

Skyline College Council
September 24, 2008

MEETING MINUTES

Attendance: Lori Adrian, Linda Herda, Mauricio Flores Hernandez, Ray Hernandez, Adolfo Leiva, Vicki Morrow, Brittany Piccolotti, Regina Stanback-Stroud. Guests: Sandy Irber, Rob Johnstone, and *Skyline View* News Editor Sarah Markoff and Reporter Kathryn Burgess.

Absent: Sandra Hsu

Introductions

New ASSC President Mauricio Flores Hernandez and Vice President Brittany Piccolotti were introduced, along with Ray Hernandez, President of the Academic Senate. Senate Vice President Sandra Hsu could not attend. Rob Johnstone, Skyline's new Dean of Planning, Research and Institutional Effectiveness was also introduced. Also in attendance were Skyline View News Editor Sarah Markoff and Reporter Kathryn Burgess.

Minutes of August 27, 2008

The minutes were approved with one correction.

Plans for the Leadership Retreat, November 6-7

Once a year, Skyline's Management Council has a two-day retreat and on the first night, College Council is invited for dinner and a gift exchange (\$15 maximum limit) and on Friday there is a workshop that the two groups participate in as a whole. This year, the retreat will be held at Crystal Springs Golf Course followed by dinner at Kuleto's Trattoria in Burlingame. The Friday workshop will feature a teaching tool that can be used with students and it will also be useful for the group as employees. It is called On Course, a board game based on a lot of research. The workshop will be led by Phyllis Taylor, who has gone through the training for using it. Participants put themselves in the place of students and navigate through a college education. There will be an extensive training in the winter for Skyline faculty and staff. Friday's workshop is from 9:00 a.m. to 1:00 p.m. with a continental breakfast at 8:30 and lunch. Substitute instructors can be arranged for Ray and Sandra. The Friday workshop is very productive because of the constituent groups' participation. For the past three years, the Leadership Retreat was held at Asilomar in Pacific Grove and participants stayed overnight. Vicki said having the retreat locally saves money and eases the transportation problem for people. Regina recommends evaluating it afterward to see if having it locally is good.

College Hour proposal

Adolfo distributed notes on a College Hour work group discussion held September 22, 2008. Regina provided data on class meetings affected Monday through Friday between 11 a.m. and 1 p.m. and Rob Johnstone interpreted the data. In the chart provided, Regina noted that the figures include any class that is overlapped in any manner by the 11-1

block and Ray clarified that the 32 sections that meet on Friday also meet on Mondays and Wednesdays, and possibly daily, so the impact would be more than just on Friday. The impact on enrollment and cap load ratios was discussed. Regina said 32 sections is still a tremendous undertaking. Rob also provided input based on his experience at Foothill College which has a College Hour. He said Foothill's College Hour was used for holding meetings and there was an overconcentration of meetings in a small number of hours. Whenever someone added another meeting involving students, the students were not available for the college events. Lori said the college has to set a lot of parameters around that. Regina said she was not arguing for or against College Hour, but only provided her thoughts. It is not just a Full Time Equivalent Student (FTES) issue, but a schedule issue too and it also impact the cap load ratio, which is the state System Office measure of how efficiently the college is using its facilities. The state looks at a college to see if it is efficiently using the buildings it has, so the college needs to have the capacity to have a certain enrollment, which is called load. Instruction is typically light between the hours of 2:00-4:00 p.m., but the state looks at that as an opportunity to hold classes, and they can withhold building funds. She noted that the 32 sections included labs and lectures. Rob will be able to provide more detailed information on the Monday/Wednesday/Friday and Tuesday/Thursday schedule to determine how many sections Skyline has going on. The group liked the 2:00-3:00 p.m. or 2:30-3:30 p.m. block as prospects for College Hour and they will convene a meeting once Rob provides his findings. Adolfo will chair the meeting and send the invitations.

Smoking policy

The proposed policy reads, "Smoking permitted in parking lots only, effective fall 2009." The proposal has been entered into the governance process and College Council members were asked to provide feedback. Brittany said the ASSC is concerned about enforcement of the policy and stated that people don't say anything about smoking to those doing it outside of the designated areas now. She said ASSC member Raydan Al-hubaishi asked people, primarily non-smokers, for their opinion and most felt that when the wind blows the smoke will stay around the campus anyway. Ray is making a presentation at the September 25 ASSC meeting and plans to address some of the concerns about the physical geography of the campus. Vicki said the college would have to go about enforcement in a different way, including providing more signage and more safety officers on campus. Brittany asked if students who violate the policy can be fined and Lori said she thinks it is possible, but the Board of Trustees would need to create a policy about setting fines. It is not just students who smoke, but faculty and staff as well. According to Ray Hernandez' recent research, nonsmokers prefer that a citation be issued and smokers, both students and staff, prefer smoking-cessation education or some kind of incentive or motivation. Ray said citation was the number one choice and it is up for debate whether the college can enforce it. Vicki said there is a Student Conduct Policy and CSM is using theirs to cite students, but it does not apply to faculty and staff. CSM is construing smoking areas around what their Student Conduct Policy states and Lori said the first step is a conversation, similar to a warning, the second is a reprimand, and the third step involves removing the student for a certain period of time. Expulsion requires board approval, but Lori thinks there is a law that prevents expulsion on smoking. Vicki would like to know how CSM is dealing with faculty and staff smokers

and Ray will look into it. CSM just started it in spring 2008 and when Ray talked to them, they were just a few months into it. At that time, they reported it was working well and did not have to have any further procedures (enforcement). They felt it was positive and they were going to approach their College Council about recommending it to go forward. Lori said ASSC students Andrew Lee and Raydan Al-hubaishi are on Skyline's Health and Safety Committee, and the committee was very interested in the proposal, and the College Council needs to continue to work with Health and Safety on signage. At the Classified Council meeting, Adolfo said members asked why the "no smoking here" signage was being moved. They did not know the smoking policy. There was overwhelming support for a smoke free campus, but they realize there would be designated areas in the meantime. They would like a smoke free campus by 2009. Vicki said the signboards were moved because they had a terrible tone. There needs to be a more positive approach on the text of the signs. Ray said that faculty was positive about the policy and recommend going forward, but he noted there are no smokers on the Academic Senate Council. Vicki said the Management Council was very supportive. Vicki would like the student conversation to move forward and the ASSC can bring their response to the October meeting. Ray offered to talk to the ASSC at its next meeting about the smoking policy.

Shared governance review

College Council members were asked to bring their feedback on the spring 2008 recommendations on shared governance and take action on with recommendations to pursue. The next step will be to create a policy for regular review of the governance process. Ray said it is on the agenda for the September 26 Academic Senate meeting. Adolfo said it was discussed at Classified Council and while they were fine with the breakdown and the number of meetings, they commented that the number of committees/meetings had not been reduced. Vicki said Management Council approved the recommendations. The students will talk about it at the next ASSC meeting. Vicki will make a presentation on the topic at both the ASSC and Classified Council meetings.

Proposed Student Equity Committee

College Council members were asked to bring feedback and take action on the proposal to replace the Student Access and Success Committee with the Student Equity Committee, changing the title, charge and membership to align with the proposed Student Equity Committee proposal dated September 12, 2008 (which was distributed). The proposal reflects feedback from the Management Council, which suggested deletions and additions to the section on membership. The Management Council approved the proposal with these changes. Adolfo said the Classified Council supported the proposal. Mauricio said the ASSC reviewed it and asked if they could have two ASSC representatives on the committee instead of one. Otherwise, they support it. The Academic Senate supports it as written. Ray said there is still a lot of discussion around the student success initiative. Linda said two classified staff are interested in joining the committee but they don't fit into the recommended slots. One is from Cosmetology and the other is in A&R international students. Regina liked the idea of including the A&R international staff person because international students is a program that would contribute to the conversation around diversity, student equity, global education and

student success, but Lori thought if there is not a clear rationale for it, then it opens up possibilities for other groups. Vicki thought it would be a stretch so she recommended that the A&R classified staff join as a regular classified representative. As the committee gets organized, it can take a different shape away from this initial configuration. Vicki asked Adolfo to bring a proposal about classified committee staffing. The proposal was revised to include two seats for classified representatives and two from ASSC. The Council voted and approved the Student Equity Committee to replace the Student Access and Success Committee with the proposed charge and membership.

Building 4 inscription project and Council plans for culling the proposals at the next meeting

So far, 24 inscription proposals have been submitted and the deadline is October 10. When College Council was considering the inscriptions for Building 6, there were about 80 proposals. The proposals were projected on a screen and the council ranked them and narrowed the list down to the top five proposals. The process took a long time. The Council is scheduled to do the culling at the October 22 meeting. Vicki proposes that the group does the culling ahead of time and then talk about what works based on the culture of the college and which sides of the building they are good for. Linda Ghio will expand the list and distribute it to everyone electronically and then all Council members will identify their top choices, so the group as a whole will only look at the ones where there is substantial interest. Vicki will work with Rob on how to structure this part of the process. The Council liked the idea. Once the list is culled down further, it will be given to the librarians for verification of the quote wording and authorship, as well as the context for the quote. Lori and Adolfo will be unable to attend the October 22 College Council meeting, so a special meeting will be called to review the building inscriptions on Tuesday, October 28 from 3:00-5:00 p.m. The College Council will also hold its regular meeting on October 22.

Website redesign update

Sandy said the website redesign project is on schedule. The new website will be soft-launched on December 12 and will run alongside the current website. Last June, the Fresh Look Advisory Committee worked to select and refine the designs. Variations of this design have been created and are aimed at different types of visitors, called PODs, which include high school students, current students, online students, future students, and community and business. Over the summer, the templates for the website were tested for 508 Compliance to ensure their accessibility to people with disabilities and those who use assistive technology. The consultant, Interact, is building out the templates for the site, along with the district ITS staff, and together they will also do the migration. The Public Information Office has completed the migration map, which are the plans for moving, or migrating, the current website information to the new website. In order to ensure that the migration process goes smoothly and information is transferred accurately, website updates will be handled differently. From mid-October to mid-November, only limited and time-sensitive updates will be made. From November 18 to December 12, the website will be frozen and only critical updates will be made. A new content management system, Omni Update, has been piloted on the district website and it allows information to be updated in a user-friendly manner. It is similar to Microsoft Word and

it will be the content management system that Skyline will use in the new website. Currently, updates to the website are sent to Shelly Hausman who sends them to the webmaster for posting. The new content management system will allow key college people to do the updates. Soon, people will be identified, based on their programs and roles, and they will be trained in Omni Update in mid-November. In the future, divisions and programs will have more ownership in updating their sites. There will be approval structure from the appropriate Skyline manager.

Adolfo asked what is the drop dead date for making updates and Sandy said Shelly will resend the timeline to everyone. Ray said his faculty page has been used as the Respiratory Therapy Program website and he asked how that will be handled. Regina said that migration will be done in phases and faculty will continue to be able to make changes to their web pages which are on a different server and are separate from, but linked to, the college website.

District Shared Governance Council (DSGC) update

Ray, Adolfo, Mauricio and Brittany all attended the DSGC meeting. They reviewed the DSGC discussion of a draft process for evaluation of the delineation of functions between the district and the colleges. The formal description of this delineation is required by accreditation. The draft process is moving now to the constituent groups. Ray reported that DSGC is revising part of Board Policy 2.09 and it is in the draft process. There was also an orientation to the committee and an update on the draft district strategic plan for the new members. The next meeting is on October 6.

Free for All

- Adolfo asked if there is a new policy on how to request rooms and Vicki said it is not a policy change, but a staffing change. Annie Trinh is now doing the room scheduling for events because she is already doing facilities contracts. There is a block during the first three weeks of the semester on rooms in Building 6, which are reserved for student meetings. Faculty and staff can reserve rooms during this time, but rooms in Building 6 are not available during that three-week timeframe. Adolfo received a series of forms from Julene Rhoan regarding Building 6 reservations. Vicki said it needs to be clear in the college's communications about room reservations and Lori will discuss clarification with Amory. Lori said the cafeteria is considered a special use area. If someone preempts the cafeteria for special use, it needs to be cleared with Amory. Adolfo will forward the forms to Lori for her review.
- Linda said that Classified Council is holding a bake sale on October 8 from 8-11:30 a.m. in the quad (weather permitting). The Council is also hosting "Popcorn and a Movie" on October 24 in Building 6 from 12-2. They will be showing a DVD of a presentation by Chris Gardner, who spoke at the CSEA conference.
- Ray said Building 7 is beautiful and he is happy to get into the space. Vicki said Pacific Heights will continue to be used for swing space. The next swing will be out of Building 1 and the college is working on the staging of that, what parts of Building 1 would move and when. Once all the swinging is over, Pacific Heights

will be demolished and the space converted into a parking spot. Construction crews will be breaking ground in January for Building 4 and Building 11 (Auto Transmission).

Agenda for next meeting on October 22:

- College hour
- Shared governance review
- Website update
- Building 4 inscription update
- Free for all
- Smoking
- District shared governance committee update
- ASSC update including an update on the District Student Council meeting, chaired by Virginia Rosales

Agenda for special meeting on October 28:

Review proposals for building inscriptions and create the short list.