

MEETING MINUTES

August 27, 2003

PRESENT: Bernie Blackman, Pablo Gonzalez, Tanya Johnson, Nick Kapp, Peter Monrroy, Phyllis Porcar, Regina Stanback-Stroud, Jeff Westfall, Fran White, Rosemary Ybarra-Garcia

RECORDER: Betty Schlaepfer

AGENDA

1. Agenda Building
2. Facilities Update—F. White
3. Budget Update—F. White
4. Institutional Planning—B. Blackman
5. Approval of 2003-04 Work Plan—B. Blackman
6. Reporting—B. Blackman
7. DSGC Report—B. Blackman, N. Kapp, P. Porcar, T. Johnson
8. Academic Senate Report—N. Kapp
9. Classified Council Report—P. Porcar
10. ASSC Report—T. Johnson
11. Next Agenda

MEETING SUMMARY

AGENDA BUILDING

- President White added Institutional Leaders Seminar to the agenda.

INSTITUTIONAL LEADERS SEMINAR

- President White distributed information on the upcoming Institutional Leaders Seminar she is sponsoring. She noted that the class now qualifies for faculty development credit and for credit as a one-unit Business 665 course. A flyer to publicize the event will be distributed to faculty and staff.Ý

FACILITIES UPDATE

- President White reported that the Student Union/Bookstore/Community Center complex is our frontline facilities project. Ý
- KMD and Swinerton Architects have formed user groups at Skyline to obtain input on planning and design of the construction projects.
- Plans are underway for modernization of Building 3 and upgrading of our athletic fields, track and tennis courts.
- Building 3 will be updated and reconfigured and will undergo seismic retrofitting. There will be a new dance studio and a media room in addition to a modernized weight training room and treatment facility.
- We anticipate that work will start in Buildings 3 & 7 in December í03 and that between April and June í04, faculty and staff from those buildings will move over to the swing space in Pacific Heights, some parts of Building 1 and other rooms yet to be identified.Ý
- Nick Kapp asked if a forum on facilities could be held on campus. President White responded that one would be scheduled in October.Ý ÝÝ

BUDGET UPDATE

- President White reported that the State is projecting an \$8 billion deficit for next year. Our District has not developed a strategy for how to deal with this yet, so it is too early to comment on what cuts might be made. Dr. White thinks there will be an effort by the Board to keep layoffs to a minimum. She noted that we are in an FTES slide and have already done managed hiring and offered incentives. In response to a question as to whether there might be another round of retirement incentives, Dr. White said she didn't think so. Rosemary Ybarra-Garcia noted that the Corbett Bill (which adds 2 years of service and 2 years of age) might be another way of encouraging additional retirements.

REPORTING

- Bernie Blackman distributed copies of the latest EMIS Report, noting that our enrollments are not up this year and that they are in fact currently down 12%. Skyline's enrollment is down less than CSM's and Canada's, so we are managing our situation better than the other two colleges.
- President White noted that our District allocations are based on FTES. Discussions have been going on at the District level regarding shifting to a load or efficiency productivity method of allocation, but there is no final decision.
- Bernie Blackman noted that it is important to be careful with the interpretation of enrollment numbers and that the numbers are not fixed until the census date. Ý

APPROVAL OF 2003-04 WORK PLAN

- Bernie Blackman distributed copies of the 2003-04 Skyline College Work Plan which was presented to the previous College Council at its last meeting in May.

Previous Council members did not express major concerns about the Work Plan, but the Senate reps wanted to take the document to Governing Council for review. President White stated that she hadn't heard any comments about the Plan since that time and asked the Council to approve the Plan since this should have occurred several months ago. This document should be guiding what the college is doing now, and it is time to prepare a year-end evaluation report on the 02-03 Work Plan and to begin planning for the 04-05 academic year. Bernie Blackman noted that the goals in the Work Plan were developed by the Strategic Planning Task Force and that the Plan's activities came from division meetings. After considerable discussion, Council members reached consensus on approving the 2003-04 Work Plan.ŸŸ

INSTITUTIONAL PLANNING

- o Bernie Blackman presented an overview of the work of Skyline's Strategic Planning Task Force. The Accrediting Team which visited our college two years pointed out that our annual planning and budget processes were not in sync and that our college needs institutional planning that is coordinated, integrated and communicated. Dr. Blackman noted that we need to have a plan in place to present to the Visiting Accrediting Team in March 04 which can be implemented in the 04-05 academic year.
- o Dr. White stated that College Council will be asked to form a Task Force called the Institutional Planning Council (IPC) which will shape how we communicate, coordinate and integrate planning at the college. The IPC will facilitate communication among campus committees and help Skyline achieve its strategic goals.
- o Bernie Blackman, who will chair the IPC, recommended using a shared governance model for the IPC similar to the Strategic Planning Task Force with representatives from all campus constituencies. He noted that in response to the new accreditation standards, we will have to evaluate the results of our campus planning efforts. The IPC could play a role in this.
- o Dr. Blackman distributed several handouts including excerpts from Skyline's Accreditation Evaluation Report, information on the college's current committee structure, excerpts from the new Accreditation Standards, and a meeting schedule for the proposed IPC.
- o President White suggested combining the old Planning/Budget Committee (which dealt strictly with discretionary funds) and the Strategic Alternatives for Institutional Funding (SAIF) Task Force into a College Budget Committee (CBC). This new committee would consist of representatives from all divisions and constituencies and would deal with the entire college budget, not just the discretionary funds.

- There was consensus to establish the IPC and the CBC (combining the Planning/Budget Committee with SAIF).

DSGC REPORT

- Since the DSGC has not met yet, there was no report.

ACADEMIC SENATE REPORT

- Nick Kapp noted that a number of faculty are concerned about the downward enrollment spiral. Bernie Blackman offered to come to the next Senate Governing Council meeting and also to Classified Council and ASSC meetings to explain the enrollment numbers so that we can deal with facts and not rumors.

CLASSIFIED COUNCIL REPORT

- Phyllis Porcar reported that the Classified Council officers would be meeting next week to set goals for the year. Last year the Council surpassed its fundraising goal of \$10,000.

ASSC REPORT

- Tanya Johnson reported that the ASSC's Welcome Back Week activities were very successful and that she hoped the rest of the year's activities would go as well as these events did.

FUTURE MEETINGS

- The meeting dates for the rest of the semester will be: September 24, October 22, November 26 and December 17.

To [College Council](#)