

**Skyline College Council**  
**February 27, 2008**

**MEETING MINUTES**

Present: Linda Herda, Ray Hernandez, Anastasia Kuzina, Adolfo Leiva, Wendy Smith, Regina Stanback-Stroud. Guest: Nicholas Donofrio, *Skyline View*.  
Recorder: Linda Ghio.

Absent: Lori Adrian, Carla Campillo, Vicki Morrow

Nick Donofrio, editor-in-chief of the *Skyline View*, was introduced.

**Approval of January minutes**

The January 23 College Council minutes were approved as written.

**Budget update**

Regina Stroud provided a budget update on behalf of Eloisa Briones. A written report by Eloisa Briones was submitted to be included with the minutes. Midyear funding reductions were signed by the governor. The state system office identified unallocated funds to meet the community college reductions. No local districts will have to make mid-year reductions.

**College Hour proposal**

At the October 2007 College Council meeting there was a discussion about reinstating the college hour. The students were going to research how other schools are doing it. Wendy reported that the student government got together and formed a subcommittee, and tasks were assigned to start the research process. Wendy said the committee fell apart and there are no longer reps that are heading it up. Certain work was done. Wendy investigated two colleges because she could not find out how Skyline had done college hour years ago. She said UC Berkeley eliminated the college hour. Wendy said that the Skyline ASSC is unaware of what the college hour had to offer the student body and what would it take away from curriculum. College hour at Skyline used to be on Friday at 12 noon. Some of the deans do not submit any classes that would be held during that hour. People then have time for meetings and events without them conflicting with college classes. Skyline moved away from it because some divisions decided they wanted to offer something during that time and others instead scheduled division or faculty meetings. As a result, very few classes are scheduled during that hour. Regina said Tuesday/Thursday classes would run over the noon to 1 o'clock hour but not on Fridays. Regina said reports can be run that show what classes are currently scheduled at the proposed noon hour and this can help with the decision. Ray reviewed the October College Council minutes and ASSC did raise the topic and Academic Senate liked the idea. Regina suggested that Amory Cariadus may be able to assist the students and help provide leadership on the item. Cathy Hasson can provide a list of courses that are held, and the Instructional Office can provide additional information. She asked the ASSC reps if the leadership in their constituency is still interested in it.

Ray said the Academic Senate thought it would be valuable to allow time for other meetings and Adolfo said Classified Council approved it because it allows time for helping students and helping the entire campus community. Regina asked Wendy if the students support it and Wendy said they do, but the leadership fell through. Wendy is in favor of it and Anastasia said they would add it to the next ASSC meeting agenda. They will report back to College Council at the March meeting. Ray said the Academic Senate did not actually vote on the topic, but the idea was approved in their discussions. Regina asked the constituent groups to be prepared to vote on a recommendation if it comes to the next College Council meeting. If someone wants to bring forth a proposal for the Council to recommend to the President, then it could be agendaized for the next meeting.

Ray said there were supposed to be examples of models and he would like to take those back to the Academic Senate for their approval or present a model that College Council approves of to the Senate, but Regina said the council does not have models or information to be able to make a presentation. Wendy said they can get ASSC executive council members to get information and they can bring it to the next College Council meeting. Ray would like to see a formal recommendation of what the Council would like to propose. Regina asked the Classified Council, Academic Senate and ASSC to get together and develop a formal recommendation. In summary, the Council reviewed the history around the proposal of college hour. The students indicated there was a change in leadership but while they still want to address the issue, they don't have a committee. The result is that faculty, staff and students will get together and form a recommendation that can be brought to College council at the March 26 meeting.

**Design/Build project update:**

An open forum was held at the end of January where updates were presented on construction projects planned for Skyline. The forum was attended by members of the district construction department, staff, faculty and students. Information was presented on the proposed loop road reconfiguration, auto transmission facility, Building 4N-Multicultural Center and there was discussion around addressing the gaps in the budget. The Physical Education, Athletics and Dance Division (PEAD) has been working with the college and district to modify the programming in the upcoming Building 4N to remove the PEAD programming out of the building, maintain the planned programs and wait for the next building opportunity to plan a facility to meet the PEAD programming needs. The priority would be in recommending a future bond that would build a PEAD building that would meet their needs, such as space for sports therapy, Pilates, yoga, and a fitness center. The Design/Build group and administrators met with P.E. division faculty and staff whose interest was in the overall well-being of the college. They think they will end up with a better situation if they go out for a bond or state money. Regina said she showed a tremendous amount of leadership in helping the college wrestle with the problem. Sports medicine does need a home and Skyline is able to keep a few of the portables, so access to the sports medicine portable will need to be addressed. She is proud of the position that P.E./Athletics/Dance took. The result is the new building will include the Multicultural and it will increase the number of classrooms. The board at the February 27 meeting will be considering a Hensel Phelps "not to exceed" contract which

gets the contractors on board. Now the detailed plans and will begin and there will be a lot of meetings around that. Adolfo said with P.E. being taken out, will some of the offices that were originally taken out, such as CITD, Center for Workforce Development and part-time faculty offices, now be added back and Regina said not to her knowledge. The college will still have to work on finding replacement space for the groups taken out.

### **Accreditation**

The accreditation letter and final report were emailed to the College Council. Regina said there are about five recommendations from the commission, and the college has planning agendas that were developed when Skyline wrote its self study that identify things the college plans to do to address these recommendations. Regina reviewed the report and pulled out the recommendations into a document, Campus Recommendations and Related Planning Agenda Items, which she distributed to the Council.

- The sub-change application is being developed.
- Item 2: while Skyline did a good job on Student Learning Outcomes, the recommendation is to step up the program and get through it in the next couple of years. An update on SLOs will be submitted on the interim report.
- Item 3: Regarding the recommendation to develop a code of professional ethics, Ray said the Academic Senate is split between the current code of ethics for Skyline and the AAUP and Skyline chose to develop the AAUP. At District Academic Senate, there has been a push to standardize and that is where the discussion is going right now. Regina said there is no rule that says local Academic Senates have to have the same one; the district may want it for consistency sake. Adolfo said Classified Council will initiate its own. Regina congratulated Ray and Adolfo on moving forward and encouraged them to continue to work with their district counterparts.
- Item 4: there is a lot of work being done on it right now by the Technology Advisory Committee. An inventory system has been done and the Technology Committee has developed the standards. They are looking at the needs of the different faculty and staff based on their responsibilities and levels of use and they are getting a good idea of what people need and are designing specs based on that. The technology plan is being developed.
- Item 5: They are getting feedback from the constituencies on governance and decision-making structures and Vicki asked the Council to consider possible dates when it could meet. The possible dates are: Monday, March 24, Monday, March 31, Tuesday, April, 1 and Monday, April 7. Other meeting dates were considered but conflict with conferences that both Vice Presidents will be attended, as well as a Curriculum Committee meeting. Linda asked who is invited to these forums and Regina said it was suggested there be different types of forums. One is an open forum that the president would hold and is open to everybody. Ray said the minutes from January suggested that there would be five different meetings, one of which is the open forum. The Council considered the dates and decided that March 24, March 31 and April 1 are possibilities. Regina said each of the committees can do their own evaluation or it could be broader as in the form of a survey.

The planning agenda items were distributed. A section entitled Recommended Area Responsible was added. The agenda includes two areas that need to be addressed by College Council.

In summary, the Council discussed what to do with regard to the Accreditation recommendations and reviewed dates to plan for the Open Forum.

### **Fall Flex Days**

This year's Opening Day will be at Cañada and will be followed by lunch there. People will return to their campuses in the afternoon. There are divisions at Skyline that are interested in holding all-day retreats and the SLO group would like to hold a workshop, but it is hard to do these in a split day. Vicki would like to have lunch here on campus the next day. She talked to Management Council and wanted to offer the traditional plan, which is have Skyline's afternoon presentation following the district event on the afternoon of Day 1 and Day 2 would allow for division meetings, retreats and lunch for the campus. Regina asked College Council to consider this choice. Linda said the majority of the Classified Council would like to see the format that was used last year with the district event on one day and the Skyline event on the next. Classified staff cannot attend the functions if they are all held on one day so two separate half-day functions allow for them to attend. Ray said there is an issue in getting more people involved in the senate meeting and they did have better attendance at their meeting last year than the year before. Adolfo and Linda agreed.

In summary, College Council recommends using last year's model, which is that the district event is on Thursday morning, followed by lunch at Cañada, and flex activities held here in the afternoon. On the second day, Skyline would hold its meeting, followed by a campus lunch, and flex activities in the afternoon. Regina will work with the divisions so they would meet all on one day so that faculty could attend flex activities.

### **DSGC update**

Adolfo could not attend the last meeting. Carla attended, but there was no quorum.

### **District Strategic Planning Task Force update**

No one was in attendance that could provide that update.

### **Select date for Open Forum on Safety Cameras**

Regina asked if one of the dates identified for the Design/Build Open Forum could be considered for the Safety Camera forum. The Council agreed and Regina said she would check with Facilities to see if they can attend.

### **Lost parking permits**

A task force started to work on the idea of the possibility of mailing the parking permits in response to the long lines at registration related to the students who are trying to purchase permits. Jennifer Hughes came to the district Vice Presidents' meeting and the Vice Presidents said they want to move forward on it. Mailing of the permits is slated for summer or fall 2008.

There were questions as to whether the colleges would continue to charge students with replacement permits. Permits for summer are \$20 and fall will be \$40. The cost for a replacement permit is currently \$20. One issue that was raised concerned whether or not people are asking for replacements and then giving them to others. A study was done and it was found that a total of from 10,000 to 11,000 permits were sold for summer, fall and spring in a given year over the last three years. The replacements have been less than 1%. The numbers suggest that it is not a big problem that needs a decision. It does not look like there is an abuse of replacement permits and a policy may not need to be made. Linda said they are also proposing a two-term permit and there would be a savings to students, but there is a question that if a student purchases it and is not here the following semester, there is not a refund. So she said this will be offered as an option for the students. If they buy a two-term permit for \$70 they are trying to determine what the replacement cost would be.

The question is whether the college should charge a lost parking permit fee, or just make students buy a new one if it is lost. Anastasia thinks students should buy a new permit but Regina said the studies so far have not shown the abuse is taking place. This may become an issue when the permits increase in cost. But right now, Regina said it is less than 1%. She asked if College Council wants to make a recommendation or stay as status quo and what does the Council think about the idea of a discounted cost for lost permits. Ray supports leaving it as it is and Adolfo, Linda agreed. Wendy Smith left the meeting early, but on behalf of the student reps, Anastasia agreed with leaving it as is. Regina said it can be evaluated each year.

**Next meeting: March 26**

**March agenda:** the college hour proposal will be added.

**Announcements**

Adolfo handed out flyers for a Classified Council two-day off-campus retreat for staff on March 27 and 28. Phyllis is including a mention of it in her faculty newsletter. Adolfo wants to know what the Council can do to talk to the deans about the opportunity for their staff to go. It is being paid for with Classified Council funds and Regina reminded them that professional development funds could help support this. She also suggested increasing the opportunity for people to attend by:

- a. Making sure that the dates do not conflict with major things going on for division assistants. They should contact the managers in terms of input around the dates in advance so they can organize and prioritize their staff's work around the date
- b. Allowing people like Regina, Lori and Vicki to encourage people to attend and they have the opportunity to encourage it as a professional development opportunity for Classified.