



**College Council**  
Wednesday, January 23, 2013  
2:10-4:00 pm, Building 4, Room 4343

**Draft Minutes**

**Attendance:** Joi Blake, Barbara Daley, Kevin Garrett, Leigh Anne Shaw, Regina Stanback Stroud

**Absent:** Linda Allen, Kate Browne, Sarah Perkins, Katelyn Smathers, Jose Sanchez, Sosa

**Guest:** David Ulate

**Recorder:** Theresa Tentes

**Approval of November 28, 2012 Minutes**

(M/S/U –Shaw/Daley ) The CGC approved the November 28, 2012.

**Classified Council Report**

Barbara Daley reported that Classified Council did not meet in December due to a conflict. The Executive Board did meet this month and talked about participatory governance and working on becoming a Classified Senate. The Executive Committee is currently working on revising the Classified Council Constitution and has asked all Classified Staff to review the document for any revisions.

The Classified Council plans to hold a couple of short workshops and one summer retreat for Classified Staff. They are deciding on a good time of year so a large number of staff can attend. A survey will be distributed to find out the type of topics staff is interested in and also the time of year that would be best to hold the retreats.

The Executive Committee is also working on ways to encourage more Classified Staff to attend the monthly Classified Council meetings. Recently the Council changed the day and time of the meeting to correspond with the lunch hour but that hasn't increased attendance. Suggestions were made such as hosting a portion of the lunch meeting with refreshments or food, inviting key people on campus to discuss their areas of expertise, using a portion of the meeting for a short workshop on a topic of interest and to increase the Officers Board by adding delegates from different areas of the campus.

**ASSC Report**

Kevin Garrett reported that the ASSC approved funding for the Black History Month in February. Professor Tony Jackson has scheduled a number of speakers to visit Skyline College.

Information for the upcoming ASSC and Student Trustees elections will be sent out soon. ASSC plans to visit each classroom to share information about the election process.

### **Academic Senate Report**

Leigh Anne Shaw reported that the first meeting this Friday, January 25 in room 4301. President Dr. Regina Stanback Stroud will be addressing the senate.

The Academic Senate will be focusing on the bylaws and constitution since they have not been updated in a while. Leigh Anne also shared that she hopes that the Academic Senate approves the Senate Handbook that she has worked on. Also, the Senate is looking for an office space in order to keep a repository of all past records. Leigh Anne is currently working with Dr. Perkins on this issue.

The Education Policy met on Tuesday, January 22<sup>nd</sup> and Leigh Anne asked them to approve the Shared Governance Planning Manual. The committee had some items of concern.

Leigh Anne has been asked to work on the State Senate Committee SB1456 – Student Equity Workgroup.

### **Updated Balanced Scorecard**

Dr. David Ulate presented an update of the Balance Scorecard. The new goals and strategies have been updated on the Balance Scorecard. All the remaining documents of the Balance Scorecard reflect the new goals and strategies.

(M/S/U –Blake/Shaw ) The CGC accepted the revised Balance Scorecard Overview Goals and Strategy Map.

### **Institutional Review Board**

Dr. Ulate presented the recommendation from the Academic Senate for the creation of an IRB. An IRB will enable the college to meet criteria when requesting research grants. Its primary purpose will be to advise the administration on whether proposed research treats human subjects in an ethical and safe manner. The document outlines the membership of the IRB and explains the purpose. The document has been recommended by the Academic Senate and IPC. Thanks to Michele Michelitisch for her assistance of creating the IRB

(M/S/U –Daley/Shaw ) The CGC approved the IRB proposal.

### **Classified Employee of the Year Award**

It is time to nominate a Classified Staff member for the annual Classified Employee of the Year Award. The deadline to submit nomination forms is 4:30 p.m. January 31<sup>st</sup> to Theresa Tentes. A special Classified Council meeting has been scheduled for Wednesday, February 6<sup>th</sup> at 2:30 p.m. to discuss the nominations. The details and timelines were announced by the PIO office and will be included in the next few Skyline Shines.

### **Accreditation**

Tuesday, January 29 from 12-2 p.m. in room 6202 there will be the next Accreditation Open Forum. The current Self-Study Draft is posted on the Accreditation website for feedback from the college community.

The Distance Education Substantial Change Report is in the final stages and will be sent soon to the ACCJC.

### **Announcements**

Dr. Joi Blake announced that there is a Cover Your Cough and Influenza Campaign going on through the Health Center. They are providing free influenza shots to anyone who is in need.

There is also a Health Choices Campaign through the Health Center.

**Adjourned at 3:25**

DRAFT