

**Skyline College Council**  
**October 22, 2008**

**MEETING MINUTES**

Attendance: Linda Herda, Mauricio Flores Hernandez, Ray Hernandez, Sandra Hsu, Vicki Morrow, Regina Stanback-Stroud. Guests: Connie Beringer, Eloisa Briones, Sandy Irber.

Absent: Lori Adrian, Adolfo Leiva

**Minutes of September 24, 2008**

The minutes were approved as written.

**Budget update: Eloisa Briones**

CFO Kathy Blackwood updated the District Committee on Budget and Finance on the Lehman Brothers failure and the loss of \$150 million in San Mateo County. The calculated pro rata share for the SMCCCD is 5.9%. In the district's general fund, the loss is \$4 million and that has to be addressed this year. Kathy has come up with a potential solution for the \$4 million loss, which would be to use a \$1.2 million property tax backfill because there was a property tax shortfall estimated last year and money was returned to all the districts. In the resource allocation model, there is a provision for a deficit figure from the state. If that is not going to be applied this year, there will be \$1 million available for the SMCCCD. Also, funds put into the post retirement reserve amounted to \$1.5 million and Kathy doubled it up and put in \$3 million instead, so that payment could be forgone this year. Together those sources add up to \$3.7 million. In addition to that issue, the state is looking at a statewide deficit of \$3 to \$7 billion dollars. Kathy said half of the deficit will affect education and 10% is the share of the community college system and the SMCCCD share is 2% or \$3 to \$7 million. Once Kathy meets with Ron Galatolo and Jim Keller, she will update the DCBF. The projection she is currently making for a cost of living adjustment is zero for 2009-10 and for 2010-11. Skyline's College Budget Committee has invited Kathy to update faculty, staff and students on the state and county budget issue on October 30 at 2:10 p.m. in Room 2306.

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

Connie Beringer, Ray, Adolfo and Mauricio attended the recent DSGC meeting. Brittany is an at-large member. Each constituency has five members, for a total of 20 members. The DSGC is an advisory group and makes recommendations to the chancellor. The DSGC is working on its process for making recommendations and had a discussion on what number of votes constitutes a consensus. There are two alternatives: a vote of 50% + 1 or 2/3 approval by the members present. A quorum is one member from each constituency and 11 people total. A straw poll was taken and Connie favored a simple majority because there is not much difference in numbers but Ray said the 2/3 approval came about in the event that a constituency group was not well represented. They could not reach a decision and decided to bring it back to the colleges for input. Skyline's Academic Senate has not finalized its decision, but will be meeting before the deadline.

Connie wants administrative input so the Management Council will be polled electronically and she will provide a background summary for Vicki. Linda Herda said the Classified Council has not discussed it but will do so electronically. Mauricio said the ASSC discussed it and supports the 2/3 consensus. Vicki wants to ensure the connectedness between the district group and College Council because they could be addressing things in two different directions, which is why the DSGC update is on the College Council agenda as a standing item.

#### **Building 4 inscription**

The deadline for proposal submissions is October 22. Rob Johnstone is compiling them in preparation for the special College Council meeting on October 28. At that meeting the Council will cull the list to a shorter one. Those will then be submitted for checking to the librarians, and then to a college wide vote. There are two faces to the building, so two inscriptions can be selected.

#### **College hour proposal**

The subcommittee met and considered different timeslots and days of the week for college hour. Adolfo condensed Rob Johnstone's information which showed that the least impacted timeslot was Monday and Wednesday from 3-4 p.m. Regina said if Friday is going to be considered it would be from 1-2 p.m. and not noon-1 p.m. There would be some faculty and students that cannot participate. Those sections affected would be chemistry, physics, biology, auto, math and the athletic teams. The Monday and Wednesday 2-3 p.m. timeslot is less ideal in terms of impacting instruction than 3-4 p.m., but the concern with the 3-4 p.m. slot is that people will be gone. Some sections, such as cosmetology, cannot be changed. Regina supports it as long as the council understands that she would not change the sections, but would try to minimize the number offered during the College Hour. Brittany said the ASSC did not want the 3-4 p.m. timeslot but would consider 2-3 p.m. Regina said by making it a "dark" hour the college does not lose the FTES. She recommends Wednesday instead of Monday so there is time to get additional advertisement done before any events. Ray said there will be an impact on Wednesday for faculty and staff that attend meetings. It was recommended that college hour would be established as an experiment to be held every Wednesday from 2-3:30 p.m. for one year beginning in fall 2009. It could be assessed after that. The subcommittee will draft guidelines for event schedulers. This recommendation was approved by the council.

#### **Smoking policy**

The College Council was considering creating a smoking policy that would limit smoking to parking lots only effective fall 2009. The recommendation has gone out to constituencies. Vicki has heard from Management Council, Academic Senate and Classified Council. Brittany said it was a very controversial topic for the ASSC, but finally their position is to support it in the parking lots. Mauricio asked how it will be enforced and Vicki said Lori is doing a lot of work on it. Lori presented information to the ASSC and indicated there may be shelters. Mike Celeste, Chief of Security, felt there needs to be shelters away from the cars because he is concerned about vandalism, although Vicki commented that theft and vandalism rate is fairly low. People are going

to smoke where they want whether there are benches or shelters. She suggests looking at the trails of cigarette butts to see where people smoke and the vulnerability spots for cars. Looking at the budget situation, construction will be affected and choices would have to be made about what the college can afford, and shelters are expensive. If the college decides they are a priority, then the timing of the implementation of the shelters has to be thought about. Even though the policy would go into effect in the fall of 2009, the shelters would have to come later because of the construction process. Linda Herda said CSM has bright blue benches in its designated smoking areas and that they are working well according to CSM's security staff. Ray noticed that people at CSM seem to congregate around the benches. The smoking policy was approved by the Council to go into effect for fall 2009.

### **Proposed textbook cost task force**

Ray proposed the formation of a task force to look at the cost of textbooks. Skyline's Academic Senate discussed it and discovered that the campus was addressing the textbook cost issue in many ways. The bookstore has a rental program, the library is trying to get all faculty textbooks in reserve, and departments are looking at editions of textbooks and saving costs by using them for many years. However there is no cohesive way that these are being done at Skyline. Skyline does not have many books for rent. Seven percent of all faculty have their books on reserve and the library has been trying to get faculty to do more. Math uses old textbooks that are much cheaper for students to buy and the English department uses no textbooks. Brittany said the library books that are on reserve can only be used for two hours. There is so much money needed to make the copies and the library is looking loan them overnight. Regina said Skyline is planning to increase the numbers of basic skills books in the library. Linda said some colleges have textbook loan programs. SFSU has specific clubs that buy the books and loan them out and she said some of them were a free loan.

This proposal would involve the formation of a task force from all constituencies that would address the issue comprehensively and take a more systematic approach. The task force would include representatives of library services, the bookstore, and any division or department that has an interest in these issues. The task force would be charged with educating themselves about the issue, looking at guidelines and developing proposed short and long term strategies. Ray said that according to textbook publishers, sometimes faculty request accessories that drive up the cost of the books. There are small changes that are made to a book which result in a whole new edition, so the task force can create awareness about those issues, promote good practices that are already in place and promote textbook rentals. Regina said faculty will respond. Ray said the district Academic Senate is interested in it and Vicki said the State Chancellor's Office has created a lot of information that would support the task force's work. It would be an Academic Senate task force and they would make the appointments. The College Council agreed to support the idea of creating a task force with appointments from all constituencies and administration. Vicki will announce it in *Skyline Shines* and Ray will notify the college.

### **Website re-design update: Sandy Irber**

Last Wednesday, a professional photographer did a photo shoot around campus, creating images which will be included in the new website. Migration has begun and there will be a new way of handling updates. From Oct. 3-Nov. 17, only very time-sensitive updates to the current site will be made. From Nov. 17-Dec. 12, the current site will be frozen and only critical updates can be made. It will make the migration more efficient to have the freeze. The first round of migrated pages will be reviewed on Oct. 24. The district IT staff and Interact are doing the migration of pages. Omni Update training was done on October 20. It is based on MSWord, is user-friendly and browser-based. Meetings were held with the Technology Advisory Committee, Management Council and Cabinet to define the criteria for identifying users, which will be followed by training for the users on Nov. 12 and 13. Initially, there were five PODs with a link to athletics and faculty/staff on the home page. Interact created a sixth POD for faculty/staff at no extra charge and are building the templates based on input they received. Beginning December 12, the current website will be up with a preview button for the new site. From February 4 onward, the new site will be up with a link to the old site.

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

Sandy presented an outline for planning Skyline's 40<sup>th</sup> anniversary, which will be celebrated from fall 2009-spring 2010. She presented the goals and suggestions of what the college may want to do. The Osher Foundation gave a commitment of \$50 million for student scholarships, the largest gift ever made to a community college system.

There will be a fundraising campaign, spearheaded by the California Community Colleges and the Foundation for California Community Colleges, to meet the match to create a \$100 million endowment. The Art on Campus Committee is starting to talk about designing a mural for Building 3. Vicki would like to tie in the unveiling of the mural with the 40<sup>th</sup> Anniversary celebration and will talk to Donna Bestock about it. Sandra suggested sending out a campus-wide email asking for suggestions on a theme for the event. Brittany worked on the alumni event and suggested merging the 40<sup>th</sup> Anniversary with an alumni event. Sandra attended the Lowell High School graduation last year and there was a parade of alumni, organized by graduation year, during the ceremony, which might be a good suggestion for Skyline. The planning group would start its work in the spring semester and Sandy's document sets up the ground work for that. At the next meeting, the Council will approve the approach and discuss how to populate the planning group. Membership in the planning group is not going to be based on governance. It will be more of a campus-wide opportunity based on their desire to do it. The Council approved the creation of a survey to get suggestions on the theme. Vicki said it will need to be done soon so the results can be used in the spring planning.

### **Free For All**

Linda Herda handed out an invitation to Popcorn and a Movie on October 24 which will feature a video presentation of Christopher Gardner, who spoke at the 2007 CSEA conference.

**Next meeting:** The November meeting was canceled due to the Thanksgiving holiday. The next meeting is December 10 from 3:30-4:30 in Room 1319.

- **December Agenda**
  - Budget update
  - DSGC update
  - 40<sup>th</sup> anniversary update
  - Web update