

**Skyline College Council**  
**February 23, 2009**

**Meeting Minutes**

Attendance: Lori Adrian, Linda Herda, Mauricio Flores-Hernandez, Ray Hernandez, Sandra Hsu, Adolfo Leiva, Vicki Morrow, Regina Stanback-Stroud.  
Guest: Sandy Irber

Absent: Brittany Piccolotti

**Review of Minutes from January 28, 2009**

The January minutes were approved as written

**Budget update**

The budget proposal was signed by the Governor. Kathy Blackwood is working on the numbers and will present an update to the College Budget Committee on February 26 and Vicki will publish it in the February 27 Skyline Shines. Student fees were not raised, there were no cuts to categoricals and there is money for growth. It could have been much worse for community colleges, but Vicki's concern is that the budget leaves unsolved problems and the legislators are talking about future decisions that have to be made. There is no COLA for the current year and next year.

**40<sup>th</sup> Anniversary planning**

Skyline's 40<sup>th</sup> anniversary will be celebrated throughout the 2009-10 academic year. Sandy Irber, Director of Marketing, Development and Public Relations, would like to form a core planning committee. The survey inviting suggestions for the celebration is up on the web and a few comments have been posted. Vicki sent an announcement about the death of Ellis Garlington and there is a wealth of Skyline memorabilia that her family is sending, which the college will be able to use. Vicki said the anniversary will be celebrated throughout the year, beginning with Opening Day. Vicki asked the constituent representatives if they have contacts who might want to help out. Sandy would like the reps to notify her of any interested people before the next College Council meeting. Ray asked Vicki to put in a reminder in *Skyline Shines*.

**Plus/minus grading**

Plus/minus grading has been discussed in District Academic Senate for about three years and Ray Hernandez said Skyline's Academic Senate and the ASSC have talked about it. The district is ready to pilot plus/minus grading starting in fall 2009. Grades will continue as they are with A, B, C, D, and F grades assigned, but the plus/minus grading data will also be collected and presented to the Academic Senate and ASSC for further discussion. Faculty will report what the plus/minus grade would be if they were using it and Ray does not know if it will be all faculty doing the reporting or a portion of the faculty. Regina said faculty turn in their grades on WebSmart and the plus is ignored so she wondered how the plus/minus would be captured. Sandra said it is unspecified and Ray said Patty Della Bona has talked to district IT about it. Regina said it is hard to pilot

it technologically. They need to work with the colleges because it is a big issue to manipulate the grades. If it is a research project and not a pilot, they need to work with Rob Johnstone to design it, and then with district IT and the vice presidents. She recommends that it be a smaller sampling of faculty in a variety of disciplines. Vicki and Lori agreed that it is a research project and Rob Johnstone, Dean of Planning, Research and Institutional Effectiveness should be consulted. The vice presidents need to be involved up front and Ray will communicate that to Patty.

### **Student Equity Committee**

Vicki noted that she had provided an update on the Student Equity Committee in the February 20 *Skyline Shines*. The committee is co-chaired by Rob Johnstone and David Hasson as the faculty co-chair. The group held its first meeting on February 19 and had a rich discussion.

### **District Shared Governance Council (DSGC)**

Ray and Adolfo reported that there was not a quorum at the February 2 DSGC meeting, so there was not a lot of discussion. Based on the last meeting, they heard there would be no student fee increases.

### **Smoking policy implementation plan**

Implementation of the smoking policy begins in fall 2009. Lori Adrian drafted a timeline for the Cabinet's review and presented it to the Health & Safety Committee. She reviewed the timeline with the council. Lori is also forming a Smoking Policy Implementation Task Force. She spoke with the Health Center staff about smoke-free resources, which will be in locations other than in the Health Center, which Lori said has proven to be very helpful on other campuses. Some letters have been received from a student in the child development program suggesting that Skyline consider certain parking areas be free of smoking altogether, such as near the Child Development Center. Students, staff and faculty will be alerted about the coming policy implementation. Faculty can include it on the front of their website and something can be mentioned at Opening Day. A suggestion was made to ask faculty to include it in their syllabi. Lori is discussing it with CSM because they are putting a new policy in place too. Lori would like to talk about non-aggressive enforcement and a way to be able to impose fines for repeated offenders. Cañada may also move in this direction. The Health Center will include tobacco information during their April health fair. By July, all signage is expected to be in place. In August, there will be an email alert sent, policy cards distributed and a smoke-free resource table on display during the first two weeks of classes. Faculty's role will be very critical and Lori noted that this is a way that a lot of communication is given to students. Lori distributed policy statements from two other campuses in the south and some signage and banner samples. Vicki suggested capitalizing on the 40<sup>th</sup> anniversary to get this message out and creating a rolling headline on the website with a link to a page on the policy, the timeline and a map of the smoking areas. Sandra agreed that faculty should talk about it but she would be hesitant to add anything to the syllabi. Ray suggests giving faculty the option of including it. The Academic Senate invited Lori to come and speak about the policy. When the timelines are set, the Senate can send an announcement to the faculty asking them to look at

assigning something around it and give them the option of including it in their syllabi. It was suggested that an instructional faculty member be invited to join the task force. In addition to Alice Erskine, Margie Meadows was recommended and Regina suggested including faculty from cosmetology and automotive. Student representation would also be important. Lori would also like some smokers on the committee.

### **Compressed Calendar Committee update**

Adolfo said the District Compressed Calendar Taskforce met and agreed that the original timeline for suggesting to the Board that the colleges move towards a compressed calendar was unrealistic. The taskforce discussed concerns and issues that all three campuses face and agreed that a feasibility study is needed. Charlene Frontiera, dean of Science/Math/Technology at CSM and CSM instructors Tania Beliz and David Locke created a two-page document outlining concerns from CSM. They will compile all the issues, bring them back to the next meeting, and then identify feasibility and questions that would lead to a survey. The timeline was changed and will be dependent on feasibility questions. Cañada is still involved but there are bigger issues that CSM and Skyline want to address. The committee is meeting every month but Adolfo said they are not racing toward the May deadline for making their recommendation to the Board. They are going to work out the feasibility study and decide what it should have and then develop the timeline. Regina suggested that they need to work with the construction schedule and budget information so they know what buildings will be available. Adolfo, Joe Morello and Leigh Ann Sippel are on the Skyline team. Adolfo said he would like a counselor and someone from A&R on the team. Students will be formally invited and the Skyline taskforce will invite students and individuals from A&R and Counseling to also participate.

### **Technology plan adoption**

Regina said the technology plan was presented to all the constituent groups and feedback was good at each step of the way. There were suggestions around how to integrate it, The Classified Council and Academic Senate provided information and there were suggestions from Karen Wong around SLOAC. There was a recommendation from the Institutional Planning Committee that there doesn't need to be an issue of cost effectiveness in the philosophy. There was a question of the inventory of DSPS computers and whether or not they should be counted. There were corrections made to the plan. Regina recommends that the College Council adopt it. Jim Petromilli will prepare it for electronic distribution. She will work with Jim and eventually it will be on the Web site. Ray said it was an impressive plan and great work. The College Council approved the plan.

### **Board of Governors' Classified Employees Award**

The College Council met and made a selection. There were five nominations in all: Pat Carter, Barbara Daley, Pablo Gonzalez, Linda Herda and Sue Lorenzo. The Council selected Barbara Daley and the nomination documentation is being refined so it can go to the board this week and they will select from there. Vicki announced the nominees and the Council's selection of Barbara Daley in *Skyline Shines* on February 20.

### **Free for all**

- Adolfo thanked the College Council for its support of the classified bake sale, which raised \$538. It helps with student scholarships and staff development.
- The Classified staff retreat will be held on April 30-May at the Crown Plaza in Burlingame. There will be a half-day follow-up meeting for the attendees on May 8. The BSI (now the College Success Initiative or CSI) also provided \$5,000 in funding for the retreat. There will be an On Course presentation at the retreat. Lori said Skyline wants to encourage as many of the classified staff to as possible. Adolfo said the target attendance is 25 and it is on a first-come, first-served basis. Their preference is to invite those who can attend both days and for the follow up. The Classified Council is going to talk to deans and supervisors about encouraging staff to attend. Regina asked if they are going to target certain staff roles in this consideration. Karen Wong provided feedback at the last CSI Steering Committee meeting and encouraged them to meet with Phyllis Taylor and Jacquie Escobar to see what the role of classified staff is in CSI. Adolfo said classified may already be doing work around CSI as part of their jobs, but they may learn something that may help staff be more efficient. Lori agrees with Regina that it be balanced and include attendees from each area. It is based on staff's availability within their departments. Regina said if Adolfo finds that those people targeted want to come and more people need to go, talk to CSI and perhaps more can be included next year. Lori said they can help with recruitment in the future. Vicki, Lori and Regina are all on the steering committee and asked Adolfo to keep them apprised of how the attendance is developing.
- Mauricio said the ASSC is participating in a march in Sacramento which is being held around issues with the state budget. The ASSC is meeting to talk about organizing the activity, which will be held in early March.

### **Next meeting**

March 25, 2009