

MEETING MINUTES

August 25, 2004

PRESENT: Ilka Barcala, Bernie Blackman, Carla Campillo, Donna Elliott, Nick Kapp, Shirley Kelly, Peter Monroy, Félix Pérez, Regina Stanback-Stroud, Rosemary Ybarra-Garcia

RECORDER: Betty Schlaepfer

AGENDA

1. Agenda Building
2. Facilities Update-R. Inokuchi
3. Institutional Planning-B. Blackman
4. Reporting-B. Blackman
5. 35th Anniversary-N. Kapp
6. DSGC Report-B. Blackman, N. Kapp, D. Elliott, I. Barcala
7. Academic Senate Report-N. Kapp
8. Classified Council Report-D. Elliott
9. ASSC Report- I. Barcala
10. Other
11. Next Agenda

MEETING SUMMARY

- Council members introduced themselves.

AGENDA BUILDING

- Since the DSGC has not met yet this semester, the DSGC Report agenda item was postponed until the next meeting.

FACILITIES UPDATE

- Richard Inokuchi, Skyline's Facilities Supervisor, updated the Council on campus facilities work and capital improvement projects. His written handout listed several special projects which the custodial, grounds and engineering staff completed during the summer.
- Other highlights of Richard's report included the following:
 - Building 3 faculty and staff had a successful move to Pacific Heights. We are delaying the Building 8 swing space move to Pacific Heights until winter break. Building 8 swing space construction is scheduled to begin in September.
 - Track and soccer field improvements are progressing nicely. We hope to complete track and baseball field improvements by the end of the year.
 - Visitor parking has been created in Parking Lot 5.
 - After the September 9 Groundbreaking Ceremony things will be noisier and dustier.

- Seismic retrofit and modernization construction in Building 3 will begin in November and end in January 2006.
- Seismic retrofit and modernization construction in Building 8 will begin in January 2005 and end in January 2006.

INSTITUTIONAL PLANNING

- Dr. Bernie Blackman reported that the positive report we received in June from the Visiting Accreditation Team is now posted on the website.
- He stated that we are now beginning our 05-06 planning cycle and that the 03-04 year-end report should be ready by the next meeting.
- Bernie distributed copies of the Governance Manual and noted that this document, the Compendium of Committees and the Strategic Plan are also on the website. This year the Institutional Planning Committee (IPC) will have to re-examine Skyline's goals to make sure they address the new accreditation standards.
- New posters illustrating our mission statement have been created and will soon be displayed in conference rooms and division offices throughout the campus.

REPORTING

- Dr. Blackman reported that he and Dr. Nick Kapp have been working on a research policy statement for the campus which will be put through the governance process. Nick Kapp explained that students need to know their rights regarding participation in research in classes and that you sometimes have to explain your research policy when applying for grants. Committee members mentioned the need for a repository for information and an agreed upon, useful way to store research on campus. Nick Kapp stated that he hopes this year's Research Committee will take an active role in working on these issues.

35th ANNIVERSARY

- Nick Kapp noted that this year is the beginning of our 35th anniversary year and suggested brainstorming ideas to celebrate the event. The suggestion was made to form a task force comprised of representatives from each constituent group to come up with ideas. It was also noted that Sandy Irber should be contacted about 35th anniversary events.
- Ideas suggested by Council members included the following:
 - Building the "35 years of student success" theme into President's Council activities and graduation
 - Getting 35 year pins
 - Having a "give \$35 for our 35th year" development campaign
- Council members were asked to send their ideas and constituent names for the task force to Nick Kapp before the next Council meeting.

DSGC REPORT

- No report.

ACADEMIC SENATE REPORT

- Nick Kapp reported that the first Senate meeting was held right after Skyline's Opening Day meeting. Facilities issues seem to be on people's minds. Nick noted that the Facilities Department has done a good job of sending out e-mails advising faculty and staff of construction projects and issues but suggested also sending out flyers and putting up posters since not everyone reads e-mail. Nick also stated that there is room for improvement in overall campus cleanliness.
- Carla Campillo announced that AFT contract negotiations were in progress and that the next MOT training session in Los Angeles was scheduled for the first week in October.

CLASSIFIED COUNCIL REPORT

- Donna Elliott reported that one of the goals of Classified Council is to be more involved in shared governance processes. Charles Jones, President of CSEA Chapter 33, came to the last Classified Council meeting to discuss shared governance committees. During the summer Classified Council sponsored a very enjoyable potluck barbecue.

ASSC REPORT

- Ilka Barcala reported that Welcome Week was a success and that she is looking forward to a great year. She would like to see us celebrate our diversity on campus.
- Rosemary Ybarra-Garcia complimented the ASSC for doing a great job with Welcome Week and making the students feel very welcome.

MISCELLANEOUS

- Vice President Ybarra-Garcia announced that our graduation ceremony will be held on May 27 at the South San Francisco Conference Center.
- Rosemary also announced that "Courteous Smoker" days would be held on September 15 and 22.
- Interim President Kelly announced that the Groundbreaking Ceremony for our new Student Support and Community Services Center and the Science Annex would take place on September 9 at 2:30 p.m. State Chancellor Mark Drummond is scheduled to be the special guest speaker.

NEXT AGENDA

Emergency Response
Educational Master Plan
Student Learning Outcomes
35th Anniversary
Facilities Update
DSGC Report
Academic Senate Report
Classified Council Report
ASSC Report

To [College Council](#)