

# MEETING MINUTES

April 28, 2004

**PRESENT:** Bernie Blackman, Barbara Daley, Tanya Johnson, Nick Kapp, Peter Monrroy, Regina Stanback-Stroud, Jeff Westfall, Fran White

**ABSENT:** Pablo Gonzalez, Rosemary Ybarra-Garcia

**GUESTS:** Richard Inokuchi, Frank Vaskelis, Sherri Hancock

**RECORDER:** Betty Schlaepfer

## AGENDA

1. Agenda Building
2. Web Smart—F. Vaskelis & S. Hancock
3. Budget Update—F. White
4. Accreditation Update— F. White
5. Facilities Update—F. White
6. Institutional Planning—B. Blackman
7. Reporting—B. Blackman
8. 35<sup>th</sup> Anniversary of Skyline—F. White
9. Smoking Policy—R. Ybarra-Garcia
10. Student Policy on Participation in College Governance—T. Johnson
11. DSGC Report—B. Blackman, N. Kapp, P. Porcar, T. Johnson
12. Academic Senate Report—N. Kapp
13. Classified Council Report—P. Porcar
14. ASSC Report—T. Johnson
15. Next Agenda

## MEETING SUMMARY

### AGENDA BUILDING

- o No changes were made to the agenda.

- o Frank Vaskelis, the District's ITS Director, presented the rationale behind his recommendation to eliminate telephone registration (SMART). Quoting Spring 2004 registration statistics, he noted that 82% of Skyline's students registered on the web and 9% used the telephone to register. Only 10 Skyline students used the Spanish speaking version of SMART. Districtwide, 9% of our total student population used telephone registration. Thanks to new features and capabilities on the web, more can be accomplished on the web than over the telephone.

- o We spend \$88,000 now annually on telephone registration. Our current phone registration system is outdated and would cost approximately \$78,000 to redo. Frank is recommending that we continue to offer phone registration for summer and fall registration of this year and then take it down in October. We will maintain the telephone number for two years and have a message on it referring people to the web.

- o Council members reached consensus on endorsing the plan to eliminate phone registration.

## REPORTING

- o Bernie Blackman reported that ITS has been shifting from BANNER to a data warehouse for reporting so that all three colleges will be reporting from a standard, common data repository. Dr. Blackman stated that he has been lobbying for better tools for reporting for quite some time and is happy to report that the district will be acquiring either BRIO or Crystal Reports in the near future. This purchase will provide access for more people to more accurate information. Council members commented that this was a very positive step.

- o It was noted that there will be a need for training on the new reporting tool and that ethics and security issues will have to be addressed.

## INSTITUTIONAL PLANNING

- o Bernie Blackman reported that he will be working on the year-end report once he receives information he is waiting for from the managers. He noted that IPC will need to make adjustments to our planning calendar.

- o Bernie distributed copies of a proposed Charter and Bylaws for the Institutional Planning Council (IPC). He noted that the IPC had discussed the document at the last meeting and had made a few changes to the membership section. The Academic Senate President and past president were specified as regular members of the committee. These two individuals would also serve as one of their two division representatives. In addition, the CSEA was designated as the body that would make classified appointments to the committee.

- o President White noted that it would be helpful to have written clarification of how classified appointments to committees will be made by CSEA in consultation with Classified Council.

- o Bernie reported that the draft of the IPC Charter & Bylaws was on the web and asked Council members to share the document with their constituents and send any comments to him.

- o Council members reached consensus on endorsing the Governance Manual, Institutional Planning Model, and Governance Model which Bernie presented at the last meeting.

## FACILITIES UPDATE

- o Richard Inokuchi updated the Council on facilities projects. He stated that he was pleased with the efforts of the custodial, grounds and engineering crews during spring break. He reported that our Childcare Center had received a major facelift thanks to a partnership between our student services staff

and Summer Hills Homes. Some 50 volunteers painted the outside of the facility and worked on ramps, playground equipment, landscaping, signage, and irrigation.

- o With regard to capital improvement projects, Richard gave the following progress report:
  - Work is being done to prepare Pacific Heights to be used as swing space.
  - The Building 3 move to Pacific Heights is projected to begin on June 1, and the Building 8 move is scheduled to begin on August 2.
  - The track area will be closed for soccer field construction from May 10 to August 1 and temporarily reopened from August 1 to December 31. Then it will be closed again for track resurfacing construction from January 1 to 21, 2005.
  - Starting June 1 the inlet road and turnaround circle in front of Building 5 will be closed so that the utility infrastructure for the Student Union and Science Annex can be put in place.
  - Building 3 will be closed on June 14 and seismic retrofit and modernization will begin in early September.
  - From August 1 to December 31 the baseball field will be closed for construction. The field north of the baseball field will be closed for construction from August 1 to February 4, 2005.
  - The tennis court areas will be closed for construction from August 1 to December 31.
  - On August 1 the loop road (between Staff Parking Lot 6 and Parking Lot 5), the western half of Parking Lot 5, and Staff Parking Lots 6, 7 & 8 will be closed.
  - Construction on Building 6 (the Student Union) and Building 7A (the Science Annex) will begin in late September.
  - Seismic retrofit and modernization of Building 8 is scheduled to begin in early November.
  - Way finding signage will be installed on campus the week of June 7.
  - We are awaiting proposals on exterior painting for Building 1, the track field house, and FMC storage containers.
- o The bookstore is scheduled for a "facelift" in July.

#### BUDGET UPDATE

- o Vice President Stroud reported that the College Budget Committee (CBC) had been meeting and trying to develop a contingency plan for dealing with a potential \$611,000 budget deficit. She stated that she, Vice President Ybarra-Garcia and Eloisa Briones had asked the committee for support to strategize by using restricted and targeted funds to offset general fund expenditures and thereby increase our ending balance. By looking at unspent discretionary funds, salary savings, and targeted and categorical funds, they were able to come up with approximately \$638,136 in potential one-time savings. The Committee's recommendations will be forwarded to President White.
- o Dr. White and other Council members commended CBC members for their excellent work in dealing with this year's contingency deficit situation. Copies of the committee's recommendations were sent out to

CBC members who have been sharing them with their constituencies. Feedback on the information disseminated has been positive, and Council members expressed their appreciation for the openness of Skyline's budget development process.

#### ACCREDITATION UPDATE

o President White reported that the visiting team was very pleased with the progress we have made on recommendations contained in the last accreditation report. Early reports indicate that our focused mid-term report was well received. The Accrediting Commission will meet in June, and we should hear their official decision in July. President White gave special commendation to Dr. Bernie Blackman for his central role in guiding us through improvements in our governance and planning processes.

#### 35<sup>th</sup> ANNIVERSARY OF SKYLINE

o President White reported that she had sent e-mails to the presidents of the Academic Senate and Classified Council asking them to think about possible volunteers for the 35<sup>th</sup> Anniversary Committee. She hopes that an organizational meeting for the committee will be held in the fall.

#### SMOKING POLICY

o President White shared some information from a memo on the smoking issue prepared by Jim Herndon. According to Assembly Bill 846 which passed in January of 2004, smoking is prohibited within 20 feet of windows and main entrances at state schools. We are viewing this as an unfunded mandate since the bill did not provide funds for implementation or enforcement. Jim has identified 12 areas on campus where the smoking laws are frequently violated by faculty, staff and students. Our main problem is that we lack the necessary manpower to enforce the regulation. Other issues to be addressed include what disciplinary action would be taken in case of violation and where people would go to smoke in inclement weather. President White noted that there are no quick answers to this dilemma and suggested that Council members think about the issue. Council members made the following suggestions to pass along to Vice President Ybarra-Garcia:

- Give a ticket and impose a stiff fine for violation and use the money to build a kiosk for smoking
- Paint lines to indicate the 20 foot mark
- Have a campuswide non-smoking campaign
- Quote the authority (Ed Code and Assembly Bill 846) for the 20 foot regulation on the signs and create a climate where signs are respected

#### STUDENT POLICY ON PARTICIPATION IN COLLEGE GOVERNANCE

o Tanya Johnson reported that the Board approved the Student Policy on Participation in College Governance at its last meeting.

#### DSGC REPORT

o The Student Policy on Participation in Student Governance and the District Research Council were discussed at the last DSGC meeting.

#### ACADEMIC SENATE REPORT

o Nick Kapp reported that the Senate was still looking at the number of administrators in our district and that Chancellor Galatolo would be writing a response to Masao Suzuki's letter to the *Advocate* on that subject. He also noted that elections for next year's officers are taking place and that the Senate is working on the end-of-year party.

#### CLASSIFIED COUNCIL REPORT

o Barbara Daley reported that Donna Elliott will be the new Classified Council President beginning June 1.

#### ASSC REPORT

o Tanya Johnson reported that most of the ASSC officers had attended a great conference in Washington, D.C. where they learned conflict resolution skills and met with an aide from Barbara Boxer's office to discuss textbook and program issues. She also informed the Council that the ASSC was working on a Cinco de Mayo event and planning elections for the week of May 10.

#### **NEXT AGENDA**

Facilities Update  
Budget Update  
Institutional Planning  
Reporting  
Smoking Policy  
35<sup>th</sup> Anniversary of Skyline  
Program Review  
DSGC Report  
Academic Senate Report  
Classified Council Report

ASSC Report

To [Colege Council](#)