

Skyline College Council
March 25, 2009

Meeting Minutes

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

Absent: Brittany Piccolotti

Review of February 23, 2009 minutes

The minutes were approved as written.

40th anniversary planning

Sandy checked with the constituencies to see if there are people interested in joining the planning committee. Adolfo said the Classified Council is meeting during the week of March 30 and he hopes to hear from people. Sandra said there is an Academic Senate meeting on March 27 and she will talk about it. Adolfo asked Sandy if she can draft an email request to all Skyline faculty and staff, which she will. There are some good ideas that were brought up at the March Management Council meeting. Vicki asked for a brief paragraph on the role of the committee and the time commitment. The committee will develop the theme and talk about how it will be incorporated in the various activities. Suggestions are being submitted through the 40th Anniversary e-suggestion box.

District Shared Governance Council (DSGC) update

Adolfo said the DSGC reviewed a draft of Student Fees Policies and Procedures. It includes the policies on Student Fee Collection Procedures, the Application of Payment Procedures, and Parking Permit Fees. The DSGC approved them all and they will go to the board for approval. The DSGC approved Rules and Regulations 1.01, District Mission and 1.45, Agendas for Meetings.

Smoking policy implementation plan

Lori distributed the Smoking Policy Implementation Task Force meeting minutes and reviewed them. There were action items around designated smoking areas, signage, educational and communication campaign roll-out and enforcement. The task force liked the public statement on the policy on smoking, a draft of which was included. There was discussion around marking the areas and providing benches without cutting into parking spots. There will be designated areas in the lots, good signage, and maps of the parking lots showing where the smoking areas are located. Signage will also include FAQs or available resources cards. The educational and communication campaign is critical and the task force is asking Vicki to address it in her opening day remarks. There will also be a resource table on display in the quad with FAQs, a web resource page, and the bookstore will hand out an informational bookmark when books are sold. Enforcement will be non-aggressive at first and will involve communicating the policy and making smokers aware in the first year. If there is a blatant violation, there may be disciplinary

actions. Ray suggested asking faculty to announce it in their syllabi and assign a class project around it. Lori noted that there is a smoker on the committee and it is very helpful. Adolfo would like a copy of the materials Lori provided to distribute at the next Classified Council meeting. Sandra asked if signage will clearly advise people that smoking is in the designated areas. It should tell smokers specifically where the smoking areas are. Vicki said there needs to be signage at every entry point into the campus within the smoke-free zone. Anything that the college can do to get people talking about it is a good thing. She would also like to include the bookmark in the opening day packets. It should be standard language in all syllabi and then promote assignments this and next semester. The Academic Senate will take on those two projects. Adolfo asked if someone from the task force can present information to Classified Council and Ray said he would do so on April 2.

Vicki asked if there was discussion about communication before the end of the semester and Lori said there will be information provided at the April Health Faire and additional communication and signage will be presented this summer. The new policy is in the class schedule, but Lori is not sure where it would be positioned. Vicki thinks the back cover would be ideal. Linda Herda suggested the task force create a map of the designated areas, along with a card or flyer that could be given out by the cashiers or the public safety office along with the parking permits. There will also be information in the opening day packets. The FAQ will include a map and resources information. Lori spoke to another smoker in Student Services who thought that if the information was well-communicated, people should agree to the designated areas.

Possible campus shut down on Monday, April 6

Campus construction and infrastructure work that is occurring may create the need to shut down the campus. It is a matter of coordination between the construction staff and PG&E as well as other activities taking place on campus. If it works for PG&E, the campus will shut down on April 6, which is the first Monday of spring break. It was hard to find a date where there was no instruction. Pacific Heights and Loma Chica will have power, but no data access. There are some activities that will be moved to other locations. Staff who normally would be on campus will take vacation, comp time, work elsewhere if they do not have vacation time, or will work a flexible schedule over a couple of weeks to make up the time. The closure is still in the planning stages. There will be another more total campus shutdown over the winter break.

Plans for August Opening Days

Opening Day has been discussed in Cabinet and the Professional Development and Enrichment Advisory Committee (PEDAC) is beginning to plan their activities. Over the last couple of years, the district's Opening Day has been held on the first day, followed by Skyline's Opening Day. Classes begin the next day. This year, the dates are:

Monday, August 17	District Opening Day
Tuesday, August 18	Skyline Opening Day
Wednesday, August 19	Classes begin

The location of the district events will be announced. CSM is under construction, so it may be held at Skyline or at Cañada. The Skyline event includes breakfast, the college-

wide meeting, coffee break, group photo, Academic Senate and Classified Council meetings, lunch, and flex activities in the afternoon. The only issue that has arisen is that the Language Arts Division likes to hold a day-long retreat on the day before classes. What is different this time is that there are a number of flex days next fall and spring. Vicki thinks one of those could work for the Language Arts retreat so the usual schedule for Opening Day could be used. The College Council likes the current setup.

Other news

- Textbook Costs Task Force: Ray said the College Council approved the Textbook Costs Task Force and he hopes to send a message out about it after spring break. He wants to convene a meeting before the end of the semester.
- Classified Staff Retreat: Adolfo presented a draft schedule for the Classified Retreat to be held on April 30-May 1 and the afternoon of May 8 at the Crowne Plaza San Francisco Airport. The retreat will focus a lot on barriers and issues that Skyline's students face. There will be a game to acquaint newer staff with the campus and alternatively, a green workshop, and Pablo Gonzalez will follow up with On Course lessons. On day 2 there will be diversity training by Gerry Frassetto, a presentation by Beverly Muse, a walk and team building activity. On May 8, there will be a CSI exercise-follow up and a possible closing activity by William Watson. There are issues around staffing and they hope to find coverage for staff who want to go. Lori talked with the deans and if there are staff concerns she wants them to talk to their managers to find a solution. Not everyone will be able to go, because they want representatives from all Student Services departments to be able to go, so they can work together as teams. Attendees who cannot go may be able to go next year.
- Classified Council elections: Adolfo said they are opening elections of officers. He is stepping down and so is Linda Herda, who will be serving on CSEA. Barbara Lamson is also stepping down as secretary. They will continue to be active participants.
- Compressed Calendar: Compressed Calendar Committee members Leigh Anne Sippel, Joe Morello and Adolfo developed a draft of a survey and are meeting with Rob during the week of March 30 to refine it. In April, it will be presented to College Council. There are only seven questions and the survey is designed to advise people on the compressed calendar so they have dialogue. They will also talk about how to distribute this information in the future to constituencies. The other colleges are interested in using the Skyline survey for a district-wide survey. They hope to conduct the Skyline survey in May.

Next meeting: April 22