

MEETING MINUTES

February 25, 2004

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

ABSENT: Regina Stanback-Stroud, Fran White

RECORDER: Betty Schlaepfer

AGENDA

1. Agenda Building
2. Accreditation Update-R. Stanback-Stroud
3. Approval of Accreditation Report-F. White
4. Budget Update-R. Stanback-Stroud
5. Facilities Update-R. Ybarra-Garcia
6. Institutional Planning-B. Blackman
7. Reporting-B. Blackman
8. Smoking Policy-R. Ybarra-Garcia
9. Peninsula Conflict Resolution Center Training-R. Ybarra-Garcia
10. DSGC Report-B. Blackman, N. Kapp, P. Porcar, T. Johnson
11. Academic Senate Report-N. Kapp
12. Classified Council Report-P. Porcar
13. ASSC Report-T. Johnson
14. Next Agenda

MEETING SUMMARY

AGENDA BUILDING

- The Smoking Policy agenda item was held over to the next meeting.

BUDGET UPDATE

- Nick Kapp updated the Council on the last College Budget Committee (CBC) meeting. He noted that much will depend on the outcome of the bond election and that we are currently looking at the best case budget scenario for the district which appears to be a \$250,000 to \$700,000 districtwide deficit. The CBC is working on a budget development process to follow during the spring semester. The various divisions will come up with budget recommendations, and anyone on campus will be able to make presentations to the committee.

APPROVAL OF ACCREDITATION REPORT

- Bernie Blackman reported that a number of people have been working hard to get ready for the March 29 accreditation site visit. He announced that the SMCCCD Board was scheduled to act on our Focused Interim Report at that evening's Board meeting.
- Connie Beringer, one of the co-editors of Skyline's accreditation writing team, reviewed the Focused Interim Report. She noted that the Accreditation Commission wants us to be specific and that we are making a big effort to provide documentation and evidence. The main themes addressed in the report are "Clarifying Communication Processes," "Conducting Comprehensive Integrated Planning," and "Completing the Development of the Physical Environment."
- Connie and Bernie Blackman noted that considerable progress has been made in the areas of planning and research since the last accreditation visit. Our planning sequence and timeline now make more sense.
- Dr. Blackman stated that he thinks the Accreditation Team will be pleased with our accomplishments. Council members commended Connie and the writing team for their excellent work on the report and noted that healthy, positive changes have taken place on our campus since the last accreditation visit.
- Nick Kapp asked to have our Focused Interim Report and as many of the exhibits as possible put on the Skyline website.
- The other two schools in our district are also being required to submit focused interim reports at this time.
- Vice President Ybarra-Garcia noted that the accreditation standards will be different the next time we do this and we'll have to deal with learning outcomes.
- Council members reached consensus on endorsing the Focused Interim Report.

FACILITIES UPDATE

- Vice President Ybarra-Garcia reported that José Nuñez would be presenting the signage project that evening at the Board meeting. Once the vendor has been okayed we'll have an opportunity to see prototypes of the signs.
- She also noted that campus standardization of furniture and colors is another project that we will need to give input on when given the opportunity.
- It was announced that an Open Forum on Construction in Progress was scheduled to take place on Thursday, February 26, at 1:30 in Room 2306.

INSTITUTIONAL PLANNING

- Bernie Blackman reported that he has been spending a lot of time working on the Focused Interim Accreditation Report to make sure that everything is properly documented.

REPORTING

- Bernie Blackman again expressed concern about the discrepancy in enrollment numbers being quoted around the district. He said that Jim Keller talked about enrollment numbers and budget assumptions at the March 1 DSGC meeting and said at that meeting that Canada's and CSM's enrollment numbers were up and ours were down. Bernie said that this is a misperception because the numbers Mr. Keller used came from A&R at CSM and compare enrollment on one day this year to enrollment on the same day last year. These figures indicate the rate of enrollment registration and not FTES. Bernie stated that he will be working with Regina Stanback-Stroud and Eloisa Briones to determine the best way to report FTES and to reach a wider audience. We'll move toward communicating more so that we can promote our enrollment numbers properly.

PENINSULA CONFLICT RESOLUTION CENTER TRAINING

- Rosemary Ybarra-Garcia reported that she, Jennifer Hughes and Amory Buisch had been meeting with representatives of the Peninsula Conflict Resolution Center and other local colleges to form a consortium and set up a mediation training program for our students. We have a verbal agreement for a grant from the Atkinson Foundation to train 24 students from all the schools involved in the consortium. These students will in turn train other students, and we could teach a Mediation and Conflict Resolution course here. Rosemary is working with Skyline's Student Services Council and the Equal Employment Opportunity Advisory Committee (EEOAC) to establish an implementation plan for our campus.

DSGC REPORT

- Nick Kapp reported that the policies section of the draft on student participation in college governance was approved at the last DSGC meeting and that the procedures section will be reviewed.
- He also expressed concern over the different FTES numbers that are being used in the district and said that someone needs to get these numbers straight. Bernie Blackman will bring up this issue at the next District Research Council meeting.

ACADEMIC SENATE REPORT

- Nick Kapp reported that the Senate had been dealing with budget issues and evaluating the degree audit recommendations. The faculty representatives to the Museum of Tolerance this spring will be Alma Cervantes, Nina Floro, Linda Rosa Corazon, and Regina Pelayo. The administrative reps will be Sherri Hancock and Regina Pelayo.

CLASSIFIED COUNCIL REPORT

- Phyllis Porcar reported that the Classified Council's one-day retreat would take place on March 26 at the Best Western Lighthouse Hotel in Pacifica. The theme will be "Communications in the Workplace" and the facilitators will be Skyline faculty members Phyllis Taylor and Brian Shapiro.
- The classified reps to the Museum of Tolerance will be Kathy Fitzpatrick, Félix Pérez, Caryn Goldman, and Chris Weidman.

ASSC REPORT

- Peter Monroy reported the ASSC lost a few members and then appointed new ones to replace them. The student response to the March 15 march in Sacramento has been positive. Some ASSC officers will be attending a conference in Washington, D.C. during spring break.

NEXT AGENDA

Accreditation Update
Facilities Update
Budget Update
Institutional Planning
Reporting
Smoking Policy
Student Policy on Participation in College Governance
35th Anniversary of Skyline
DSGC Report
Academic Senate Report
Classified Council Report
ASSC Report

To [College Council](#)