

MEETING SUMMARY

JANUARY 28, 2004

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

ABSENT: Pablo Gonzalez

RECORDER: Betty Schlaepfer

AGENDA

1. Agenda Building
2. Interim Accreditation Visit-F. White
3. Facilities Update-F. White
4. Budget Update-F. White
5. Institutional Planning-B. Blackman
6. Reporting-B. Blackman
7. FTEF Allocation Recommendations-R. Stanback-Stroud
8. Degree Audit-R. Stanback-Stroud
9. Drop Policy Update-F. White
10. Smoking Policy Update-F. White
11. DSGC Report-B. Blackman, N. Kapp, P. Porcar, T. Johnson
12. Academic Senate Report-N. Kapp
13. Classified Council Report-P. Porcar
14. ASSC Report-T. Johnson
15. Next Agenda

MEETING SUMMARY

AGENDA BUILDING

- Parking Policy Update was added to the agenda, and Smoking Policy Update was deferred to the next meeting.

INTERIM ACCREDITATION VISIT

- President White reported that our focused mid-term accreditation report is due in March. The writing team is co-chaired by Margie Meadows and Connie Beringer. We are in the process of preparing the necessary documentation to accompany the report. Dr. White distributed a rough draft of the focused mid-term report which will be edited, refined and placed on the web so that the campus community can respond to it. Fran will poll Council members by e-mail to ask for their approval prior to the next Council meeting. The report will go to the Board on February 25, the same date as the next College Council meeting.

FACILITIES UPDATE

- President White reported that we now have renderings for our Student Union, Bookstore, and Science Annex and that we are in the design/build phase. She has asked Doug Henry and José Nuñez to schedule a collegewide forum to introduce the renderings. We still anticipate that groundbreaking of the Student Union will begin in the fall of this year. This spring we'll be "swinging" into the swing space at Pacific Heights. Vice Presidents Stroud and Ybarra-Garcia participated in interviews for the design/build construction architects. Three finalists who have been pre-screened and pre-qualified will submit bids. The students and Amory Buisch will participate in the final decision process.
- Vice President Ybarra-Garcia reported that acoustical panels have been installed in the One Stop Center. Asbestos work has been done in Buildings 1 and 2. Unfortunately, while doing the asbestos work in Building 1, the workers messed up a lot of the floor tiles and they had to be removed. Vice Presidents Stroud and Ybarra-Garcia have been promised that the tiles will be replaced as soon as possible.
- Nick Kapp commented that Swinerton should put up signs during construction that say "Excuse us for our mess" or "Sorry for the inconvenience."
- President White stated that there have been a number of surprises and disappointments related to our campus construction projects. The latest one concerns our athletic facilities. The district hired a consultant to work with Swinerton to upgrade our athletic fields with redevelopment dollars. The budget for the entire district was \$14 million for athletic fields at all 3 colleges, and the bid came in at \$22 million. Now the coaches are scrambling to figure out what to do, and the consultants are value engineering everything down to the \$14 million figure in the budget. She commented that it's hard to see our staff having to do this after spending so much time in the initial planning stages.

BUDGET UPDATE

- President White distributed handouts entitled: Governor's Proposed 2004-05 Budget, Talking Points on the Governor's Proposed 2004-05 Budget, and 2004-05 Budget Deliberations for the California Community Colleges. She updated the Council on the Governor's budget proposal, noting that it includes 3% growth, 1.84% COLA, and the roll in of Partnership for Excellence (PFE) and certain categorical funds.
- She noted that it is important for us to understand that only 4 of the community college districts are adversely affected by the roll ins. The other community college CEO's, the Community College League, and the State Chancellor's Office have embraced the Governor's proposals. Our district has formed a coalition with the other 3 minority districts to lobby for separate line items in the budget for non-apportionment districts. Dr. White, Chancellor Galatolo, and Executive Vice Chancellor Keller will work closely with the CCLC, the State Chancellor's Office, and local legislators on this issue and will keep us apprised.

- The SMCCCD Board is having a retreat on February 3 to discuss the budget situation. No decisions have been made yet with regard to the direction we will take. President White noted that if the Governor's \$15 billion deficit bond does not pass, we may face cuts of 25% that would force layoffs. Cutting sections is not the issue any more; we are now looking at cutting personnel at all levels faculty, staff and administrators. The prediction is that it will take 2 to 3 years for California's economy to turn around.
- President White distributed a handout entitled Status of District Financial Condition 4th Quarter 2002-03 Fiscal Year. Thirteen community college districts listed on the handout are on the Chancellor's Office watch list since their reserves have fallen below 5% of their general fund expenditures to cover recent state budget reductions and rising costs. Dr. White noted that there are consequences for dipping into reserves. If a district's reserve balance becomes too low or a district faces immediate fiscal problems, a state monitor could be sent in to handle all financial decisions. Dr. White does not know if our district will dip into reserves to deal with upcoming budget problems.

REPORTING

- Bernie Blackman distributed and discussed enrollment reports. He noted that reports used by the district (prepared by Henry Villareal at CSM) compare rates of registration and do not tell us what our actual enrollment is. An Enrollment Trends and Demographics Report he prepared showed that as of January 28 our unduplicated count was down 728 people (7.9%), and our duplicated count was down 5.6%. Our FTES as of January 28 was 2,974 (down 7% from our Spring '03 FTES).
- Council members expressed concern over the fact that there is a discrepancy in enrollment numbers circulating in the district. Bernie will talk to the Research Council to see if we can standardize reporting in the district. The absence of a Vice Chancellor of Educational Services (someone who could put the figures in context at the District Office) is part of the problem.
- Council members commented that having a comprehensive curriculum and open access are important and that we can't just base everything on numbers.

INSTITUTIONAL PLANNING

- Bernie Blackman reported that the 2003-04 Annual Report has been posted on the web and the 2004-05 Work Plan has been "blessed" by the Council.
- He asked College Council to change the name of the Institutional Planning Council to the Institutional Planning Committee. Council members agreed to the name change.

FTEF ALLOCATION RECOMMENDATIONS

- Regina Stanback-Stroud reported that the Full-Time Equivalent Faculty Allocation Committee (FTEFAC) presented its recommendations to the Senate before the holidays and that they were accepted. The next step in the process involves the Senate consulting with the Instructional Leadership Team (ILT) and forwarding a recommendation to the 2 Vice Presidents. The Vice Presidents will then forward a recommendation to the President who will identify the positions that are approved for hiring. The FTEFAC consists of 4 administrators and 7 faculty. Two faculty positions (Respiratory Therapy and Cosmetology) will be given top priority due to accreditation and licensing requirements.

DEGREE AUDIT

- Regina Stanback-Stroud reported that the Degree Audit Committee has completed its recommendations and submitted them to all 3 Academic Senates and the District Academic Senate. The Committee members had many good discussions and came up with 38 recommendations to bring about some consistency at all 3 schools. President White and Nick Kapp expressed their appreciation to Vice President Stroud for her involvement in and significant contributions to this committee.

DROP POLICY UPDATE

- Rosemary Ybarra-Garcia reported that the Educational Services Committee has made recommendations regarding changing the Drop Policy; however, this has not yet been placed on the Chancellor's Council agenda. There are signs around campus reminding students to pay their fees by February 4. President White went to the Senate and asked faculty to make announcements in their classes reminding students to pay their fees.
- Our recommendations are either to not drop students until after the census date or to put a hold on students' business until they pay their fees. Vice President Ybarra-Garcia said we are recommending that the issue of non-attendance be separated from the issue of dropping for non-payment.

PARKING UPDATE

- Council members discussed the issue of giving staff parking permits to student workers. Rosemary Ybarra-Garcia distributed a memo from Jim Herndon providing background information on staff and faculty parking. Key points in this memo are the following:
 - The 3 campuses in our district set and enforce their own parking regulations.
 - Parking fees are traditionally waived for faculty and staff.
 - Skyline's Security Department could not find a written definition for a staff person in District regulations.
 - The District Personnel Office defines a staff person as an employee who is "Board approved by the San Mateo College District."
 - Some Skyline deans, managers, directors and supervisors have been issuing permits to student workers.
- Vice President Ybarra-Garcia noted that there is inconsistency in the awarding of staff permits to employees. She stated that the administration recommends that we not give staff permits to student workers. After discussion Council members agreed to endorse this recommendation.

DSGC REPORT

- No DSGC meeting to report on.

ACADEMIC SENATE REPORT

- Nick Kapp reported that a special Senate meeting has been scheduled on January 30 to discuss budget matters.

CLASSIFIED COUNCIL REPORT

- Phyllis Porcar reported that the Classified Council is planning a one-day retreat on March 26 at a hotel in Pacifica. Since the retreat will take place close to campus, some individuals who can't get away for the whole day may be able to attend part of the event. The theme will be communication and two speakers have been lined up. The Council is pursuing funding for the event.

ASSC REPORT

- Peter Monrroy reported that the ASSC is planning two events for March 24: Mardi Gras and STD Awareness. On March 15 the students will rent 3 buses and go to Sacramento to march for funding for the community colleges.

NEXT AGENDA

Accreditation Update

Approval of Accreditation Report

Facilities Update

Budget Update

Institutional Planning

Reporting

Smoking Policy

Peninsula Conflict Resolution Center Training

DSGC Report

Academic Senate Report

Classified Council Report

ASSC Report

To [College Council](#)