

Skyline College Council
October 28, 2009

Meeting Minutes

Present: Rakefet Avramovitz, Kathy Fitzpatrick, Fermin Irigoyen, Vicki Morrow.
Recorder: Linda Bertellotti

Absent: Lori Adrian, Denisse Gonzalez, Ray Hernandez, Jacqueline Solorzano,
Regina Stanback Stroud

Review and approval of Minutes of September 23, 2009

The minutes were approved as written.

ACCJC October 2009 Follow up Report

Vicki reported that the report was finished and submitted. The Commission will act on it in January 2010. Skyline will have to report next fall on the college's planning agendas and the visiting team's recommendations.

District Shared Governance Committee (DSGC) update

Constituent groups were asked to review proposed changes to various board policies. The Academic Senate made recommendations. Rakefet said classified staff are reporting back to Linda Allen, who is classified representative on DSGC. The policies are listed, along with any discussion by College Council:

- 1.00 The San Mateo County Community College District
- 2.13 Dissemination of Employee Information
 - Vicki said it is the same policy but words were added to Items 1 and 2. Fermin said there were language issues on item 2 about the meaning of "legitimate" and "good reason." Ray will ask at the DSGC meeting if there is a statute that defines these. On Item 3, Vicki defined public information as anything in the district directory such as name, office number, degrees and schedules. It is anything that the district publishes.
- 2.25 Prohibition of Harassment
 - Fermin asked if the student and employee components in Item 3 should be separated. Vicki said it will require restructuring. Ray will ask about it at the DSGC meeting. Fermin asked why the VP of Student Services is included and not the VP of Instruction. Vicki said the process for reporting student actions is up the chain to the VP of Student Services because students do not go to the VP of Instruction for harassment issues. For employees, those issues are reported to the supervisor who is responsible and then they follow the procedures upward.
 - Item 5 was reworded to read that the College President and Vice President of Student Services of the institution implement education and training activities, as opposed to the chancellor doing the implementation. Vicki asked why they would they not want the district handling that training and Fermin thought

they wanted someone on site conducting it. Rakefet thought that each of the three colleges has different cultures and they wanted to make sure it was not just coming from the chancellor and that the colleges individually have the control.

- On Item #11, the Academic Senate recommended a change in the language to read: “This policy and related written procedures shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. Policies and procedures shall be available for students and employees in all administrative offices.”

2.28 Safety; Injury and Illness Prevention Program

- On Item #5, the Academic Senate tabled the discussion. Fermin did not think the group was comfortable having one person (the Chancellor) establish administrative procedures. Vicki said it is the Chancellor’s job, but they would like clarification on whether or not the person acts alone or in a collaborative fashion. The senate would like to have further discussion on the item.

2.55 Emergency Response Plan

7.20 Student Equity

7.21 Speech: Time, Place and Manner

7.22 Student Credit Card Solicitations

7.23 Athletics

- A question was raised about this policy and whether or not it binds the district to save a program that might otherwise be cut. Vicki said it does not. The policy states that the district shall maintain athletics for men and women and so would be in compliance with the policy if there were a single program for each at any one of the three colleges. If the board decided it wanted to abolish athletics, they would change the policy.

7.69 Student Conduct

7.70 Student Disciplinary Sanctions

Kathy asked if there is an addendum on the fundraising issue and Vicki did not know.

Plus/Minus Grading update

A report will be made at the November meeting.

Budget update

The next College Budget Committee (CBC) meeting is October 29 and Vicki will include a brief update in *Skyline Shines*. The college is looking at how it will do its reductions. The CBC has a draft list they are working on. One of the items is the Children’s Center issue and data on that will be provided at the meeting. A packet on the Children’s Center was distributed and it includes support letters and other information requested by the CBC. Rakefet would like the letters included in the packets presented because some people do provide specific information about what they use the CDC for.

- a) Eloisa Briones will display refined numbers on each of the items being considered. The Program Improvement and Viability (PIV) process is underway.

It is not appropriate as yet to make public any names or programs. That will take place in PIV first. Vicki said some faculty may choose to retire or bump.

- b) PIV update: Fermin reported that Regina Stanback Stroud will be meeting with Harry Joel to discuss HR issues and then Harry Joel will talk to the board. If they decide to move on, then Regina will talk to faculty next week and Harry will be there to answer questions from faculty whose programs are going into the PIV process. There are four programs identified: two are low load and two are non-degree requirements or major requirements. Harry will present the retirement incentives, the faculty's FSAs and their bumping rights. Then PIV Committee will start working on the programs. The programs will be ranked and they will present a recommendation as to whether or not a program should be reduced to the President. The College Budget Committee will look at the financial implications of the prospective program cuts and also make a recommendation to the President, who will make the final decision.

The PIV Committee also focused on cutting 88 sections for spring 2010 to help offset the costs. This equates to 200 FTES, which represents 14.3 FTEF. One faculty member is retiring. Some of the senior people in the programs going through the PIV process may choose to take advantage of the retirement incentives.

Free for all

- Fermin asked how everyone is holding up under the strain. Kathy said faculty are now aware of the budget problems. Rakefet said once the seniority list is cleaned up, it will go out to classified staff so they can see where they are on the list. She asked if faculty is going through that process. Vicki said they just went through a similar process. Rakefet said the Classified Council's executive board is trying to focus on boosting staff morale. She feels good to be at Skyline because the relationship among faculty, staff and administrators is good. Vicki said it is important for the group leaders to take care of themselves since people will come to them with their problems. Vicki offered her support. Fermin said the accuracy of information is important so he has been trying to stay on top to see what documentation is being provided so faculty has information they trust.
- Fermin asked if there will be a change in the resource allocation model. Vicki said it is under discussion to shift the emphasis onto efficiency defined by load because it might make sense in both up and down economies. There will be a \$1.282 million cut to Skyline for 2010-11. Fermin suggested adding a buffer on both ends for protection and Vicki said it would be good to consider because there will very likely be mid-year cuts. The college can weather mid-year cuts this year, but not next year, so it may be good to go a little deeper to give the college a buffer.

Next meeting: November 18