

MEETING SUMMARY

FEBRUARY 27, 2002

PRESENT: Connie Beringer, Bernie Blackman, Carla Campillo, Kellie Chu, Stanlee Garriott, Jose Luis Maldonado, Regina Stanback-Stroud, Fran White, Kathy Zbikowski-Taylor

RECORDER: Betty Schlaepfer

AGENDA

1. Agenda Building
2. Strategic Planning Task Force--B. Blackman
3. Work Plan--B. Blackman
4. Web Site News--B. Blackman
5. Combined Calendar--B. Blackman
6. Facilities Update--F. White
7. Hiring Priorities List--F. White
8. Budget Update & Planning Calendar--F. White
9. DSGC Report--C. Beringer, K. Zbikowski-Taylor, K. Chu
10. Academic Senate Report--C. Beringer
11. ASSC Report-- K. Chu
12. Next Agenda

MEETING SUMMARY

STRATEGIC PLANNING TASK FORCE

- Bernie Blackman reported that the next step in the Strategic Planning process would be a public forum entitled "Forecasting Economic and Business Trends: Changes for Skyline?" scheduled for March 5 from 2 to 4:00 p.m. in Room 2306. The three panelists invited to participate in the forum are:

Terry Sedick, Director, Economic Development Department, Daly City
Christine Day, Director, Facilities & Operations, Elan Pharmaceuticals
Anne Le Clair, CEO, San Mateo County Convention & Visitor's Bureau

- The next Strategic Task Force meeting is scheduled for March 13 beginning at 2:00 p.m. at the Municipal Services Building in South San Francisco.

WORK PLAN

- Bernie Blackman distributed copies of a draft of the Skyline College Work Plan 2002-2003. Council members are to review it to see that it reflects division goals. They will be asked to give their approval to the document at the March 20

Council meeting. It was noted that a lot of collective input from divisions and departments has been incorporated into the document.

When asked how this document will fit into the planning and budgeting process, Bernie Blackman stated that this Work Plan is organized by division and that only those goals being addressed by the divisions are included. Monies requested from the Planning/Budget Committee by the deans will come from this document.

President White noted that the Accreditation Committee criticized our budgeting process since budget requests coming in had nothing to do with planning. Our process has now been re-engineered so that budget requests are more closely aligned with planning.

Our Research and Budget Offices have developed a new form which integrates planning and budgeting and which can be used by managers to evaluate outcomes.

WEB SITE NEWS

- Bernie Blackman distributed copies of the new layout of the Office of Planning & Research website which now contains the Work Plan draft. The college goals and a link to the Planning & Research Office are now included in the Planning/Budget Committee website.

COMBINED CALENDAR

- Bernie Blackman distributed copies of the revised Planning Calendar which now includes activities of the Full-Time Equivalent Faculty Allocation Committee (FTEFAC).

FACILITIES UPDATE

- President White reported that the students will select architects for the Student Union on March 11 and that discussions regarding campus space programming are currently going on in the divisions. She stated that JosÉ Nunez conducted a facilities town hall meeting on February 25 to update the campus on facilities and bond-related projects and was scheduled to conduct another one on February 28. She commended the District Office for making a good effort to obtain input from the campuses and to present facilities information to the campuses.

The Pacific Heights acquisition is on schedule, and we are expected to take ownership in June of this year.

- Regina Stanback-Stroud reported that she had begun holding weekly facilities meetings and passed out a meeting schedule. She distributed copies of the space programming department data sheet questionnaires she has given to deans. These forms will be filled out and given to the architects so that they will have input from us regarding our facilities needs and desires.

HIRING PRIORITIES LIST

- President White distributed copies of the latest Hiring Priorities List (from Fall 2001). She reported that a hiring freeze still exists in the district. She noted that a new process has been implemented by the Full-Time Equivalent Faculty Allocation Committee (FTEFAC) and that positions on their list will be given priority. Chemistry, math and music instructional replacement openings have been approved for Skyline.
- Connie Beringer reported that faculty had concerns about program elimination being combined with faculty retirement.

BUDGET UPDATE

- President White shared recent and very discouraging information on the state budget. The proposed COLA is 2.15%, and there are no new monies for PFE or basic skills. The biggest cuts are in CalWorks, matriculation and TTIP. Our District is projecting a \$2.4 million deficit for 2002-03. Associate Chancellor Jim Albanese has informed BAFOG and the College Presidents that he will recommend a 10% budget cut. The question is whether this would be for one year or spread over time. The Chancellor has asked the Presidents to prepare a 10% cut plan in both Instruction and Student Services. The state budget deficit is expected to be even higher than originally thought and there will most likely be increased fees for 4-year colleges and more cuts to the community colleges. We are in for a period of austerity.
- The State Chancellor's Office has come up with a marketing campaign for the community colleges, and there will be lobbying of state legislators on behalf of the colleges.

DSGC REPORT

- Kathy Zbikowski-Taylor reported that several topics were discussed at the February 25 DSGC meeting. Carol Green announced that all hourly employees and Student Assistants working in childcare will now be fingerprinted. County Counsel Tom Casey discussed the effects of Proposition 209 on hiring. He views the changes as an opportunity for the District to rewrite our hiring procedures. Several Council members expressed the view that new hiring procedures should be formulated by a group. It was noted that a rewriting of faculty hiring processes would have to involve the Senate.
- The Chancellor is in the process of forming a District Planning/Budget Committee to discuss the budget cycle and finances. Other topics discussed at the DSGC meeting included the alternative calendar and acceptable use policy. All three colleges have developed mock calendars. The Chancellor will hold listening forums on all three campuses with Skyline scheduled for Tuesday, April 16, at 2:15 in Room 2306. The ASSC will talk with Bernie Blackman about developing a student survey on the 15-5-5-15 calendar. In addition, the ASSC will hold a forum to obtain student input on the alternative calendar.

ACADEMIC SENATE REPORT

- Carla Campillo reported that a process is being developed for the selection of faculty to attend the Museum of Tolerance. She announced that Jim Bowsher will

attend the Great Teachers Seminar and Karen Wong has been nominated for the Hayward Award.

CLASSIFIED COUNCIL

- Kathy Zbikowski-Taylor reported that the banner obtained for the Gallery Theatre entrance by the Beautification Committee had arrived. She announced that the Classified Staff Retreat would take place from April 11 to 13 at the Flamingo in Santa Rosa. The April Classified Council meeting will feature a potluck and raffle. The annual Faculty/Staff Appreciation Day has been scheduled for May 20.

ASSC REPORT

- Kellie Chu reported that the students were concentrating on Student Appreciation Day and the upcoming elections in April. They recently sponsored Mardi Gras activities, a Chinese New Year's celebration, and a Valentine's Day Party. Kellie announced that an Honors Transfer Club may be formed and that the students are looking forward to the basketball playoffs.
- Kellie reported that the Muslim Student Association had had difficulty finding a meeting room on campus. President White assured everyone that the problem was a shortage of rooms for meetings during lunch hour and that there was no intent to impede this group from meeting. She stated that if the group would meet later in the afternoon, there should not be a problem finding a location for them.

NEXT AGENDA

1. 2002-2003 Work Plan
2. Budget Update
3. Facilities Update
4. 15-Week Calendar Update
5. Strategic Planning
6. Food Services Update

To [College Council](#)