

Skyline College Council
August 27, 2008

MEETING MINUTES

Attendance: Lori Adrian, Linda Herda, Mauricio Flores Hernandez, Ray Hernandez, Adolfo Leiva, Vicki Morrow, Sandra Hsu, Regina Stanback-Stroud.
Guest: Rob Johnstone. Recorder: Rakefet Avramovitz

Absent: Brittany Piccolotti

Introductions

Vicki welcomed the College Council and started a round of introductions. Rob Johnstone was introduced by Vicki as the new Dean of Planning, Research and Institutional Effectiveness.

Vicki explained the role of the College Council. The group is the pinnacle of the college's governance structure. Decisions with broad college impact are discussed by the group as a way of advising Vicki before she makes a decision. This routine gathering is a great way to share ideas, advise each other and dialogue. She invited people to send her agenda items for future meetings.

An archive of minutes is kept on the website. During the last few years an annual report was compiled by Linda Ghio. It is a way to track the movement of topics throughout the year. This year's annual report is expected to be finished within the next week. It will be distributed and included in *Skyline Shines*.

Sandra suggested that Skyline Shines also be alphabetized. Regina suggested Access as a tool to do this. Vicki took it under advisement and thinks it might work out for some pieces of Skyline Shines.

Approval of Minutes of May 28, 2008

The minutes were approved as written.

Inscription(s) for Building 4N

The new building will be situated between the gym and the library, near the old bookstore. It will have a Multicultural Center, Cosmetology, administrative offices and new classrooms. A future point of discussion will be the name of the building. At this point the college must choose inscriptions, similar to the one on building 6.

The building presents an opportunity to have two inscriptions provided that the ideas are submitted early. Vicki distributed a handout that describes the process used last time. A college wide invitation was put out to submit quotations that fit into certain criteria. Ninety submissions were received. The College Council culled the list to 6 possible quotes. These were passed on to the librarians for further research. The remaining five were voted on in an instant run off by the whole college. The handout suggests using the

same process with the new building, with the exception that this time there could be two quotations. The quotes could have different focuses. One quote is near the Multicultural Center and so there may be an opportunity to tailor it towards multicultural ideas.

Sandra asked if it would be difficult to have an image as part of the inscription. Vicki said that it might be difficult to do. Regina pointed out that we are creating mural space on campus. Vicki talked about a current idea in the works for a mural on the west side of the building. Sandra asked if the inscription should match the mural in terms of theme. Vicki said that they do not need to be related since they are on different timelines. The inscriptions must be submitted to the builders by the fall. Vicki asked if the Council wanted to move forward with the timeline on the handout or if attendees would like to include their constituent groups in the decision.

Regina pointed out that this process was vetted by the various college groups before and all Council members chimed in saying that they were ok with the process.

Adolfo asked about whether consensus had been reached about using two quotes. Vicki said that she thinks everyone would want to take advantage of both spaces. Lori and Vicki verified with the group that there was consensus about the timeline, having two inscriptions and the process detailed on the handout. It was agreed that when the quotations are received, the College Council will be responsible for separating them into two categories, one for each location on the building.

College Hour proposal

Adolfo will set up a meeting with Rob Johnstone, Regina, Mauricio, Anastasia and Ray. Adolfo considered inviting others to the meeting also. In the meeting, they will look at the data to determine what the impact of college hour would be in relation to when classes are scheduled.

Smoking Policy

Lori handed out a report that includes background about the smoking issue. What has become clear in discussions about whether to have a smoke free campus is that it is a public health issue. Smoke is hazardous to not only smokers but people inhaling second hand smoke. For this reason and due to litter on campus, the matter has been a big issue on campus and has been addressed in many forums. There was a student advocate group, Smoke Free Advocates of San Mateo, who also worked on this issue. There was also a survey. The research gave us information that we did not have before. The current designated smoking area policy has been in place for 2 years.

The Council discussed where to go from here. One recommendation is to move forward towards a smoke free policy. Smoke free environments benefit non-smokers and smokers. Ray's research showed that the college community supports moving in this direction. If the college does this then it needs to happen over a period of time with a slow and deliberate roll out in order for it to be effective. The location of current designated smoking areas also must be revisited. These areas must be marked consistently as "Designated Smoking Area". Ashtrays should be removed from non-

smoking areas. Lori suggested a public awareness campaign about our current designated smoking area rules. Ray said that the communication awareness campaign needs to be an ongoing effort.

Vicki suggested moving forward with a smoke free policy with careful planning in the future. Vicki complimented Lori's work on this issue and for pulling everything together. Lori's item could be entered into the governance process as a proposal that comes from the Council, goes out to the governance groups and then comes back to the Council for a decision.

Once that happens the Council can address how and when to implement the recommendation. In the meantime the College can keep improving on our current policy. Regina agreed that we need a firm decision to be made to move forward. Lori was not sure who should be the recommending body. Vicki said that we had made a prior policy decision to adopt designated smoking areas, and that the intermediate steps are not working and so perhaps it is time for a different recommendation.

Ray is concerned about this in that there are no formal data on how effective the current process is. Vicki said that we could either stick with the current program and tighten implementation and have Rob research the efficacy or we could scrap it and move forward with the smoke free proposal. Lori said that we need more data from other colleges with smoke free environments. She emphasized that we need to have an open discussion including talking about enforcement and whether smoking is a "rights issue" or a "public health issue". The college needs to be clear that it is a public health issue. Vicki noted that the campus is very physically compact and that if there are smoking areas they will still, inevitably, be in the path of people. She suggested an approach that smoking only be allowed in the parking areas. Some campuses call themselves "smoke free" when the only place smoking is permitted is in the parking lot.

Ray noted that smoke free does not happen overnight and that the current policy has been massaged and changed over the last two years. Students, staff and faculty are confused. He thinks that it is important to have buy in for whatever policy is chosen. He does not think that we have enough buy in now according to the data. He cautioned against jumping from one idea to another as opposed to staging this as part of a process moving towards a smoke free campus. There is some frustration on campus about the smoking policy not being successful. Ray suggested marking current smoking areas well, launching a small public information campaign and then doing a quick assessment.

Vicki noted that Rob had suggested having some field researchers come in to get a snapshot of how things are currently working. Students could be involved in this process.

Lori said she has been bringing the public health issues to these meetings. She talked about buy in across the campus for the policy. This would encourage everyone to be part of enforcement. Lori asked how to measure buy in. Ray suggested a communications campaign for the entire campus would promote buy in. Baby steps are the way towards

getting everyone on board. Vicki said that if we take baby steps then it will look like we are not doing anything and that there will be continued grumbling.

Adolfo said that in Classified Council the perception is that there are not real decisions being made on this topic. He would like to incorporate the roll out of the smoking policy with the website launch and as part of the Freshlook project to educate people about moving towards smoke free. He would like to highlight the progress that has already been made in the last 2 years. Ray suggested using a history of the project to educate the different college communities.

Lori does not want the fact that smoking is a serious public health issue to get lost in the discussion. Vicki said that we need to make a decision and that we cannot keep recycling the issue.

Regina thinks that this Council should make a recommendation saying that we should move toward a smoke free policy. This recommendation should move through the decision making process in the other groups and come back to the College Council for a final vote.

Linda agreed with Regina but noted that the above process would take time and in the meantime the college should move forward with intermediate steps to tighten up the current enforcement and the current policy. Linda recommended that Skyline move towards smoking only in the parking lots. Adolfo agreed with Linda's recommendation for only smoking in parking lots. Vicki suggested the proposal include the policy of smoking only in parking lots with an implementation date. Mauricio is in agreement but is worried about his constituents who smoke. Lori said that people could still smoke in the parking lots and that there would be smoking cessation support.

Ray supports the recommendation of the smoke free policy based on the research he did last semester. He would say that we should go further and say that there shouldn't be smoking on campus at all, including no smoking in parking lots. His research showed that people wanted either designated smoking areas or no smoking at all on campus.

Vicki suggested a two step process of smoking in only parking lots in 2009, and then moving to no smoking anywhere on campus later.

Regina said that people should be able to smoke in parking lots as other people can choose different paths of travel and avoid second hand smoke. Vicki said that a policy which avoids the "smoke free" language might be more likely to pass. Lori said that it is a contradiction to let people smoke in parking lots. Vicki said that the wind goes through the parking lot in a way that it does not in the rest of the campus and that there is more space there for people to move around.

Vicki called for a vote to take this recommendation into the shared governance process. The proposal is to permit smoking only in parking lots effective fall 2009. It passed. The

topic will be on the agenda for the September 24 meeting, at which time the members will bring back feedback and the Council will take action.

Shared Governance Review

Vicki said that we left off in the spring with two things to do:

1. Share the review notes with the governance groups and decide how to move forward.
2. Create a policy for regular review of our governance review every three years.

There is frustration about how many committees exist. Vicki made some recommendations via a document she wrote called “Shared Governance Review: Some Thoughts on Committees.”

Vicki said that after reviewing the information on our existing committees, she believed that combining existing committees is not a viable option. However, there is new work that may be able to be assigned to existing committees. Vicki also suggested that a change be made to the way that the committees are depicted on the governance list and included such a depiction in the document. It distinguishes between “Governance” committees, “Task Forces” and “Operational Work Groups.” The true governance committees are many fewer.

On page two of the handout, Vicki noted that the proposal for a Student Equity Committee is a pressing issue. She said she had identified five different options for handling the work of this proposed group, and suggested the Council focus on that later in the conversation.

Adolfo liked the ideas of reorganizing the compendium list. Linda agreed. Ray said that last spring Academic Senate had a similar discussion about the weight of different committees. He only had one reservation which was how two current initiatives, BSI and SLOAC fit into the discussion. People have a professional commitment to do work in their area of expertise. He wants to make sure that these commitments are recognized.

Vicki suggested a way to think about the SLOAC and BSI in relation to governance committees. SLOAC work is like curriculum work. Regina sees SLOAC and BSI as both part of curriculum. Vicki agreed, noting that there but there are also certain parts in both that are not about curriculum but other aspects of the college’s work, including student support services. Regina talked about everyone’s roles including faculty roles and how that is a different discussion than what shared governance is. Vicki talked about how faculty could put a lot of energy into other professional activities that would not be governance.

Ray pointed out that accreditation and some of BSI is not a work load any more and so that should help. Lori noted that faculty should be recognized for all of their work on committees and in other professional contributions at the college.

Vicki suggested that for now, while we work out what the long term roles of both BSI and SLOAC are, that they be separate from the compendium of committees. The Council

agreed that for now the Compendium should be restructured to depict the governance groups and task forces separately, and to leave out the operational work groups. Vicki will ask Linda Ghio to do that.

Proposed Student Equity Committee

The Council discussed constituent group feedback on the Student Equity Committee proposal. Classified Council talked about it briefly and thought it should be adopted. Academic Senate asked if it could be combined with an existing committee. Vicki asked if we could take the proposed Student Equity Committee and fold it into the existing Student Access and Success committee which has been inactive for 3 years. The name would change to the Student Equity Committee, with its new charge and membership structure. The logic of the new membership structure was to knit together the whole broad array of knowledge needed on the committee. Vicki asked if this proposal could move forward today or if members wanted to take it back to their individual governance groups. Ray said that he would like to have Academic Senate review this change before moving forward. Vicki is comfortable with delaying the decision to have Academic Senate's blessing. Ray asked if Regina could come and talk to Academic Senate on September 12th or consult with him on how to present the recommendation to his constituents.

Lori approved and Adolfo seconded the motion to replace the Student Access and Success committee with the Student Equity Committee. Members will bring feedback to that meeting and the Council will take action then.

Website redesign update

Sandy is out today and thus unable to report. Vicki said that we are on track with the redesign for a late fall implementation date.

Proposed Process for Evaluating Delineation of Functions

Vicki explained that through the accreditation self study we developed a "functional map" that looks at the three colleges and the district and which functions are carried out centrally by the district, which are handled at the college level, and which are jointly handled. Based on visiting team recommendations to the three colleges, we now need to develop an evaluation process for the functional map.

Ray participated in a district level accreditation group which developed a draft proposed process for regular review of the delineation of functions. Each college would have a group that would look at this function map and then the response would be reported back to a central group. The strategic plan needs to be looked at to make sure that the functions fit in.

Vicki asked if this is a governance issue. Regina asked whether the district accreditation coordination committee was responsible for this. Action must be taken on evaluating this process. Vicki said that each college's College Council operates differently and so each college could do their internal review in their own way. Vicki said that the Institutional Planning Council could take the charge on this review and then their recommendations

would be taken to the district as the College Council's own. There must be a compilation of the revised version. Ray said that we need to review the process for approval or editing it and sending back our thoughts.

It is unclear as to where the district staff fits into the review process. Regina wanted to know who would make up the committee on the individual college level. Regina would like to take some time to think about this proposed process for evaluating delineation of functions. The College Council had questions about the proposal in terms of how the existing coordinating committees fit in. It would make sense to see the map together with the proposal in order to review it effectively.

Vicki asked if it is something that should be brought up at the next meeting with a discussion in the other governance groups in the interim. After discussion, the Council agreed that the Cabinet should take one more look at the proposal, in conjunction with the functional map, and then email all suggestions to the district.

Agenda for the next meeting

- Discuss feedback on the Spring 2008 Shared Governance Review. The compendium list point does not need to be talked about again; the changes decided upon today will be implemented.
- Replacement of Student Access and Success Committee with Student Equity Committee.
- Smoking policy restricting smoking to parking lots beginning in fall 2009.