

MEETING MINUTES

March 30, 2005

In Attendance: V. Morrow, I. Barcala, E. Briones, M. Cabrigas, C. Campillo, D. Elliott, N. Kapp, F. Pérez, J. Redwine, Recorder: L. Ghio

February Minutes Reviewed

The committee approved the February College Council minutes with a recommendation to change MOT to Museum of Tolerance Research Library in paragraph six.

Budget Allocation Model

Kathy Blackwood's presentation on allocation models was distributed by Eloisa. Kathy has been making presentations to all constituencies at the three colleges. The last presentation will be held at Skyline College on Thursday, April 7 at the Classified Council Meeting in Room 1319 at 2:00 p.m. Kathy and Anyta Archer developed a survey regarding the allocation model. A sample was distributed to the committee and Vicki asked when the actual survey is being sent out college-wide. She asked if the goal is to flush out issues before they go to the District Shared Governance Council (DSGC). Vicki recommends that the survey be sent out to Skyline groups on April 7 right after the Classified Council Meeting. Eloisa explained the steps involved in the governance process:

1. On April 19th, the District Committee on Budget and Finance will discuss comments submitted to Kathy regarding the allocation model. The Committee will vote on submitting this as a recommendation to the DSGC.
2. If approved, Kathy will bring this recommendation to the DSGC at its meeting on Monday, May 2.
3. If accepted, discussions will continue in the fall to further define and refine the elements of the model, including COLA, benefits, and many others.
4. The budget is slated for implementation in 2006-07.

Art on Campus: Charge to committee and membership

Vicki Morrow distributed the Art on Campus Task Force Draft Membership and Charge. Vicki has listed suggested names for this group, which is comprised of faculty and staff who have some artistic knowledge. Melchie Cabrigas will join the task force as a student representative. The group will be looking at possible art locations, what kinds of art will be displayed, and possible murals that will mark the main entrances of our buildings. If approved, Donna Bestock and Bridget Fischer will convene a meeting.

Nick Kapp suggested that we should be mindful of the cost as there are other areas across campus that need visual improvement. He noted the peeling of paint in the stairwell between the first and third floors in Building 2. Félix mentioned that there is graffiti in the men's restroom in Building 1. There are other items that need to also be addressed in Building 1 in addition to upgrades that will need to be made to get the classrooms ready for SMART classes. Vicki will follow up with Richard immediately on these problem areas. Other improvements will be done as part of building remodeling. The board is also considering a Bond Phase II and the chancellor mentioned that a community survey may be sent out soon if the Board decides to proceed. Vicki will ask Richard Inokuchi to attend our next College Council meeting to address building and facilities issues. Vicki asked the committee to bring a list of items to be fixed to discuss with Richard at that time. Carla requested that a discussion on the custodial schedule and service be addressed with Richard. Vicki noted that this schedule is posted on the district website. Vicki asked Carla to check if the custodial schedule is accurate and if the tasks are being done (and done accurately). Vicki suggested that the committee contact Richard Inokuchi regarding any custodial matters since Manny Granillo is at CSM. Vicki will forward the link to the custodial schedule to the committee.

Inscription for Building 6

Vicki reported that Donna Bestock had offered a suggestion that the new buildings have inscriptions engraved on either the outside or inside of the building. She noted that Doug Henry of Swinerton is consulting with the architects concerning the feasibility and timeline for this idea. It is possible to do the engraving, it will likely need to be done quickly as it has to be built into the material as it is being produced. We only have about 90 days to accomplish this, so we need to reach a decision by the end of the school year. Building 7A is less promising, but we will focus on Building 6 for now.

Vicki noted that the challenge is to find an appropriate, inspirational message that is timeless and to plan in advance that if we don't find a message that merits inclusion, then we won't select one. The message needs to be an original quote and the source and author need to be included. Donna suggested asking the Honors/Phi Theta Kappa students to come up with possibilities and the committee felt that it should be open to other groups. Ilka would like to see the ASSC and Amory Cariadus, Student Activities Coordinator, be a part of this process, as well as learning communities. The committee decided that all members of the college community should be included in the process. Suggestions could be reviewed by College Council and a short list of recommendations could be distributed college-wide for a vote so it would have broad meaning for all of us. Ilka proposed that she and Melchie would spearhead the project and poll the ASSC and Skyline Organization Club Council (SOCC) and cull a list. The group considered this but was concerned that evening students would not be included. Vicki suggested that a broad campus invitation be extended. Vicki will ask the newspaper to do an article and a poster could also be placed at the coffee stand in the Main Theatre Lobby in Building 1. Donna Elliott will create a poster. Voting responses can be placed in the drop boxes in A&R and in the ASSC office. We can also ask people to submit responses on the web. Vicki suggests that we ask the community newspapers to write an article. Vicki will find out if there is a cost associated with this inscription.

EEOAC: Future charge and membership

Vicki Morrow introduced the topic. She noted that the title of the committee was changed in the wake of Prop 209. She indicated that the EEOAC had discussed at its March 28 meeting whether the charge to the committee ought to be changed, and possibly the name as well. The members thought that it would be valuable to link a number of different college diversity and equity efforts under one committee. Vicki noted that it is important not to lose the creativity of these small groups. EEOAC used to address hiring issues, which it no longer does, and it does address diversity on campus, so the activity of the committee is already inconsistent with its name. Vicki said that the committee should be about student and staff diversity. She suggested knitting together such groups together as MOT, Common Ground, EEOAC, and Student Equity in order to distribute the workload and address all the issues in a more coordinated way. The challenge is to do this without losing the energy and creativity of the individual groups. Nick noted that EEOAC lacked leadership and he wants to see a chair push this group and have the minutes posted online. Nick recommended that we discuss it with college constituencies. Donna will check with CSM's Diversity in Action committee to determine how it is structured. Nick suggested that the Institutional Planning Committee review this issue to determine what a council does versus a committee. It was agreed that the group needs to be firmly located within the governance structure of the college. The subject was referred back to the EEOAC for that group to develop a proposed charge, name and membership.

Emergency Preparedness

The emergency preparedness exercise will be held on October 20 at the Skyline campus. Vicki will include a brief description in *Skyline Shines*. The exercise will last a couple of hours and EMT students will be involved. Nick recommends that the exercise be held in the afternoon as it was very disruptive for morning classes.

Update on Campus Smoking discussion at Health & Safety Meeting

The Health & Safety Committee reviewed the policy and Judith reported that they are looking at a designated physical space that would have at least a 20-foot distance from buildings. The committee wanted to know how this would be enforced during inclement weather. Vicki suggested painting a 20-foot stripe around the area and put up more signs. Donna added that we are considering designating areas which would also include a smoking structure and ashtrays. A suggestion was made to put an article in the Skyline View asking Students to help decide where they want the smoking structures. Currently, red "no smoking" signs are in place and the facilities department is putting up white "no smoking" signs near building vents. This topic will need further discussion and will be added to the next agenda.

35th Anniversary Celebration

Skyline will celebrate its 35th anniversary on Thursday, April 28. Nick Kapp hopes that the event will be well-attended and is inviting all staff, faculty, students, district VIPs, local government VIPs, and the general public. Skyline is purchasing 1,000 hotdogs for the event. The committee needs help from faculty and staff.

MOT Update

Carla Campillo reminded the council that MOT training is going to be held beginning Sunday, April 3. Vicki, Regina Stanback-Stroud, Cass Christian, Sue Lorenzo, Cal Robinson and George Goth will participate. A pre-training luncheon will be held in Harry Joel's office on Friday, April 1 and the debriefing will be held at the district office on April 6.

Other

Nick mentioned that we need to find an easy way to provide a link to meeting minutes on the website. This should happen for accreditation purposes.

End of Year Party and Luncheon: Nick is looking at dates and the party may be held at the very beginning of finals. Theresa Tentes is looking at dates. The luncheon is a fundraiser and a drawing for raffle baskets will be held.

Melchie announced that the ASSC clubs are doing a lunch or dinner and it will include a silent auction.

Commencement: A recommendation was made to invite ESL instructors to announce student names at commencement.

To [College Council](#)