

College Council
Wednesday, September 22, 2010
2:10-4:00 p.m., Room 1319
Minutes

Attendance: Kathy Fitzpatrick, Fermin Irigoyen, Joe Madrigal, Vicki Morrow, Amanda Parker, Leigh Anne Sippel. Guest: Rob Johnstone. Recorder: Linda Bertellotti

Absent: Sandra Hatzistratis, Ray Parenti-Kurtila, Regina Stanback Stroud

Review and approval of August 25 minutes

The minutes were approved as written.

Budget update

The state still does not have a budget, so the colleges are working with the district staff's best estimate. Measure G passed so discussions began in the September 16 College Budget Committee (CBC). Skyline learned what its tentative allocation would be. The figure is driven by FTES. Eloisa Briones, College Director of Business Services, notified the CBC. Vicki will continue to provide information through the CBC updates in *Skyline Shines*. In its September 22 meeting, Cabinet tried to determine how to integrate Measure G proposals with the college's regular budget process. Cabinet recommends using the regular Resource Request form with a short timeline immediately for Measure G funds and use the college's regular budget cycle with a spring deadline for proposals for the 2010-11 year. As the semester progresses and the budget takes shape, the college will look at faculty hiring. Normally, when the CBC determines the number of faculty hiring positions, it is presented to Vicki as a recommendation by December and then hiring would take place. There will be further discussions of the process at the September 30 CBC meeting.

Commencement

There was a discussion at the August 25 meeting about Cañada changing its commencement last year to include certificate earners. CSM is considering doing something similar and Vicki recommended that College Council consider the idea as well. A briefing on possible alternatives was distributed at the August Council meeting, and then presented to the constituent groups. The Council members reported back as follows:

- Classified: Kathy said classified staff are concerned about possible overtime costs since commencement would fall during a three-day weekend. They also felt the college should not pay for two venues. If it is done in the fall and spring, there is a concern about staffing needs in terms of their work in A&R. Classified staff also suggested there be some sort of difference in the regalia and maybe the gowns could be worn by all, but the cap would only be worn by the degree earners.
- ASSC: Amanda said it was briefly discussed the students, but they plan to meet again to discuss it further.
- Academic Senate: Fermin said the senate recommended keeping the graduation ceremony as is, and then each division could have a ceremony on campus where more

family members could attend. They would like to see the certificate earners acknowledged in the Commencement program book.

Vicki will check with the deans to find out which divisions hold ceremonies and which do not. Kathy checked with Nancy Lam, who said that Cosmetology already does something. Fermin asked if there is a sense of obligation that Skyline has to change the way it has been done up until now and Vicki said there is not, but she wanted to talk about it since the other colleges are considering it. Vicki and Regina have been approached by some groups who want to know why there is not a college wide celebration for certificate earners. After further discussion, the Council recommended against pursuing the idea at this time. Vicki said that Skyline will decline for now, but the topic can be revisited at a future date if there is interest.

College Hour discussion

Information on prior College Council College Hour discussions was summarized from the college's Annual Reports from 2006 through 2009 and distributed to College Council. Fermin will share the summary with the Academic Senate. Leigh Anne said sometimes the topic surfaces and colleges consider it, and then the interest dies off. Vicki said the council will leave it for now and then discuss it again if needed.

Policy for the regular review of the college's governance and decision-making structures

Vicki noted that as she was reviewing Skyline's Midterm Report to the accrediting commission, she identified one last step the college needs to take to complete its response to one recommendation made by the ACCJC visiting team in 2007. The recommendation was for the college to do a formal evaluation of governance and decision-making structures and to create a policy for regular review. As a result of that recommendation, the college Council conducted a systematic review in the spring of 2008 which led to a number of revisions, including clarification of committee types in the Compendium of Committees and efforts to better disseminate information on budget and planning. Vicki began synthesizing CBC, Institutional Planning Committee (IPC) and College Council meeting discussions in *Skyline Shines* following the meetings of each of these groups. The college, however, did not finalize the creation of the policy and Vicki thought it could easily be incorporated into Skyline's College Council Charter and Bylaws. She recommended adding it in after the section on IX-Committees and before X-Amendments. The section on Amendments would be renumbered as XI. Here is the recommended text:

X. REGULAR REVIEW OF GOVERNANCE AND DECISION-MAKING STRUCTURES

The College Council will undertake a review of the college's governance and decision-making structures at least once every six years, as part of the accreditation self-study process.

The evaluation was done in 2008 right after the site visit and the next evaluation would be spring 2014, although this policy would require that it be done sooner in order to synchronize with the self study, during the 2011-2013 self study process. Vicki noted that College Council conducted the evaluation and last time, and that it included an open forum followed by identification by the Council of the needed changes.

The constituent groups will discuss this addition and bring their recommendations to the next College Council meeting.

Proposed revision to College Goals & Strategies from the Institutional Planning Committee (IPC)

The IPC and CBC are the broadest of the college's committees in their charge and are composed of multi constituency groups. The IPC identified two adjustments that need to be made to the college's Goals and Strategies. Those are scheduled for a complete rewrite in 2012-2013, so IPC did not want to undertake all of it at this point, but rather to address these two areas:

- The SLOAC committee wanted a modification that makes clearer the role of student learning in the college's goals and strategies.
- In looking at the district strategic plan, it was noted that even though Skyline's Student Equity and SEED Committees have merged and the college is committed to student equity, it is not mentioned in the goals and strategies.

IPC's proposal was distributed and it addresses a change to Strategy 1.2, adding an insert about student equity and creating a new Strategy 1.4 concerning assessment of student learning. Vicki will send out all the College Goals & Strategies so they can be viewed for comparison.

Leigh Anne asked if the decision is for College Council or if they are to be considered by the constituent groups. Vicki said if the college was considering a review of the complete list of Goals & Strategies, it would be a much broader process. She thinks the council could just make the decision about the two items. Rob said Skyline wants to look closely at outcomes and equity. Strategy 1.4 came from SLOAC and the main emphasis for putting it the Goals & Strategies was so the managers could help faculty. It could help create an informal report each year as to where they are. Vicki said making this public statement of commitment is valuable as Skyline prepares for the next ACCJC visit as they want to see the colleges proficient in this by 2012.

College Council approved the addition of the two changes to the College Goals & Strategies.

Reports from constituent groups

Academic Senate

- The senate is reviewing minimum qualifications on September 24 and other policies being considered by the district senate, including recognitions such as honorary associates degrees, naming of buildings and presidential medals, a trust statement, and a suggestion to make the Academic Senate president a two-year term to make it consistent with the other colleges.
- Faculty Service Areas (FSA), the areas in which faculty are able to teach will be discussed.
- Plus/minus grading: They are doing the pilot and it did not affect overall GPA. Fermin said the faculty participating seems to be equal across the three colleges.
- San Bruno Fire: Fermin will send a letter to faculty asking them to come and support the victims of the fire at the September 23 vigil at Skyline. He is also asking them to donate. Leigh Anne commended Vicki on her efforts to mobilize the members of the group so

quickly. Fermin commended Christianne Marra on her work to organize, as well as Amory.

Classified Council

- Kathy said Classified Council has talked about fundraising and they came up with other possibilities, including holding a non-fundraiser fundraiser, where people just make a donation. They hope to have their first fundraiser at the end of October.

ASSC

The students are concerned about the campus emergency alert process:

- PA system: Amanda reported that people have voiced complaints about Skyline's PA system and the intelligibility of it. It was not working during the recent power outage so people could not hear the message. Vicki said Joe Madrigal is working with the Public Safety office on the following issues:
 - The college does not yet have speakers throughout the campus. There are several areas without coverage, including Automotive and Building 1. They will be determining where the speakers do work.
 - The quality of the sound depends on how clearly or how slowly people speak, so there needs to be some training on how to properly use them.
 - Joe talked to Brian Tupper about the speakers, which are damaged by the moist elements at Skyline. They are going to fix those speakers.
- Text alerts: Kathy asked about cell phone text messages that do not always arrive in a timely fashion. Vicki said the issue has to do with the cellular carriers and certain carriers send things out differently. When the district switched to Alert U, the messages go out quickly, so it is a carrier issue; the district has done what it can at this point. Fermin asked if there are plans to install a cell phone tower at Skyline and Vicki said Jose Nuñez is always looking into it.
- Email alerts: Amanda said the email announcements that were sent out about the San Bruno fire were received by faculty and staff, but not by too many students. Vicki said a Gwamail should have been sent and that she would add that idea to the debriefing notes on the incident. Vicki said it is her job to make sure the information is sent out campus wide.

Amanda said email is the preferred way to communicate with students. Vicki said during a SLOAC meeting, there was a student talking about the Noel Levitz survey and Professor Justin Piergrossi said he is aware that most students do not use their college email account and do not forward it to their regular email. Vicki would like Amanda to discuss it in Associated Students Governing Council (ASGC) and get their input on the best way to encourage students to forward their email. Vicki asked Regina, who will talk to Fermin, about asking the Academic Senate to take on the issue of asking teachers to put something about it in their syllabi and include instructions on how the students could forward their email. That would be one tool and maybe the ASGC can figure out if there are others. Amanda said she does see it on most of the syllabi.

Other

- Kathy asked if there could be a standardized template for faculty syllabi, which could include at the top portion, the course name, CRN, faculty's email address and phone number. Fermin said the faculty handbook is being updated but he has not seen anything about that. He said that the Ed Policy Committee is looking into creating a college wide faculty handbook.

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College Council agenda for the year

Vicki asked for the members to advise her of any business items that they think would be productive for College Council to look into.

- Great California Shake Out, October 21: This is a statewide earthquake preparedness day and Skyline will be fully participating. There will be a full evacuation of the campus buildings and not just a duck and cover exercise. At 10:21 on the morning of October 21, there will be an alert that there is an earthquake. People will be briefed ahead of time. Buildings will be evacuated, people will go in and check out the buildings, and then people will return. This exercise will test the roll of the building captains. There has never been a campus wide drill and this responds to peoples' requests to be trained in an emergency. There will be a debriefing with Public Safety afterward. Vicki will mention it in the September 24 *Skyline Shines*.

There has been a lot of training of campus leadership, with simulated exercises, and setting up an Emergency Operations Center. Brian Tupper did a new managers training and invited continuing people to attend. There is a complete training binder about how to respond to an emergency, but Vicki said it is really about getting in the mindset of how to handle it.

- Fire alarms: Vicki will check with Brian Tupper about having an all clear signal following an emergency alert. Joe said Skyline is fortunate to have San Bruno's police and fire departments be so responsive.

Next meeting: October 27