

MEETING SUMMARY

AUGUST 22, 2001

PRESENT: Connie Beringer, Bernie Blackman, Carla Campillo, Kelly Chu, Stanlee Garriott, Luzmaria Maldonado, Regina Stanback-Stroud, Fran White, Rosemary Ybarra-Garcia, Kathy Zbikowski-Taylor

GUESTS: Paula Bray, José Nuñez

RECORDER: Betty Schlaepfer

AGENDA

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| 1. Agenda Building | -F. White | |
| 2. Facilities Master Plan Update | | - F. White |
| 3. Final Budget | -F. White | |
| 4. Strategic Planning Task Force | | - B. Blackman |
| 5. Faculty Hiring Priorities Task Group | | -R. Stanback-Stroud |
| 6. Student Success Committee | | -R. Ybarra-Garcia |
| 7. DSGC Report | -C. Beringer, K. Zbikowski-Taylor, K. Chu | |
| 8. Academic Senate Report | -C. Beringer | |
| 9. Classified Council Report | | -K. Zbikowski-Taylor |
| 10. ASSC Report | -K. Chu | |
| 11. Next Agenda | | |

MEETING SUMMARY

- Council members introduced themselves.

AGENDA BUILDING

- Enrollment Management Report was added to the agenda.

FACILITIES MASTER PLAN UPDATE

José Nuñez presented an update on the District's facilities master planning process. Focus group meetings have been held at all three campuses with our architects to obtain input on facilities projects. A physical assessment of our existing campus has been conducted. Campus zoning requirements and pedestrian and vehicular traffic patterns were taken into consideration during this analysis. The architects examined our original master plans, evaluated the needs of the College, and developed recommendations to be presented to the Board for approval in September.

Project recommendations for Skyline include:

- 1) Pacific Heights development
- 2) Student Union and Community Services Center
- 3) Notch Project Occupational & Workforce Development
- 4) Autotech Transmission Facility
- 5) P.E. Addition
- 6) Future Expansion/Parking
- 7) Enhancement of Maintenance Complex

Sources of funding for these projects that have been identified are:

- 1) the bond
 - 2) grants and donations
 - 3) student fees
 - 4) the State Capital Outlay Program
- According to José Nuñez, focus groups will need to be formed at the College to evaluate space needs and programming issues. The present number of classrooms, labs, and faculty offices needs to be identified so that we don't overbuild. A representative at each campus needs to be designated as a space manager to work with facilities staff and the architects to see that everyone's needs are met and that College and District goals are adhered to. An extensive program review process needs to be undertaken at each college.
 - Much is contingent on the successful passage of the bond issue. The campuses need to start planning now.

FINAL BUDGET

- President White reported that the community colleges are concerned about receiving the biggest budget hit in higher education and that a legislative bill regarding restoration of these cuts has been proposed. Connie Beringer stated that she had forwarded a letter to faculty that can be downloaded and sent to their legislators. Rosemary Ybarra-Garcia noted that there is a move to activate the students through CALSAC on this issue. President White encouraged Council members to talk about the budget crisis in their constituent groups.

STRATEGIC PLANNING TASK FORCE

President White stated that planning was a big issue in our Accreditation Report and that we will take the necessary time to do long-term planning for the school in order to do it well. She expects the process to take 1-1/2 to 2 years.

Bernie Blackman reported that we have been in the ³planning for the plan² phase and will begin the actual planning process this fall. The Accreditation Report said we have to clarify and articulate the planning processes, integrate planning and decision making, support our decisions with facts, and build a strategic planning process. College Council's role in all of this is central in that the Council is the primary planning group for the College and can charge a unit to perform a certain task.

We will be creating a temporary task force charged by College Council to develop a strategic planning process and plan. Bernie Blackman will facilitate the group which will consist of representatives from all campus constituencies, the District and the community. The primary objective of the task force, according to President White, will be to create a vision for the institution. Bernie distributed a list of proposed members of the Strategic Planning Task Force, which will meet on the second Wednesday of the month beginning in October, and asked Council members to talk with their constituents about the Task Force and then to suggest additional members. It's important to have a wide variety of people on the Task Force so that varying points of view can be expressed. The College Council will confirm membership to the Task Force at its next meeting.

Skyline's Managers have been through the ³planning to plan² process. President White has asked Bernie to go to Classified Council and to the Senate Governing Council to work through the ³planning to plan² process with them so that everyone will have the same level of understanding.

FACULTY HIRING PRIORITIES TASK GROUP

- President White reported that she had asked Regina Stanback-Stroud and Rosemary Ybarra-Garcia to work with the Senate to set up a Faculty Hiring Priorities Task Group. Regina is the lead person on this project. The Task Group will present its recommendations on faculty hiring to College Council in the spring. Connie Beringer stated that she was happy to see Regina asking for faculty input on this issue and that it would be good to have the new process in place before early spring when the fall faculty hiring begins. President White stated that the lack of consistency in the way the divisions have been operating had prompted her request for this Task Group.

ENROLLMENT MANAGEMENT REPORT

- President White reported that she had asked the two Vice Presidents to work on an enrollment management process. She wants conversations to be held at the College regarding retention, classroom use, etc. A process is being set up for an enrollment management audit at Skyline, and the information obtained will feed

into Student Success Committee work. Regina and Rosemary distributed a handout containing background information on enrollment management and some information more specific to enrollment management at Skyline. They stated that since enrollment management involves helping our students get in and out of the College successfully, we need to look at the way we do everything. They walked around the campus the first day of school trying to look through ³student eyes² and noticed student access problems that need to be addressed. They will be talking to different groups on campus about better ways to do things such as making it easier for our students to register, offering classes at more convenient times, and keeping wait lists. Rosemary noted that there is a huge gap here between the number of people who turn in applications and those who actually enroll. We need to do a survey of students to find out why they don't enroll.

STUDENT SUCCESS COMMITTEE

- The Student Success Committee will have its first meeting of the school year in October. Committee members will review data and start working on a survey to be distributed throughout the campus. The Committee will make recommendations to the College Council and to campus governance groups based on data and suggestions derived from the survey.

DSGC REPORT

- The DSGC has not met yet this fall. The new co-chairs of the DSGC will be Liz Armstrong and Kate Motoyama (who is trying to find a replacement.)

ACADEMIC SENATE REPORT

- Connie Beringer reported that the Senate would have its first meeting on September 7. She stated that she has not encountered such a positive attitude among faculty at Skyline in years. She said that the Senate meeting on Opening Day was pre-empted by division meetings and asked that division meetings be planned somewhere else on the FLEX schedule in the future.
- Bernie Blackman will be invited to the October Governing Council meeting to discuss strategic planning and Regina Stanback-Stroud will be asked to attend an early meeting to discuss facilities planning.

CLASSIFIED COUNCIL REPORT

- Kathy Zbikowski-Taylor reported that Classified Council had met during the summer and had come up with the idea of a campus beautification committee. They will develop a plan, and President White will put the project in the hopper for the President's Innovation Fund.

ASSC REPORT

- Luzmaria Maldonado reported that a special ASSC election will be held September 18, 19 and 20 since the ASSC only has four officers and the Constitution requires five.
- Kelly Chu announced that she wants to increase student participation in campus activities and that ³Welcome Back Week² scheduled for the week of September 4 will include a pancake breakfast and barbecue. With regard to the bond issue, she needs to find out what the legal issues are and what the students can and cannot do in the bond campaign. She has met with the ASSC Presidents of the other two schools regarding this issue.

To [College Council](#)