

**Skyline College Council**  
**April 25, 2007**

**MEETING MINUTES**

Attendance: Lori Adrian, Linda Allen, Silvia Cervantes, Ray Hernandez, Linda Herda, Vicki Morrow, Luis Padilla and Regina Stanback-Stroud. Guest: Kimberly Wilson. Recorder: Linda Ghio

Absent: Carla Campillo

**Review and approval of March meeting minutes**

The minutes of the March 28, 2007 meeting were approved as written.

**Introduction of special guest, Kimberly Wilson**

Vicki introduced Kimberly Wilson, who is the Associate Dean for non credit instruction in Admissions & Records at San Francisco City College. She is in the ACCCA (Association of California Community College Administration) mentorship program and Vicki is her mentor.

**ASSC update**

Silvia said that ASSC elections are coming up soon, but no applications have been submitted yet. There are a lot of students who are intending to apply and the deadline is Monday, May 7. The elections are online this year and they need to be posted on the website; thus the earlier deadline. The ASSC leaders will go into classrooms and tell students about ASSC to try to get them to join. They are hoping to have an Earth Day cleanup on Monday, April 30 and all clubs will come together to help. A second club rush was held and it was very successful. Cinco de Mayo will be celebrated at Skyline on Wednesday, May 2. There will be a piñata for the children in the children's center, a food sale, a Mariachi and Ballet Folklorico. Luis reported that the ASSC has a conference in Manhattan Beach for the student senate voting on the weekend of April 28-29. This conference is where state level representatives from the college associated student groups are elected. Skyline is sending seven ASSC reps along with Amory Cariadus.

**Accreditation update**

Vicki reported that the self-study draft 3.0 is close to completion and she reported on Donna and Ray's behalf that it would be ready by the end of April. An open forum will be held on May 2 at 1:30 and details of the location will be finalized soon. The steering committee will take the feedback from that meeting and incorporate it into the document. The focus of the open forum will be on the Planning Agendas. The draft, including handouts, will be online.

**District Shared Governance Committee (DSGC) update**

Luis said there was not a quorum at the April meeting, but they reviewed other items and the biggest one was the functional maps for the whole district. Technology resources will

be a priority for the district and a revision of academic standards of 7.3 to make it comply with Title V to ensure that each college has the same interpretation of the course repetition policy. They reviewed medical and military withdrawals. The policy would be called 7.1 and cover student leaves, course repetition, and academic renewal. Lori said this has been discussed at the Enrollment Services Council, but Vicki and Regina were not aware of it. The recommended change is that when a student repeats the same course at the same school or within the district, and takes it twice and does not pass, then the student cannot take the course again within the district. Luis said the board will make the change. Regina said this is a significant change and it may be that it needs to be presented to the Educational Services Council, the Curriculum Committee and to the two Vice Presidents. Vicki will write a message to Jing Luan and Barbara Christensen and tell them she is concerned about the communication on this. Lori said there is a disconnect with Enrollment Services Council and the Educational Services Council, which is the district Vice Presidents of Student Services and Vice Presidents of Instruction meeting. Vicki is concerned because if there is a board policy involved, there needs to be a broader look at it. Linda Allen said it was stressed that it is a Title V compliance issue and Regina said that the colleges should then have a chance to look at it.

#### **Parking fee**

The DSGC talked about increasing the parking fee because it has not been increased in five years. There is a deficit in the parking fund, but it has been covered by the college's general funds. Linda Allen said that the general fund is used normally for other services. Again, there was not a quorum. Cañada and CSM were against the increase and Skyline was the only one supporting a \$10 increase.

#### **Budget update**

Vicki reported that Skyline and CSM are facing budget deficits for next year, but it is not an emergency situation for Skyline. She said the college began under-budgeting its hourly instruction budget in 2003-04, funding it via the ending balance. However, that has continued to shrink. In the 2002-03 year, the college dealt with the necessary budget cuts by sweeping positions that were vacant and using the savings from that. The consequence from that is there is no flexibility in the budget because the college staffing level is very lean and so there is little money generated from salary savings each year. The immediate solution is that there has been a decision at the district level to shift his summer's enrollment and that will boost Skyline's enrollment and revenue in the next year. The longer outlook is that there will be a lot of outreach and enrollment growth strategies employed both at the college and district wide. Regina pointed out a significant difference this year: in the past, the hourly instruction funding was not always put in the budget, so Skyline always knew it was under-budgeting it. For next year, the college is fully budgeting for hourly instruction costs. Ray asked how it affects the college's Self-Study. Vicki said Eloisa had already mentioned this and the college knew about it in December. Vicki thinks Eloisa incorporated it into her standard, but she and Ray will check it. Linda Allen asked if the college borrows from summer to fill in the budget, what happens in the next summer and does the college keep borrowing. Vicki said the state could change the rules and not allow the colleges to borrow or Skyline could fail to

grow into that gap and be in the position of borrowing every year or be in the position where cuts have to be made. Vicki said the district and colleges are looking at a lot of things together that should help. Linda Herda asked if the college is penalized for borrowing and Vicki it is not.

### **Fresh look project update: website redesign**

Vicki reported that Sandy Irber sent a memo to the constituency groups requesting appointments to the website redesign group and Vicki told Sandy that she would remind the constituency groups. Friday, May 4, is the Fresh Look visioning exercise relative to the website redesign. Judy Lariviere and Anyta Archer were selected to represent the Classified Council, but only Anyta can attend. Vicki will advise Sandy. Silvia will appoint representatives from the ASSC and Ray will do the same for the Academic Senate.

### **EFMP update**

The district will publish in about one month a request for proposals for design/ build architecture and construction firms to make bids on the work that is needed at Skyline. Three firms have been qualified to submit bids. The proposal is a combination of what the buildings will look like and what the cost would be. If the RFP goes out in May, it will be due in three months. People at the college will be involved in examining the proposals, deciding on the firm, and then working on the details with the selected firm on what is needed in the buildings.

### **Skyline Shines Awards**

Nominations have come in and the College Council is the group that is charged with advising the President on the selection of the winner in the College Employee category. The council will need one hour to review the nominations and this process needs to be completed before the summer break. The Skyline Shines Award is presented on Opening Day. Vicki suggested meeting an hour before the May 23 College Council meeting. Linda Ghio will poll the group for a date and time.

### **College Hour discussion**

At the last meeting, it was decided that the college constituent groups were to meet with their groups and get the different perspectives on the proposal of holding a College Hour. Luis reported that the ASSC is in favor of it. Ray missed a few Academic Senate meetings and confirmed that it has not been discussed. Linda Allen reported that Classified Council did not discuss it because they were focusing on the smoking issue and it is on the agenda for their next meeting. Vicki said the discussion would be postponed for the May College Council meeting.

### **First Year Experience**

Regina presented an update on the Foundations of Excellence First Year Experience program which Skyline is participating in. Skyline is one of two community colleges participating. It is an "aspirational model" designed for colleges to look at themselves and students in the first year and measure it against standards that show results with student success. A steering committee was formed and consists of co-chairs of the

various dimension (standards) committees and there are committees of people helping within each dimension. The dimensions are: philosophy, organization, learning, campus culture, transitions, all students, diversity, roles and purposes and improvement. Regina said that it is being reported that people are having rich conversations and are making recommendations. The recommendations are compiled into a report that the policy center reviews and that focus group members can access online to make updates. The two liaisons with the policy center are Lori and Regina. Regina showed the performance indicator for the Learning Dimension and the various questions, and as a result of the discussion, they identified actions that the college should pursue. It will be compared to the accreditation report. She said that colleges have access to an evidence library and it is a good tool and some regional accreditors are considering employing something like this. Once completed, the college will have an action plan from which to work and the college will decide next year how it wants to use it. Skyline has an extensive amount of student participation and Lori said there were several focus groups that were formed around some of the discussions. While the timeline for the project shows that it concludes at the end of the fiscal year, Skyline is going to be engaging in conversations into the fall. Regina said that different dimensions were scheduled to end at different times. Lori said that a lot of conversation about what was revealed in the discussion will be held in the fall. Regina said the college will also have access to be able to look at the various surveys and how they can be used.

#### **Health and Safety Committee assessment of designated smoking areas**

At the last College Council meeting, Lori said the Health and Safety Committee was given the charge of looking at other ways of assessing whether the designated smoking areas are working. Under the leadership of Sherri Hancock, Jan Gersonde and Donna Elliot, the committee is working with Cathy Hasson to develop a survey so it will be ready for students registering for both summer and fall classes. Linda Herda asked if there is a mechanism for faculty and staff to provide input, and Lori said she will make sure there is. Lori hopes it is ready in a month. It is a survey that is asking whether or not the designated smoking areas are effective. Lori said they don't have data. As part of his Master's of Public Health degree program at San Francisco State University, Ray indicated that he is interested in doing his masters thesis on the smoking issue at Skyline. He is doing a project that involves a needs assessment, instituting a program plan, or evaluating a plan. For his project, he thought it would be great to provide a health assessment for Skyline about the smoking issue. He is presenting a couple of ideas: this one on smoking as well as a plan on diversity in health plans. He would like the council's feedback. He thinks Skyline can get a positive assessment on what is going on here and he thinks it can be helpful in gaining enough data so decisions that are made are informed. In terms of the assessment, he thinks it will be about first-hand and second-hand smoke issues, rather than moving toward a non-smoking campus, and also what the city and county issues are. His Master's project will be a year-long project. He is going to propose it to his advisor at SFSU and he asked the council members to take the proposal back to their constituency groups for feedback and to find out what they want to address, rather than asking their permission to do it. Vicki said she will not put it in *Skyline Shines* because he needs to approach his advisor about it. Linda Allen asked if responses from classified staff can be extracted from the smoking survey. Lori thinks it

can be but it needs to be indicated in the demographic information. Linda is thinking of eventually having a classified vote to take a stand on the issue because it keeps coming up. She wants the Classified Council to take a stand once and for all. Ray said there will be a lot more information in the next year coming out that will help inform them. Lori likes the fact that we will be looking at it as a public health issue, the rights of smokers versus the rights of non-smokers, and to have information will be good. Linda Allen said at the last Classified Council meeting the topic of smoking came up and a lot of non-smokers in the meeting were in favor of having the smoking areas, but would like them placed farther away from buildings. She also received email from staff members, who at one time were bothered by the smoking areas, but have subsequently quit smoking. Vicki said that was an interesting development and Ray said the discussions have been continual and that can create change. Ray said that people from Breathe California have attended Classified Council meetings and have contacted Academic Senate, in addition to a presentation that was well attended. They are trying to promote this grass roots perspective and they want to talk to everyone they can. He said they are ready to talk to Classified Council. Silvia said they are now an official campus club and have their meetings in the respiratory therapy lab. Vicki said the request needs to come through the constituencies and she does not want to use College Council as an initial platform.

### **Commencement**

Commencement will be held on May 25 at 5:00 pm in the Skyline Gym. She is waiting until after the Student Recognition and Awards Ceremony concludes on May 7 before she has any updates on Commencement.

### **Annual report draft**

A draft of the College Council Annual Report was given to the council and Vicki requested feedback. She moved the completion date up on the Annual Report in order to have it finished by the end of the year and have it available online. Lori said it is a great idea and a great resource. Vicki said it is a good tool and provides a record for College Council. Ray suggested that Vicki provide a link to it in *Skyline Shines*. Updates from the April and May meetings will be added and then it will be posted.

### **Agenda planning table**

Additions were made to the Agenda Planning Table for May for First Year Experience update and presentation of survey, College Hour discussion, and assessment of designated smoking areas.

### **Review of decisions and action plans**

The ASSC and Academic Senate will provide Sandy Irber with names of representatives for the website design envisioning meeting. Linda Ghio will schedule a one-hour Skyline Shines Awards meeting. The council identified agenda items that will be brought back for discussion at the May meeting. Items from the April and May meetings will be folded into the Annual Report draft.

**Next meeting: May 23, 2007**