



**College Governance Council**  
Wednesday, September 24, 2014  
2:10-4:00 pm, Building 4, Room 4343

### **Approved Minutes**

**Attendance:** Joi Blake, Eloisa Briones, Kate Browne, Stephen Fredericks, Michele Haggar, Nicole Harris, Sarah Perkins, Regina Stanback Stroud, Alana Utsumi, Dennis Zheng

**Recorder:** Theresa Tentos

#### **Approval of Minutes**

The April 23, 2014 minutes were approved. (M/S/U Perkins/Browne.)

#### **Orientation to College Governance Committee**

President Stanback Stroud welcomed the new members of College Governance Council (CGC) and provided an orientation of the CGC to the members of the committee. The orientation included a review of the Governance Philosophy Statement, the Bylaws of the Council, and council member responsibilities as constituent representatives and the SharePoint site for managing the agenda, sharing documents, creating reference files and holding electronic discussions. Dr. Stroud reminded Dr. Blake to have Amory Cariadus ensure that students have access to the site by working with IT to develop a solution to the lack of student access to the SharePoint for governance process.

A Participatory Governance Manual for the CGC is available for their review on the CGC SharePoint site under documents. Dr. Stroud recommended that the committee reviews the manual in preparation for the year.

Dr. Stroud explained the role of the CGC and how items are discussed and approved by the governance committees before it is brought before the CGC. The CGC is the primary governance body that makes recommendations to the President through a majority vote. When possible, the group seeks to reach consensus.

Notes will be included in Skyline Shines. Dr. Stroud recommended that all governance committees/councils place articles in Skyline Shines in order to disseminate information about the status of governance items. President Stanback Stroud reminded CGC to think of the governance in the contexts of the Accreditation Standards.

#### **SPARC Update**

Vice President of Administrative Services Eloisa Briones, provided an update on the newly combined budget and planning committee – Strategic Planning and Allocation of Resources (SPARC). In the 2013-2014 fiscal year the recommendation to merge CBC (College Budget Committee) and the IPC (Institutional Planning Committee) was approved. The new committee, SPARC, has a membership which is similar to the CBC and IPC. There will be a member from all the constituent groups, divisions, and administration. During the times the committee

considers budget issues, the committee will be co-chaired by Vice President Briones and Senate President Kate Brown. When the committee addresses Planning issues, it will be chaired by Aaron McVean.

Vice President Briones reviewed the charge of the committee: “The Skyline College Strategic Planning and Allocation of Resources Committee will coordinate, integrate and communicate college-wide planning and budgeting. This committee will make integrated planning and budget recommendations to the College Governance Council.”

Vice President Briones announced that on September 30 from 2-4 p.m. in room 6202 there will be a District Strategic Planning Forum for all to attend. The District has engaged the services of Voorhees Consulting for this project. Council members were encouraged to attend and to encourage their constituency to attend as well.

Vice President Briones announced that at the October 30 SPARC meeting, Kathy Blackwood will be presenting the new resource allocation model. The meeting will be held in room 6203 from 2-4 p.m.

### **SSSP and Student Equity Update**

The college will be submitting a plan for Student Equity and SSSP. Many are involved in the development of the plans which will go to the appropriate governance committees.

The Student Equity Plan is being developed in collaboration with SEEED under the leadership of Dr. Angélica Garcia.

Dr. Blake, Vice President of Student Services, provided an update on the status of the draft SSSP and Student Equity plans. The SSSP plan is due October 17 and will include the allocated resources.

The SSSP four categories are:

1. Assessment – alternative methods
2. Orientation
3. Counseling and Advising (1 semester to comprehensive)
4. “At Risk” Services

Dr. Angélica Garcia, Dean of Counseling, Advising, & Matriculation, has been meeting with constituent groups. The plan will go through SPARC for planning integration. The plan will come to CGC for recommendation to the President.

Dr. Blake continued with an update on the work being done with the Student Equity Plan. The plan is due January 1, 2015. The areas of the Student Equity Plan are:

- Access
- Retention
- Transfer
- Degree and Certificate Completion
- ESOL

There will be forums held in October for additional feedback.

## **Middle College**

Dr. Sarah Perkins, Vice President of Instruction provided a report on the progress in the development of the Middle College under the leadership of Dr. Raymond Jones and Mary Gutierrez. The first Middle College cohort is expected to start Fall 2015.

The Middle College is one of the Strategic Priorities of the College. The Chancellor provided support funds to support the planning and development process leading up to a fall implementation.

Dr. Jones has begun the initial work for this project and there have been many meetings over the past year with potential partners such as the South San Francisco Unified School District, Jefferson Union High School District and San Mateo Union High School District. On Monday, September 29, Chancellor Ron Galatolo, Dr. Stanback Stroud, Dr. Perkins, Mary Gutierrez and Dr. Jones will be meeting with local Superintendents.

## **Career Pathways Trust**

The SMCCCD/SMC consortium proposal for Career Pathways Trust funds is being resubmitted for funding. There are two initiatives for AB86:

1. Adult Ed – Noncompetitive. Funds given to High School and partners based on a formula. San Mateo County did a fantastic job being organized. Larry Tesharo and Gregory Anderson provided the leadership on this component. Two of the working groups were led by Leigh Ann Shaw and Mary Gutierrez.
2. Career Pathways Trust Funds (CCPT or CPT) – competitive. Dr. Perkins provided leadership for this SMCCCD submission. The SMC consortium proposal did not receive funding. The next round of funding is expected to be released this fall.

At this time we do not have an estimate time for the grant to be submitted. The first round was \$250 million. The follow up will be the second half which is \$250 million. We are beginning planning for application

## **Introductions – Director of Marketing Communications and Public Relations**

President Stanback Stroud introduced Ms. Jennifer Owen-Blackmon, substitute for Cherie Colin, Director of MCPR, who is out on family leave. Jennifer will be with us until March 31, 2015. She has 15 years of experience in marketing.

## **Academic Senate Report**

Kate Browne, President of Academic Senate, reported that this year the Academic Senate goal is to be all inclusive with the college. They have invited AFT, Classified Senate and Administration to attend Academic Senate meetings.

Dean of Counseling, Advising, & Matriculation, Dr. Angélica Garcia, will be a guest at the Academic Senate meeting to discuss the SSSP and SE plans. President Stanback Stroud has also been invited to attend an Academic Senate meeting to speak on College Plans and Challenges. Dr. Perkins and Dr. Blake will be attending an Academic Senate meeting as well as the three new Division Deans.

The Academic Senate has been discussing the Faculty Evaluation process. There have been many comments made about Appendix G of the process. Soon there will be appointments to the Evaluation Guidance Committee (EGC).

Another topic of discussion is Professional Development and Professional Personnel. The Senate is taking a very active role in recreating the structure. This way the information regarding applying for funds is clearer to all employees. Senate President Browne and Dr. Perkins will be working together to complete this goal.

The other item of discussion is the minimum qualifications. Currently the District Office is creating two committees for Psychology and Reading.

### **Classified Senate Report**

Alana Utsumi, Classified Senate President, reported to CGC that the Senate is currently working to create a Classified Senate Code of Ethics district wide. Originating from a discussion between a member of the accreditation site visit team and the past President of the Classified Senate, we are currently working on a district-wide classified staff code of ethics. Senate Vice President Haggar and Senate President Utsumi will be visiting to Cañada College to discuss with the college's Classified Senate President and Vice-President, and will eventually seek approval of the Classified Senate of Cañada and the Classified Staff at CSM before moving it forward for approval. Some clarification will be pursued, based on information received at the CGC regarding a Management/Staff Code of Ethics already in existence. Dr. Stroud referred Alana to review the Board of Trustees ethic statement. She also explained that the discussion by the Accreditation Site visiting team member regarding the ethic statement was a misunderstanding.

The Classified Senate is also discussing Assembly Bill 2558, Faculty and Staff professional Development, approved by the governor on September 19<sup>th</sup>. This bill will bring changes to funding for professional development. We've been keeping an eye on this bill in the hopes of expanding professional development opportunities and just trying to bring awareness to the staff that they are supported in their efforts to improve themselves and their professional skills.

Upcoming workshops led by Classified Staff members, through the CTTL:

1. Wellness Walking Club, Sandra Hatzistratis in Kinesiology (Tuesday, October 7 at 1pm)
2. Going Green in the Workplace – Becoming resource-efficient, myself (Wednesday, October 8 at noon)
3. Beginning LinkedIn and Professional Portraits, Lezra Chenportillo from Career Center (Wednesday, October 22 at 1pm)
4. Beginning Excel Workshop (Wednesday, November 19 at 2pm)

We are in the planning stages of our annual scholarship fundraiser; trying to come up with some new ideas to help raise funds.

### **Associated Student Body of Skyline College Report**

Nicole Harris, President of ASSC, shared with the CGC upcoming events. Currently they are in the midst of the Latino Heritage Month, ASSC gave \$5000 for various activities. On September 25, they hosted a movie screening of “Summer of Gods” in the multicultural center. Following the screening the director was in attendance to answer questions.

The ASSC is thinking of restarting the “The Fog” newsletter this year. The goals this year is to get students engaged with the events on campus. The month of October is DRC month and the ASSC gave \$1000 for events. Meier Schneider will be on campus to speak on the topic of vision for life, how to enhance your vision. Skytalks is being planned as well.

Dr. Cornel West delivered a presentation to a full theater of college faculty, staff, students, and community members. The ASSC has scheduled the Harvest Festival on October 30<sup>th</sup> which will also be the kick off to the Can Food Drive. The ASSC Council attended their first retreat where they worked on their leadership skills.

Dennis Zheng, Vice President of ASSC, shared a concern regarding the Wi-Fi on campus. During high level of usage, especially midterms and finals, the Wi-Fi works sporadically on campus in different areas. Jonathan Paver, Dean of Academic Support and Learning Technologies will check with IT to see how information can be collected regarding the weak Wi-Fi areas on campus.

### **Accreditation Follow Up Report**

The follow up report for the ACCJC is due October 15<sup>th</sup>. Aaron McVean, Dean of PRIE, reviewed the response report on the recommendation on the deficiency found during the site visit. The group discussed the short document.

(M/S/U Sarah Perkins/Kate Browne.) It was moved that the CGC recommend to the President that the document to ACCJC addressing the Deficiency be forwarded to the Board of Trustees through the Chancellor.

**Meeting Adjourned**