

**College Council**  
Wednesday, August 25, 2010  
2:10-4:00 pm, Room 1319

**Minutes**

**Present:** Kathy Fitzpatrick, Sandra Hatzistratis, Fermin Irigoyen, Joe Madrigal, Vicki Morrow, Ray Parenti-Kurttila, and Regina Stanback-Stroud  
Guest: Leigh Anne Sippel

**Absent:** Amanda Parker

**Welcome and introductions**

Vicki welcomed the Council and members introduced themselves to the group. The new members joining the Council this year are Interim Vice President of Student Services, Joe Madrigal; Classified Council Vice President, Sandra Hatzistratis; ASSC President, Ray Parenti-Kurttila; and ASSC Vice President, Amanda Parker. Leigh Anne Sippel attended the meeting representing faculty and has been nominated as Academic Senate Vice President.

**Review of Council roster and email addresses**

A document was circulated for members to verify/edit email contact information.

**Orientation to the work of the College Council**

Vicki Morrow oriented the group to the work of the College Council, including the following items:

- a) College Council Charter and Bylaws (*attachment*): Parameters are established in the bylaws and include a level of collaboration and high participation at the college. The Charter and Bylaws establish the structure of the group, the meeting, the minutes, the agenda, and the Annual Report. Any member can add agenda items up to two weeks in advance and at the meeting if the group agrees. The key role of the group is to make recommendations to the President. Members of this Council take the information to other constituents and report back to this Council depending on the timeline agreed upon by the group. Information can be disbursed quickly if there is a rush.
- b) Compendium of Committees (*attachment*): The Compendium of Committees, which is posted on the website under Governance, is a very valuable tool because it establishes the distinctions among the different types of committees on campus. A point was raised that the Event Support Working Group and the Instructional Leadership Team need to be added to the Operational Work Groups section. Regina will follow-up and provide information and updates, such as for the FTEF Allocation Group to Linda Bertellotti. It was also discussed that existing compendium lists can be referenced for appointments.
- c) Skyline and District Standing Committee Calendar (*attachment*): Vicki described the District and College Standing meeting matrix and its helpfulness. Vicki asked that the group review the information and submit updates and/or additions to Linda Bertellotti. The College Success Initiative Steering and Coordinating Council will be added.

**Minutes of May 26** (*attachment*): review and approval.

Minutes were approved as written.

Leigh Anne Sippel and Joe Madrigal abstained from voting because they were not present at the previous meeting.

**Annual Report for 2009-10** (*attachment*): Information.

Vicki shared this brief history of the prior year's Council work, noting that it is required under the Charter and Bylaws. It is a useful reference tool for members of the Council, and the college. It is mentioned in Skyline Shines following each Council meeting and is accessible on the website.

**Budget update**

There are no updates at this time.

**Commencement changes at Cañada and CSM** (*attachment*)

Vicki apprised the group of changes that have happened and are being considered for Commencement. She gave this brief synopsis: In recent years, Skyline has held Commencement at 5 pm in our Gymnasium, and we have honored those students who earned associate degrees during the year. Cañada College and College of San Mateo had followed similar practices (though at different times), until May 2010. At that time, Cañada College made several changes to their Commencement: they honored those who had earned certificates, they moved the event to Saturday morning, and they held it outdoors. College of San Mateo has decided that they would like to honor those who have earned certificates as well, and they are considering when and where to hold their event. For Skyline, the question of where the event is held is tied to the matter of which awards are honored, because inclusion of certificate holders would roughly double the number of people in the ceremony. Skyline's Gym cannot hold more people, so adding recognition of certificate holders means that the event must move outdoors at the college or to a rented venue.

The Council discussed a variety of options and agreed that the topic will be considered in the constituent groups and brought back to the College Council at the September 22 meeting. The list of options in the document Vicki shared with the Council is not a comprehensive list; there are other potential options/ideas. The members of the Council raised these issues and questions:

- Kathy asked that certificates can be clarified.
- Regina suggested limiting or restricting how many guests honorees can bring, which is currently at 6 guests. A discussion then ensued on how many people attend the ceremony. Vicki anticipates that certificates may be a small number.
- Sandra asked if certificate earners would wear a cap and gown and mentioned that it would be a cost to our students. Vicki replied that these students would be in caps and gowns.
- Kathy was concerned that this would dilute the meaning of the ceremony for all involved, including the certificate holders.
- Regina commented that a good thing is that because this is a community college, the certificate earners may have the same effect depending on the different level of achievements.
- Vicki added that there is a way to speed up the flow of the ceremony. There can be two readers. Regina added that at Howard University, people were acknowledged on stage and certificate holders were acknowledged as a group. Regina said that we need to be

careful about suppressing those that get certificates. Joe added that when family attends, this can be inspiring for them. Fermin said to be mindful that departments have their own ceremonies and to ensure these proposed changes will not take away from those events.

- Sandra mentioned SRAC and asked if this could be the event that certificate holders could be included. She also commented that students would want to graduate from this campus in oppose to going to a different venue.
- The weather is an unpredictable factor that can pose problems for having the ceremony outside.
- Fermin brought up cost, but Vicki said that because of the type of this event, cost should not be a determining factor.
- Joe mentioned having canopies. Vicki said that that has been done here and the weather did not cooperate and that high winds were a severe problem.
- Fermin likes the idea of having smaller events for the certificate holders. Smaller certificate groups will be pulled together at Commencement and recognized together, but that the ceremonies for each of the different departments still continue.

The objective is to bring the ideas to the constituent groups and draw out issues about time, place, and venue. The decision will need to be made by the next meeting about whether to keep Commencement the same or to extend the discussion, and thus the decision over a longer period.

### **College Council agenda for the year**

Agenda items are usually decided as the Council meets. Vicki solicited agenda items from the group. Fermin recommended Parcel tax, to which the consensus was that this is more of a budget item discussion and this Council can weigh in to that discussion. Regina added that this body will not make decisions. Fermin would like to see this group have more of a fingerprint on that topic. Regina suggested that specific topics be discussed here and this group can decide to delegate it to the proper constituency.

As a result of this discussion, Vicki reviewed the role of the College Council. She then recommended that this topic be agendized for the next meeting, as well as how this group can help in other topics on campus.

### **College Council meeting schedule for the year**

#### Fall 2010

- August 25 2:10-4:00 Room 1319
- September 22 2:10-4:00 Room 5131
- October 27 2:10-4:00 Room 1319
- November 24 2:10-4:00 Room 1319
- December 15 2:10-4:00 Room 1319

#### Spring 2011

- January 26 2:10-4:00 Room 1319
- February 23 2:10-4:00 Room 1319
- March 23 2:10-4:00 Room 1319
- April 27 2:10-4:00 Room 1319
- May 25 2:10-4:00 Room 1319

**Next meeting:** September 22.