

Skyline College Council
March 26, 2008

MEETING MINUTES

Attendance: Carla Campillo, Anastasia Kuzina, Adolfo Leiva, Vicki Morrow. Guests:
Eloisa Briones, Sandy Irber. Recorder: Linda Ghio
Absent: Regina Stanback-Stroud, Lori Adrian, Linda Herda, Ray Hernandez

Approval of Minutes of February 27

Action will be taken at the April meeting.

Fall Flex Days

Skyline will use the same Flex Day scheduling pattern as last fall, which was proposed at the February meeting. Vicki accepted that recommendation from the College Council and has announced it in *Skyline Shines*.

Budget update

At the February 27 Board of Trustees meeting, the mid-year report was presented along with highlights of the Governor's proposal for 2008-09. This included mid-year reductions for 2007-08 of which the community college share is \$40 million. The State Chancellor's Office worked with the legislature and identified funds that have not been allocated during the past two years. This amounted to \$31 million. The K-12 system found the other \$9 million. This solution averted mid-year reductions for the community colleges.

Shortly after this announcement was made, the Chancellor's Office came out with another one, this time relating to property tax revenues for the current year. Two large districts (Orange and Sonoma) reported that actual property tax revenues were lower than what was originally projected, resulting in a \$74 million property tax shortfall for the system. Since the state is not appropriating funds to fill this gap, the revenues of all the college districts will be deficated. The shortfall estimate was subsequently revised to \$84 million. SMCCCD's share is 2%, or \$1.6 million. The district set aside one-time funds this year to mitigate potential budget cuts next year. These one-time funds will now be used to address the \$1.6 million shortfall this year to avoid making mid-year reductions.

In looking at 2008-09, Eloisa noted that the Governor's budget proposal does not recommend a student fee increase. Lately, there are rumors that there may be student fee increases next year. Chancellor Galatolo indicated in his districtwide email that based on the current state budget picture, this district will be able to ride through the proposed budget reductions next year. Eloisa recommends that Skyline be as conservative as possible because the college does not know what the final budget will look like.

The College Budget Committee reviewed the list of budget balancing strategies which includes a proposal to the District Committee on Budget and Finance (DCBF) to change the district's resource allocation model such that the bad debt allowance be treated as an "off the top" item, instead of as an expenditure borne solely by the colleges. Skyline

budgeted \$110,000 for 2008-09. Since the collection of student fees has been standardized among the three colleges and is now a district wide effort, the colleges were able to justify the proposed change. DCBF approved the recommendation. Eloisa is currently reviewing Skyline's budgets with the vice presidents and division deans to find cost-savings this year that will help fill the budget gap for 2008-09.

Website redesign

Sandy Irber reported there was a web redesign kickoff in early February and the Fresh Look Advisory Web Site Redesign Group identified the people oriented designs (PODs) which will appear on the new website sort/home page. They are:

- High school students
- Current students
- Future students
- Online students
- Business and community

A research project was conducted in which people from all of these groups did a "Q sort" of 100 elements of a website and from that research we will get a recommendation on how the navigation in each of these PODs will be organized and tailored to each audience. Interact, Skyline's website consultant, will present the Navigation Plan to the Fresh Look Advisory Group on April 11. The college may make small adjustments to the Navigation Plan and with approval by Fresh Look Advisory Group, Interact will start the graphic design process; designing the home page, the home page for the PODs and templates for each POD. On May 9, Interact will present three different design directions for the new website. Over the summer, Interact will build one POD for Skyline since that is what the college can afford. The district IT department will build the rest of the website. Currently, Skyline is updating the existing web content and then in the fall, the college will migrate content over to the new site. Vicki said there will be a faculty and staff button, as well as an athletics button, on the front page. There will be a soft launch, where the two sites will run simultaneously, in November.

College Hour

Anastasia researched community colleges in and near the Bay Area to see whether or not they had a college hour. She is still waiting to hear back from some colleges.

Colleges that have it

Berkeley Community College
Merritt College
Laney College
Foothill College

Days/Times

Monday, Tuesday, Wednesday 12-1
Wednesday, 12-2, Thursday 2:30-3:30
Tuesday and Thursday 12-1
Wednesday 12-1

Colleges that do not have it

CSM	Cabrillo College
Cañada College	Las Positas
Chabot College	College of Marin
DeAnza College	Los Medanos
City College SF	

The constituent groups decided at the February meeting that they would meet to discuss the college hour proposal, but that did not happen. Adolfo said Classified Council does not want to carry the ball, but is interested in supporting it and determining what the correct route is. After rereading the draft February minutes, it was determined that the minutes show what the action was supposed to be: Adolfo, Carla and Anastasia will meet to draft a College Hour proposal to bring to the College Council, and then to the constituency groups. These are the questions that need to be answered:

1. What purpose is Skyline trying to achieve with college hour?
2. How many hours a week?
3. What day(s) and what time(s)?
4. Is the model construed when there are no classes or few classes?
5. Are there any negative consequences of the proposed model that need to be thought of?

Adolfo will convene the meeting and Vicki asked him to include either Lori or Regina in the discussion too.

Planning for the Open Forum on Governance on April 7

Skyline will hold an Open Forum on April 7 to talk about shared governance. Vicki brought a draft recommendation for a way to proceed and expedite the conversation. The Accreditation Visiting Team commended Skyline on its shared governance process and also made a recommendation that the college develop a policy for regular evaluation of the governance structure. Vicki said the Open Forum will address the college's issues on governance and the team's recommendations as well. In order to surface out what the issues are, Vicki suggests asking people at the forum to comment in a specific kind of way and this method gets candid feedback. Five flip charts would be used, one for each of the four topics and one for people to post other ideas they may have. People would be given post-it notes to write their comments and post them on the flip chart. This method would allow people to find out what is working, what is not, and what a better solution might be. People have 20-30 minutes to do that, to talk among themselves, move from one flip chart to another, surface out what the issues are and make recommendations for what would make things better. Vicki said someone would synopsize the kinds of thoughts that are being listed in the flip chart. There could be group wide discussions and then all of those notes would be typed up, organized by topic and those recommendations would be brought to College Council. Vicki worked on the planning with Lori, Regina and Cathy. The flip chart idea was Regina's and Cathy suggested that the college may want to follow up with a more focused survey or focus groups to talk about it in a more thorough way. The target is to use this information to revise Skyline's governance structure and use it to develop a policy for regular review. So, for example, once every few years the college would hold an Open Forum, make recommendations, and implement them so it becomes a regular policy that is scheduled for regular review. Carla likes the interactive piece and she thinks it would be interesting to see under the communication topic what the ideas will be. It allows the group to see if a suggestion is a widely-held view. Vicki said the college would survey something if it does not know what the answer will be. College Council would decide if something is a surveyable topic and what would make sense. Carla asked what would be the incentive to get people to the Open Forum and Vicki said if people care about it they will come. Vicki

will put an announcement about it in *Skyline Shines* to encourage people to attend. Carla will ask the Academic Senate Governing Council to attend. Both Carla and Adolfo liked the structure of it. Vicki asked Anastasia if she would communicate it to students and she said she would announce it at the Student Organizations and Club Council (SOCC) meeting and she also suggested something be put into the *Skyline View*, along with posters in the Learning Center and the cafeteria. Vicki said it would be important for students to attend who are already involved in governance and have opinions. Wendy has an e-mail distribution list for the ASSC Governing Council and the distribution list for SOCC. Vicki will send the message and Anastasia will facilitate it.

Design Build project update

The district contracted with Hensel Phelps to streamline the Skyline design build project to get it within the budget. The Automotive building will be less expensive because it will be relocated. The Multicultural/Administration/Cosmetology building will be smaller, simpler and in the same location. The P.E. parts of the building will not be located in that building but instead accommodated elsewhere with future resources for their needs to be sought either from the state or a future bond. The college will have most of what it wanted including the Multicultural Center, kitchenette, hosting gallery, work room, classrooms, fireplace, and meeting room. A user group meeting will be held soon. The meetings with architects and Cosmetology and Automotive are taking place and those with the Multicultural Center people will be in a couple of weeks. Meetings with Administration have happened. They will break ground this fall 2008, and finish in fall 2010. People will occupy the building in spring 2011. Carla asked if the two buildings will be finished at the same time and Vicki said Automotive will be finished sooner because it is smaller and less complex than the Multicultural Center.

District Shared Governance Committee (DSGC) update

The DSGC met on March 3 and they received an accreditation update from all three campuses. They talked about the district strategic planning update, which was moved over as a future agenda item. Kathy Blackwood provided a budget update. The code of ethics is still a standing agenda item. Skyline's faculty has adopted the AAUP model. Districtwide, the Academic Senate is continuing to discuss the code of ethics topic. Adolfo said classified staff at Skyline will be talking about a code of ethics at their retreat. Adolfo said they are supposed to bring copies to the next meeting for review.

District strategic planning task force update

Vicki said that a district wide strategic plan is being developed. There is a task force that has constituent group reps from all over the district on it. An environmental scan has been completed in draft form. Based on the scan, planning assumptions have been drafted and will be reviewed by the task force at its April meeting. At that meeting, they will begin to develop goals or strategic directions based on the planning assumptions. The goal is to get a draft of the whole thing out for review at the college level in late April or early May. It will then be revised and put out for discussion by community focus groups by summer. It will be revised again, brought back in the fall for one last round of examination by the colleges as a whole and the board will act on it later in the fall. Vicki has been looking at the details and it has a lot of information. It takes the demographic

information and boils it down, and then the idea is to come up with a goal that provides a specific direction the college will take.

President's Breakfast

Vicki distributed invitations to the President's Breakfast which is on April 1. Students will be in attendance. The annual video will be shown and the whole program lasts about 1 hour 15 minutes. There is no obligation to donate.

Classified Council retreat

Adolfo handed out flyers on the two-day classified retreat. So far, 18 have signed up. They have a variety of speakers from the local school, county level and state level.

Next meeting: April 23, 2008

The agenda items will be:

- College hour group report
- Governance forum update