

**Skyline College Council**  
**August 26, 2009**

**Meeting Minutes**

Attendance: Denisse Gonzalez, Linda Herda, Ray Hernandez, Fermin Irigoyen, Adolfo Leiva, Vicki Morrow, Jacqueline Solorzano, and Regina Stanback Stroud.  
Guests: Donna Bestock and Rob Johnstone.

Absent: Lori Adrian

**Introductions of members**

Vicki welcomed the College Council and gave each member an opportunity to share brief introductions. The new members joining the Council this year are Academic Senate Vice President Fermin Irigoyen, ASSC President Denisse Gonzalez and ASSC Vice President Jacqueline Solorzano. Adolfo Leiva and Linda Herda, President and Vice-president, respectively, of the Classified Council for the 2008-09 year, also attended.

**Orientation to the work of the College Council** (*attachment*)

Vicki reviewed the charge of the College Council, and its bylaws. She noted that the decisions of the Council are recommendations to her, but that she has always comfortable with the recommendations to date and has not felt the need to make a different decision. She indicated that in order to ensure widespread awareness of the work of the Council, she provides a summary of the Council's meeting in Skyline Shines on the Fridays following the meetings. The discussions held in IPC and CBC are also in Skyline Shines. Vicki further explained that members could submit agenda items and those items should be submitted to either Vicki or Linda Bertellotti.

Topics to which the Council addresses itself involve college-wide implications. The policy also calls for an annual report, which is compiled by Linda Bertellotti each summer and posted on the college website. Regina Stanback Stroud added that if new members have information to share with the committee, they should not hesitate to do so especially if the subject involves implications that affect the college.

For the college's shared governance process to function well as it has, there must be a good flow of ideas, and it is a challenge for all of the constituent groups to ensure that.

Regina commented that the added challenge for this year is about organizing not only the usual meetings, but also emergency meetings. It is imperative to communicate with constituencies and to come into the Council meetings prepared for discussion. Consideration needs to be put into whether subjects need broader conversation, conducted in smaller groups, and the timeline to make it manageable and realistic for everyone. Ray said that the work of the Council is collaborative rather than based upon who you are coming in. Adolfo added that this group is a good convening place to discuss issues and to get things done and communicated. His second year on the Council has really shown effective shared governance. Linda Herda said that one of them was always present at the meeting.

After these comments, Vicki asked the group if there were any other questions regarding the role of the Council, but none were raised at this time.

**Annual Report for 2008-09** (*attachment*)

The Annual Report, which is created by Linda Bertellotti, has been done for several years now and there will be a link to the Annual Report in Skyline Shines on Friday for all to access.

**Minutes of May 27** (*attachment*)

Minutes were approved as written.

**ACCJC October 2009 Follow up Report** (*attachment*)

Vicki introduced Donna Bestock and Rob Johnstone to the group. The packet provided is a draft report of things to the Accrediting Commission concerning district recommendations by the visiting teams to the three colleges. The report is due in mid-October, with prior approval by the Board, so the review of the draft needs to be completed quickly. Donna and Ray are co-chairs and Rob is the Accreditation Liaison Officer.

Vicki indicated that she had requested from Harry Joel for the Board action to be at its October 14 meeting, so that the Council could have one more discussion of the draft. Until that approval, the timeline sticks to that which is included in the packet. The report needs to be disseminated to constituencies, feedback received and incorporated. The next meeting is on September 23 and if the new timeline is approved, then it will be okay to be brought to the College Council at that time.

Denisse asked if these recommendations are for the college or the district. Donna said both—the ones in the current year report are for the district as a whole; next fall the college will submit a report on the recommendations made to the college. She noted that our work on those is almost complete now. Ray requested to be on the agenda for the Classified Council meeting. Linda Herda shared with Ray that she is unsure that there will be a meeting. Donna and Ray will go to the next Manager's meeting on September 8. Prior to that meeting, they will attend the ASSC meeting on August 31 at 2:30pm. Donna will provide a report specifying which groups were approached. This item was concluded with Vicki thanking Rob and Donna for their update.

**Classified Council leadership**

Adolfo Leiva, Linda Herda and Barbara Lamson are all stepping down from their positions in Classified Council. The Council has been looking for replacements since April 2009. The issue is not restricted to the Classified Council because until they are relieved there will be no representatives for Classified. CSEA does not represent all of classified. The members are charged with bringing back information to the college.

Vicki requested advice or thoughts from the group regarding this item. Fermin Irigoyen asked Adolfo and Linda why they are leaving. Adolfo explained that he has served for two plus years and Work Force Development is growing. He continued to explain that timing right now does not allow for proper representation for the classified. Linda Herda was Secretary before becoming Vice President and she is now serving in CSEA as the Treasurer. Some of the responses Adolfo has received from fellow classified staff include, that there is more work now,

the person is in a new position, there is a learning curve and there is no desire to take on additional responsibilities at the moment.

Regina commented that there is a small group of people in Classified Council that seem to serve on the different committees and suggested that the work be spread out more. She asked if the Council could do that. There are eighteen committees that classified sit on. There is already shared leadership. Regina asked if there is another budget other than that which sponsors scholarships and the classified retreat, which may be able to provide compensation.

Regina shared that in hearing about the obstacles that Classified Council is facing right now, she suggested that meetings could be after office hours. Adolfo replied that that was a good idea; however most of the committees meet during the day. The problem lies in committing people to leadership roles, not in membership. Adolfo and Linda have offered mentorship. Another suggestion that Regina had was to split the positions, i.e. having 2 Presidents and 2 Vice Presidents. Adolfo mentioned that Vicki has brought to the attention of managers to be supportive of staff to participate in Classified Council. This item will be discussed in future meetings.

### **Budget update**

Vicki explained that Skyline's budget is balanced for this year. The State's budget is based on "Swiss cheese". There are expected midyear cuts because of the budget. The College Budget Committee (CBC) will have a meeting tomorrow, and will work the College through this budget. The Chancellor estimates the cut to 2010-2011 will be at 10%. The CBC will find out how much of that cut is for Skyline. The task now is to find out what are the options and to work quickly. Fermin asked about ballpark numbers, and Vicki said that it would be somewhere from 1 to 2 million out of about \$20 million. Vicki announced that there will be an Open Forum with Kathy Blackwood on Sept 10. She said that Kathy is very informative and a good resource. Regina added that one of the things that are being recognized is that these are going to be challenging times and she is trying to be more cognizant about how she states things. She mentioned that even jokes can be taken in the wrong context right now because of these difficult times.

### **Agenda for the year**

The agenda for the College Council this year is going to be developed by a combination of topics that need to be dealt with by this group. Some will be brought to the group, like those from Accreditation. Ray asked about College Hour and Vicki responded that it is done and is in effect this fall 2009. Other topics mentioned by the members that are likely to come up this year include:

- Plus/Minus grading process. There has been no process established. Ray has talked to Patty Dilko because nothing has been written but it is happening. Vicki will put it on for further discussion. Ray's inquiry came about because of an email from Sherri Hancock that invited faculty to participate. One comment was that it would be interesting to know if there are minutes that reflect this project from the Board meeting in May. There was a revised Board resolution and Regina said to follow-up with that. She also asked that the email from Sherri be shared with her.

- ILT, Curriculum Committee, Academic Senate – Regina commented that she can see that there will be conversations around consolidation, reduction, elimination of programs. Information will need to be communicated with this group.

### **Agenda for September 23 meeting**

- Action on ACCJC Accreditation Follow-up Report.
- Update from Ray on the Plus/Minus grading.
- Program Improvement and Viability Process
- Free for all, anyone can bring up other topics.
- Each year in fall, there is a Leadership Retreat, and the latter part of the retreat includes College Council members. The event will be held on campus this year on October 15-16. Vicki asked the group to find a way to be part of this retreat. The program will be, in part, on the budget in a different way from how it is discussed in CBC.

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