice President of Administrative Services by mid-semester, with the goal of filling the position no later than the end of the academic year. A search firm will be engaged to manage outreach and applicant vetting, with opportunities for the campus community to provide input on candidate qualities and priorities. In the interim, leadership responsibilities will be shared among existing staff: Nai Saechao, College Business Officer and Paul Cassidy, Finance and Operations Manager, will assume expanded roles with appropriate compensation, while President Carter and Dino Nomicos, Dean of KAD, will also take on portions of the portfolio.
- *Dean of Counseling:* A search is underway for a permanent Dean of Counseling, also utilizing a search firm to expedite the process and manage initial applicant review. President Carter emphasized the urgency of filling this critical position. Cassidy Ryan, Academic Senate President, raised concerns that Academic Senate had not been consulted prior to initial search firm meetings and noted the importance of transparency and proper committee formation in hiring processes. President Carter acknowledged the concern and committed to ensuring appropriate consultation moving forward. In the meantime, discussions are also underway to appoint an Acting Dean of Counseling, with a decision expected by the end of the month.

District Protocols and Campus Signage

President Carter provided an update on new district protocols/guidance and signage changes. Facilities has begun replacing outdated signage in public spaces but will not remove signs in individual offices or division areas. Community members were asked to help identify and remove outdated signs to ensure consistent and accurate information across campus. President Carter emphasized the importance of feedback on how the new guidance is being received and reaffirmed his commitment to advocating for the college's needs at the district level.

Closing Remarks

President Carter reiterated his focus on accountability and transparency, underscoring the need to engage participatory governance bodies early and consistently, especially regarding processes involving search firms and leadership hiring.

f. Administrative Services Update – 5 minutes Joe Morello

Joe Morello, Vice President of Administrative Services, provided an informational budget update, noting that proposed classified professional and management positions for FY 2025–26, submitted through the ALUR process, were included in the packet along with the Cabinet review rubric. He also reviewed FTFAC outcomes from the prior year, reporting that six of eleven ranked faculty positions were filled, with one unfilled (History), and several replacements approved, including one temporary Promise-funded position. As of Fall, Skyline began with 142 funded full-time faculty positions (138 filled), the largest headcount to date. Joe reported that while the college received a \$2.8 million base increase, raising the baseline budget to \$62,822,203 million, rising costs and slower projected property tax growth will limit new resources. A roll-forward budget will be recommended at SPARC, with no funding for net new positions, though vacancies may be filled through established processes. He emphasized that the college remains in a stable financial position and concluded with remarks of gratitude to colleagues, faculty, staff, and students, noting that this was his final meeting and expressing confidence in Skyline's leadership and future.

g. Instructional Update – 5 minutes Carol Hernandez

Carol Hernandez, Vice President of Instruction, began by thanking Joe Morello for his generosity of time and guidance, noting how much she has learned from him since arriving at Skyline and expressing appreciation for his support during her transition.

Carol provided several instructional updates. She has been meeting with her curriculum team (including the curriculum specialist, curriculum chair, articulation officer, and counselor) and with a separate team led by Jessica Hurless and Sima Karve, to gather proposals on how best to utilize these funds to build capacity and support implementation.

She also shared updates regarding the **Full-Time Equivalent Faculty Allocation Committee (FTEFAC)**. Maricela Gonzalez will be sending materials to committee

members and division deans, including application forms, a PowerPoint template, and related guidance. Cassidy Ryan confirmed that the committee is nearly fully staffed, with representatives from BEPP and Management Council expected shortly.

Carol noted that her office is also focused on **Regular Substantive Interaction (RSI)** in online courses, an area that will be reviewed by the accreditation visiting team at the end of the semester. Faculty are encouraged to participate in a two-hour RSI training course to prepare, and information has been shared with Academic Senate leadership and division deans.

h. Student Services Update – 5 minutes Newin Orante

Vice President of Student Services, Dr. Newin Orante, began by recognizing and thanking student leaders for their efforts in organizing campus events while balancing academic and personal responsibilities.

Dr. Orante provided several updates on leadership positions within Student Services. He reported that the **Dean of Counseling** position has been posted, with committee membership finalized and interviews scheduled for October, aiming for Board approval in November or December. He also noted progress on the **Dean of SESP** search, following Cheryl Johnson's retirement in December 2024. The position is expected to be posted by next week, with a similar timeline for interviews and Board approval. Committees will include representatives from Management Council, Academic Senate, Classified Senate, and Associated Students.

Dr. Orante shared that, given recent vacancies and transitions, interim coverage has been in place. Programs previously supported by Ellen Murray, who will soon be on maternity leave, will now report directly to him. He also highlighted that **Student Life** will remain under Student Services during this period, with leadership support from Alvin Macaldo-Gubatina.

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

Dean Ingrid Vargas, reported that the draft Institutional Self-Evaluation Report (ISER) is now available for review and input from the college community. She thanked all who contributed to the document, which reflects the work and accomplishments of Skyline College over the past seven years. The draft is approximately 99% complete, though still open for revisions, particularly updates to evidence and corrections of any errors or omissions.

The ISER was posted on August 11 and is now being presented to the College Governance Council (CGC) as a first read. CGC members have one month to review the document with their constituencies and provide feedback before it returns on September 24 for action. Upon CGC's recommendation, the ISER will advance to the President and

then to the Board of Trustees for approval, with the final version due December 15, 2025. A site visit is scheduled for September 2026, with reaccreditation expected in January 2027.

Ingrid noted that the current ISER is more concise than previous versions due to new page limits, relying more heavily on evidence rather than extended narrative. She encouraged members to review sections relevant to their work and solicit input from their groups. Feedback can be submitted via email to the Planning, Research, and Institutional Effectiveness (PRIE) Office or through constituent representatives.

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

Director, Cherie Colin, provided an update from Marketing and Communications, beginning with the release of the 2023–24 Annual Report, which highlights the accomplishments of the past year and is available online in both flipbook and PDF formats. She thanked Hinda Chalew, Mia Coe, and Aria Frangos for their contributions, noting the publication’s strong design and representation of Skyline’s work. She then reported on the Fall 2025 Enrollment Campaign, explaining that while contract delays with VisionPoint prevented the launch of a planned campaign, Skyline moved forward with traditional media outreach targeting adults 25 and older. Efforts included Spanish-language radio ads on Univision, SamTrans bus ads, an English-language radio promotion with 99.7 NOW that included a Sabrina Carpenter concert flyaway giveaway, and a postcard mailer to all households in the service area. She noted these efforts contributed to positive enrollment numbers for the fall semester. Looking ahead, Cherie announced that the annual Appreciation Reception, hosted with the President’s Council, will take place on October 30 to honor donors who have given within the past three years. In addition, an updated College Fact Sheet will be prepared, and the Marketing and Communications office will continue supporting campus events and initiatives throughout the semester.

V. Adjournment

Next Meeting September 24, 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.*