

**MEETING MINUTES**  
April 23, 2003

**PRESENT:** Krystal Gallagher, Pablo Gonzalez, Luzmaria Maldonado, Regina Stanback-Stroud, Tom Sullivan, Fran White, Rosemary Ybarra-Garcia

**ABSENT:** Connie Beringer, Bernie Blackman, Phyllis Porcar

**RECORDER:** Betty Schlaepfer

**AGENDA**

- 1. Agenda Building
- 2. Facilities Update - F. White
- 3. Strategic Planning , Institutional Planning Council Proposal -F. White
- 4. Status of Reporting - F. White
- 5. Budget/SAIF Update -F. White  
 YYYYYYYYYYYYYYYYYYYYYYYYYYYYY
- 6. Program Discontinuance Policy -C. Beringer
- 7. Code of Conduct -R. Ybarra-Garcia
- 8. Hate Crime Poster -R. Ybarra-Garcia
- 9. DSGC Report -K. Gallagher, C. Beringer  
 YYY
- 10. Academic Senate Report -C. Beringer
- 11. Classified Council Report -P. Gonzalez
- 12. ASSC Report -K. Gallagher
- 13. Next Agenda YYYYYYYYYYYYYYYYYYYYYYYYYYYYY

**MEETING SUMMARY**

AGENDA BUILDING

- No changes were made to the agenda.

### FACILITIES UPDATE

- President White reported that an Open Forum on our Capital Bond Projects had been held on April 9. JosÈ Nuñez, Charles Peters and Linda da Silva reviewed plans for Skyline's construction projects. Their presentation is on the district facilities website. Charles Peters of Swinerton Management Consulting is Skyline's Project Manager and he regularly meets with Cabinet to discuss the bond budget and projects. Ground breaking for the new Student Union is scheduled for Spring '04. Planning for use of Pacific Heights Middle School as swing space while Buildings 7, 8 & 3 are being renovated is currently underway.
- Some sports consultants hired by the District have been working with our Athletic Department regarding upgrading our athletic fields. They have come up with a plan that has met with great alarm and disapproval by our P.E. faculty and staff. The consultants are proposing making a parking lot out of our soccer field and uprooting our track and moving it toward the tennis courts. Skyline's softball, tennis and track programs for women would be affected by these changes. The consultants seem to be on a path divergent from what our faculty and staff wanted. President White said she will not recommend adoption of this plan.

### STATUS OF REPORTING

- This agenda item was postponed until the next meeting.

### BUDGET/SAIF UPDATE

- President White reported that the final meeting of the SAIF Task Force would take place on Thursday, April 24. Each college has been asked by the Chancellor to present its recommendations for budget reductions on Monday, April 28. A total of 63 retirees (20 faculty, 43 classified) have taken advantage of the retirement incentive. For Skyline this will result in \$530,000 in budget savings. Skyline's deficit is \$2.896 million so some cost cutting options will be offered and discussed at the April 24 SAIF meeting.
- President White stated that the budget news is getting worse. There is little expectation that the State budget will be signed before October. The San Mateo County Community College District is free falling into basic aid. The Governor is proposing taking away basic aid money and redistributing it throughout the state. There are only four basic aid community college districts in the State, and our Chancellor is the only one who has lobbied Sacramento against redistribution of basic aid money. The implications for us are serious. If we lose basic aid money and have to continue cutting sections, we'll be in a downward spiral. We expect to be in a cut mode for the next three years and will have to focus on our core mission.

## STRATEGIC PLANNING , INSTITUTIONAL PLANNING COUNCIL PROPOSAL

- President White distributed a handout prepared by Bernie Blackman containing excerpts from Skyline's last Accreditation Report, process maps showing some of the planning procedures currently in place at Skyline, the new Accreditation Standards on Institutional Mission and Effectiveness (I) and Resources (III), and a proposed model for an integrated planning model for Skyline featuring an Institutional Planning Council. One of the more prominent recommendations from our last Accreditation Visit centered around Standard III (Institutional Effectiveness) and difficulties we have experienced in the past with planning. Next Spring the Accreditation Team will come to our campus and do a focused mid-term report. They will be looking for certain things, including improvement in our planning processes. This institutional planning model has been reviewed by the Managers and will be taken to the Academic Senate and Classified Council for input. Once it has been approved by the appropriate bodies, the Institutional Planning Council can be formed in an effort to improve our planning processes.
- President White announced that the proposed Program Discontinuance Policy which was

developed by a subcommittee of Skyline's Curriculum Committee will be discussed at the May 14 Board Study Session. The draft of the policy has been endorsed by all of the college Senates and Curriculum Committees, the District Academic Senate, the AFT, the VPI's, and two of the college Presidents. The Presidents will have input on the final draft which will then be tweaked by the Chancellor's Office. The Board and the Chancellor have some concerns regarding this policy so it is hard to know how things will go on May 14. President White thinks we will have a process in place by the end of the academic year.

She noted that the Chancellor wants all three College Councils to approve the final Program Discontinuance Policy.

## CODE OF CONDUCT

- Rosemary Ybarra-Garcia distributed copies of an updated Student Conduct and Due Process Policy which has been reviewed and revised by the District's Vice Presidents of Student Services and legal counsel. College Council members endorsed the policy which has already been approved by the other two colleges and will now go to DSGC and then to the Board for approval.

## HATE CRIME POSTER

- Rosemary Ybarra-Garcia presented a Hate Crime Poster which was created by Amory Buisch in response to a request by the Student Services Council and the

EEOAC. It addresses discrimination, sexual harassment and other forms of intolerance. Council members agreed to endorse the poster.

### DSGC REPORT

- The last DSGC meeting was cancelled due to lack of a quorum.

### ACADEMIC SENATE REPORT

- Tom Sullivan reported that there are 3 nominees for the Meyer Excellence in Teaching Award. He announced that the open forums which were going to be held to discuss raising degree requirements have been cancelled as the State Academic Senate has put off dealing with this issue.
- He also reported that the subcommittee which has been working on faculty screening procedures has finished its work and that Evelyn Seth is working on the student appeals process.

### CLASSIFIED COUNCIL REPORT

- Pablo Gonzalez reported that the Classified Council is working on three events: a May 1 potluck in Room 5131 from 11:30 to 1:30, the Faculty & Staff End-of-Year Celebration on May 20, and the Classified Staff Service Award Luncheon on May 22 in the Gallery Theatre. Classified Council's goal at the beginning of the year was to raise \$10,000 in order to continue with the Classified Retreat. So far the Council has raised \$9,770 in cash and in kind donations.

### ASSC REPORT

- Krystal Gallagher announced that Spring Fling and elections will take place next week. The Commissioner of Activities has planned an ASSC vs. faculty flag football game as one of the Spring Fling activities. Krystal also noted that some of the student leaders recently returned from a conference in Atlanta.Ý

### **NEXT AGENDA**

**May 7, 2003**

- Program Discontinuance Process/Procedure
- Facilities Update
- Strategic Planning
- Reporting
- Budget/SAIF
- Update
- DSGC Report
- Academic Senate Report

- Classified Council Report
- ASSC Report

To [College Council](#)