

MEETING MINUTES

January 22, 2003

PRESENT: Connie Beringer, Bernie Blackman, Krystal Gallagher, Pablo Gonzalez, Luzmaria Maldonado, Regina Stanback-Stroud, Fran White, Rosemary Ybarra-Garcia

ABSENT: Phyllis Porcar, Tom Sullivan

RECORDER: Betty Schlaepfer

AGENDA

1. Agenda Building
2. Facilities Update-F. White
3. Strategic Planning-B. Blackman
4. Reporting-B. Blackman
5. Budget Update-F. White
6. Report from Health & Safety Committee-R. Ybarra-Garcia
7. Smoking Policy-C. Beringer, R. Ybarra-Garcia
8. Statement Against Hate Crimes-L. Maldonado
9. DSGC Report-B. Blackman, C. Beringer, P. Porcar, L. Maldonado
10. Academic Senate Report-C. Beringer
11. Classified Council Report-P. Porcar
12. ASSC Report-L. Maldonado
13. Next Agenda

MEETING SUMMARY

AGENDA BUILDING

- Regina Stanback-Stroud added Class Cancellation Update to the agenda.

STRATEGIC PLANNING

- Bernie Blackman stated that he is working on these themes after reviewing our Accreditation Report:
 - Ý clarifying our communication processes and integrating them into planning
 - Ý conducting comprehensive planning
 - Ý assessing enrollment management
- He stated that strategic planning was successful last semester. Two things still need to be worked on: finalization of the goals and development of the vision. Once they have been completed we will have all the elements needed for our Strategic Plan. Bernie is working on a policy for institutional research.

REPORTING

- Bernie Blackman reported that his office is reorganizing the way research is being done in order to enhance the efficiency and speed of the reporting. He is continuing to refine the EMIS Report which provides information to deans and Vice Presidents, enabling them to make informed decisions.
- Bernie noted that the Faces of the Future Survey conducted by his office was very successful with a 75% response rate.
- Dr. Blackman distributed copies of the final Year-End Annual Report.
- President White reported that we submitted a mid-term report to the Accreditation Commission and that our accreditation has been officially reaffirmed. The new accreditation standards will be in place the next time around and great emphasis will be placed on outcomes. Council members discussed including student success rates in program review.

FACILITIES UPDATE

- President White reported that the San Bruno City Council has approved SummerHill Homes to the next phase. Construction of 115 units on our old Parcel A is expected to begin within the next 6 months. This will have an impact on traffic at Skyline.
- Charles Peters of Swinerton has been approved as our project manager for the bond projects. He provides monthly progress reports to Cabinet.
- The administration has also been working with KMD Architects on the new Student Union and Conference Center.Ý Rosemary Ybarra-Garcia reported that the architects had to cut down the square footage in the Student Union and will not be able to provide us with as much room as we wanted. Security and one

other program will not be able to move into the new building and will have to be relocated.

CLASS CANCELLATION UPDATE

- Regina Stanback-Stroud provided the Council with information on the cancellation of classes necessitated by the State budget situation and mid-year cuts. We have cut 91 sections this semester. Using the 80 sections we added in 2001-02 as a base figure, the 91 section cut gives us a net decrease of 11 sections. Vice President Stroud explained the criteria used to determine which sections to cut:
 - maintaining a balanced and comprehensive curriculum
 - considering time to degree, enrollment & resources (money, people & space)
 - taking into consideration the fact that a class may be cross-listed
- The Deans and the Instructional Office tried to make decisions to cancel class sections early if enrollments were low to give faculty a chance to find assignments elsewhere.
- Vice President Stroud has asked the deans to be proactive with plans for low enrollment programs. We need to make strategic decisions about program discontinuance.

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- Vice President Stroud suggested that students contact our state legislators about not cutting funding to education.

REPORT FROM HEALTH & SAFETY COMMITTEE

- Rosemary Ybarra-Garcia reported that the Health & Safety Committee has been discussing our campus smoking policy and hazardous materials problem. We will have to set up procedures and policies and work with Facilities to see that removal of hazardous wastes on our campus is taken care of.

SMOKING POLICY

- Council members discussed various smoking policy proposals that had been brought forth by Academic Senate, Classified Council, ASSC and the Health & Safety Committee. Rosemary Ybarra-Garcia stated that there was some disagreement on the Health & Safety Committee over the practicality of enforcement of the policy. After considerable discussion Council members decided that we already have a smoking policy and need to do what we can to

make it more effective. The following courses of action were suggested to reinforce the current policy:

- working with Security to pass out leaflets about the smoking policy
- increasing and improving no smoking within 15 feet signage
- asking Classified Council to suggest areas to be designated "smoke free"

(since the suggestion for this came from Classified Council)

- working with B&G to move ashtrays away from buildings
- providing more education about smoking and promoting cessation programs
- reiterating the rules of smoking in the different constituent groups, emphasizing respect for people and health concerns
- possibly having constituent groups promote a campaign

BUDGET UPDATE

- o President White updated the Council on the budget situation. Our District was facing a \$2.1 million deficit as a result of negotiated salary increases. She created the Strategic Alternatives for Institutional Funding Task Force to develop budget cut recommendations for \$612,000 which was Skyline's share of the deficit. Dr. White forwarded SAIF's recommendations of \$343,000 plus Prop 20 funds (lottery money) for a total of \$615,000 to the Chancellor.
- o The situation worsened after that. The Governor was told the State deficit was larger and asked for mid-year cuts of 3.66% across the Board. This was later revised to 10%. Our District is facing \$3.2 million in mid-year cuts and another \$5.2 million in cuts in 2003-04. When we add the 3% contractual raises for 03-04 we are facing an approximate \$12 to \$14 million deficit over the next 2 years.
- o Our Board of Trustees is meeting Saturday to formulate ways to address the cuts. Our Chancellor has said we have an immediate hiring freeze. There are lots of ideas on the table which will soon be shared with the campus community. President White stated that of the three colleges we are in the best position for the future. The way we've been able to manage this institution will pay off.
- o On February 4 from 1:30 to 3:00 p.m. President White and the Chancellor will host an Open Forum on the budget situation. President White expects to work closely with the college leadership and administration to manage the budget crisis. The SAIF Task Force will meet one more time to discuss some budget recommendations.

- In response to a question as to whether the cuts would involve restructuring, President White stated that there could be a consolidation of divisions and reconfiguration of services. We need to have discussions with faculty input on this subject so that we can figure out a way to reorganize in case the need arises.
- Rosemary Ybarra-Garcia noted that the situation is very complicated right now with the District planning some consolidation of services. Some things will be announced after the Board Retreat, and incentives for retirement are expected to be offered. Centralization is most likely to come in Student Services.
- President White stated that several statewide organizations are planning big events, including a possible million student march in Sacramento, to call attention to the crisis in education.ÝÝÝÝ

DSGC REPORT

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- No report.

ACADEMIC SENATE REPORT

- No report.

CLASSIFIED COUNCIL REPORT

- Pablo Gonzalez reported that Classified Council is working on the March 21 fundraiser which will be a spaghetti dinner at the South San Francisco Municipal Building. So far Classified Council has raised over \$4,000.

ASSC

- No report.

NEXT AGENDA

Facilities Update

Budget/SAIF Update

Strategic Planning

Reporting

Statement Against Hate Crimes

DSGC Report

Academic Senate Report

Classified Council Report

ASSC Report

MEETING DATES

The March meeting date was changed to March 19 and the May meeting will be held on May 7.

To [College Council](#)