

Skyline College Council
March 22, 2006

MEETING MINUTES

Attendance: Lori Adrian, Taylor Angel, Carla Campillo, Donna Elliott, Ray Hernandez, Peter Monrroy, Vicki Morrow, and guests Donna Bestock and Cathy Hasson. Recorder: Linda Ghio

Absent: Linda Allen, Regina Stanback-Stroud

Approval of minutes

Minutes from the January 25, 2006 College Council meeting were approved as written.

Accreditation update

Student surveys were taken and there was a 98% response rate with 1,108 surveys completed. It is hoped that the survey results will be presented by the beginning of May. The employee survey is being prepared and it will be administered next fall. The next steering committee meeting is March 28 and they will be working on a final draft of the employee survey and that will go out to the shared governance groups. Cathy Hasson gave Vicki a draft and it cross references the themes and the accrediting standards that they refer to. Donna Bestock said it is nicely indexed. We are not doing separate surveys for faculty or certificated. It will be one survey for all. They have not decided if it will be paper-based, online or a combination of the two. Vicki asked if the steering committee has determined what would constitute a good response rate and Ray said we may have to do a campaign in order to ensure a good response rate. Cathy said she is thinking of something very visual and big that would indicate our response rate to the campus. The council discussed offering stickers similar to those distributed after voting. Online survey responses would not be private because it would be possible to track the computer from which the survey was taken. Paper-based surveys would be more private, and that is the method that will be used. Also, the survey is long, a paper-based form would be better from that point of view as well. The steering committee will decide which to use.

Ray announced that Writing Standard 3 is still open for student participation. Two students are already participating on Standard 2. Ray asked how we could identify an interested student where there might be an alignment with a student worker who has that major and a recommendation was made to contact the deans in the divisions that he wants. He has gone to ASSC and SOC meetings and has not found anyone. Ray is attending an advisors' round table that Amory is holding and he hopes to find someone there. Donna was talking with Michael Moynihan and he said we should be sending students who are working on writing teams to approach other students. Vicki suggests asking Michael to talk to sociology students about participating. We are establishing a share point where other writing team members can contact one another and Vicki asked if this can be set up for students. Ray said maybe this could be arranged through the IT department. The problem is that there are some students who do not have a smccd.net

email account which would allow them to access share point. Lori suggests that they have all writing standard students added and Ray will check to see what kind of administrative approval he needs. Share point is set up already for Standard 3 and will be set up for the other standards as well. Ray said it will really serve the teams if its potential can be maximized.

Smoking policy

Almost 100 students, faculty and staff attended Skyline's smoking forum in March. Carla reported that the forum started out with an open atmosphere. One student, who was very articulate, said if he can't smoke at Skyline, the college will lose him and other smokers as well. There was a lot of discussion about enforcement and Tommie Phillips responded, to questions that were raised. Students said that the real problem is between Buildings 1 and 2. Carla said she felt that the two representatives from the American Lung Association had a bias toward a non-smoking campus.

Signage was discussed and the panel tried to keep the discussion about a non-smoking campus off to the side. There were several staff members there and they made comments. Linda Herda reported that the only two buildings where she has documented complaints are outside of Buildings 2 and 5. Carla reported that one of the faculty members talked about arresting people and that we should crack down on smokers. One faculty member said we should have a smoke-free entrance to every building. People should be able to walk around the campus and into buildings without being confronted with smoke. Signage needs to be very clear. There is a problem with smoke coming into the bathrooms outside of Building 7, which is hard because the bathrooms are outdoors in portables.

Carla said the panel was very careful to respect everyone's rights and let everyone express their opinion. The forum was important as it let people know that we seriously want to make changes and we want to make it work for everyone on campus. Tommie outlined the recommendations for progressive penalty for smoking violations that were discussed at a Health & Safety committee meeting. Attendees at the forum were asked to complete a survey, of which there were 78 turned in. The results will be available in mid-April. Donna said she feels that we should remain a designated smoking campus for now, but wants the smoking areas changed immediately, particularly the area between Buildings 1 and 2. The council discussed the designated smoking areas. Vicki said the downside of changing the area between Buildings 1 and 2 is that at first it sounds good, but the area is used primarily by students and they are not going to get the word because we don't have a direct way to send them a message and they will be confused as to where they are supposed to smoke. This will not be made clear until the change has happened and Vicki wants the Health & Safety Committee to propose a new array of designated areas and recommend the elimination of some of the current areas in addition to reviewing the surveys. Vicki will post it in Skyline Shines.

A question about shelters came up and Ray said someone proposed that the college sets up a portable tent with smoke filters. Ray said that it impresses the need for some form of shelter. Vicki asked Lori to have Health & Safety consider the need for shelters. The

cost of the shelters has to be incorporated into the EFMP planning so it can be paid for out of bond money. Ray asked how the student coalition initiative is figuring into all of this. There is funding from Breathe California to create a grassroots student initiative to create smoke-free campuses and Skyline's ASSC has been approached. Ray thinks that if we have a student-led coalition, we need to have a connection and our students need to be a part of the governance process. Lori said she will follow up with Amory to see if we can get a student rep on the Health & Safety. Taylor Angel expressed interest in joining. He will speak with Amory and she can advise Health & Safety. Taylor said he thought the forum was interesting and Tommie Phillips had mentioned to Taylor that he liked the suggestion about having other students get involved in talking to smokers, rather than just the security officers.

Donna added that the health center is working with Breathe California to hold a 20-minute smoking cessation intervention program with students. Carla suggested that Skyline should hold a class on smoking cessation where students could earn credits. Vicki said it could be a physical education or health class.

Summary: Vicki wants the Health & Safety Committee to bring recommendations on the following areas to the next College Council meeting:

- Name of the student rep appointed to the Health & Safety Committee
- Smoking forum survey results
- How to deal with designated smoking areas
- Shelter discussions
- Signage
- Enforcement
- Smoke-free entrances

Educational and Facilities Master Planning (EFMP) update

Cathy Hasson presented the planning schedule of meetings. To date Skyline has completed two strategy sessions with the educational planning group, Voorhees. There was broad participation in the sessions with 31 attendees in the first session and 27 in the second. Prior to that, Rick Voorhees met with ILT, ASSC leadership, Management Council, Cabinet, and Academic Senate. He did a very extensive walking tour around campus and informally talked to people and got quite a bit of information. Program planning questionnaires have been completed. These will be used extensively and will feed into the EFMP and provide detail for the three-year work plan. Cathy will post them on the EFMP website next week. Steinberg Architects has met with Cabinet and their first task force group meeting had 25 attendees. The next strategy session will be held on March 29 following the town hall forum. Both sessions, while they have a different format, will be looking at the environmental scan and development strategies on the EFMP plan. On April 6 Steinberg Architects will bring a couple of different options about what the biggest facilities needs are. Vicki will announce this in Skyline Shines. Cathy said that Rick Voorhees will likely share enrollment projections and forecasting at our next strategy session. He has done a competitive analysis about course offerings at other colleges within a 30-mile radius of Skyline. Cathy added that the 4:15 strategy

session on March 29 will not be held so these attendees will hopefully combine with the 2:15 strategy session group.

Fresh Look update

Vicki said that Skyline has now published its new visual identity standards and the details of how these are to be used. Preliminary work has been done on the logo. The advisory group met and gave the consultants feedback on the dozens of logos that were shown. They want a logo that conveys excellent education. Sample documents with the logos were drafted and worked with cabinet to narrow it down to two, which are both very different. The consultants assumed Skyline wanted a change in colors, but the group decided to retain our official colors, which are red, gold, and now also black. Currently, focus groups are being convened and each of the College Council members is being invited to join one to provide feedback and come up with a final logo.

Four taglines were suggested, but a decision about which to choose was not made. Vicki has talked with constituent groups and Academic Senate and Sandy Irber built an image that was used in local papers showing the photo of our group of graduates that said the words “Achieve.” Vicki thought it looked good, even though it was not officially selected at the time it was used in print. If the college wants, it can go through a formal process and have the consultant do more work, but if people are comfortable with this tagline in that it presents a good image of the college, Vicki recommends we use it. Peter Monroy thought the slogan was catchy and feels that it connects with what students come here for. Taylor Angel agreed but wanted to know if there is backing to the slogan and asked if Skyline is achieving at that level. Vicki said our retention rate is extremely high and our transfer rate is above the state average. We could be higher if we screened students before they come here, but Skyline is an open admissions institution. Vicki said she does not feel “Achieve” misrepresents the college. Student focus groups that were held last fall consistently reported that Skyline is a very supportive environment and the array of taglines came from that data. Lori said data is posted on the web and in the state chancellor’s office that Skyline is 10% higher on completion rates and the transfer rate is 8% higher than the average community college, which is good because we have a big basic skills population. Donna said “Achieve” sets our expectations for what we want from students. College Council recommended that the tagline should be “Achieve.” Vicki will ask the consultants to build it into their logo designs.

SEED plans for “Diversity Days”

Skyline’s diversity committee, SEED, is launching a “diversity days” event on either September 27-28 or October 4-5, but there may be a conflict with student leadership conferences in October. The events will begin at noon or later, but there may be a component in the morning like a short lecture and film. SEED members Jacquie Escobar and John Chavez will present the concept to Academic Senate. There may be a shared book or books that would tie in to the conference and the theme is the quote on the new building by Gandhi. The SEED committee will need guidance from the senate to identify the book. Faculty from across many disciplines would use the concept/shared book. It will provide opportunities to connect between disciplines. Donna Bestock said there may be a problem with the book order deadline. Faculty are already finalizing next

semester's courses and the book order deadline is April 7. It will be presented to the senate to see if it is possible, otherwise the event will be postponed. Vicki said that the SEED committee will work with the bookstore to solve the issue of ordering. Diversity Days will also have components that will be available to evening students and faculty. Ideas for books, events, speakers and films were submitted to Belinda Ho and several suggestions have been received. The preference is to do something very well, but on a small scale, rather than a large, ill publicized and disorganized event. The new PIO will handle publicity. Belinda is keeping a compilation of all diversity events as well as a list of proposals for this specific event. SEED does not want all campus diversity events integrated into Diversity Days, but if people think a President's Innovation Fund proposal could be incorporated into this event that is fine. Ray asked if Skyline's Diversity Days would be coordinated with anything the sister colleges may be doing and Vicki said this has not been discussed. If there is a speaker that is very expensive, maybe we could share the expense and promote it for all three colleges. It doesn't have to change anything Skyline is doing, unless the college decides there is some gain to be made by doing so.

Community college ballot initiative

A group of community college people representing faculty unions, CEOs, presidents, classified staff and the Board of Governors have decided there should be a November ballot initiative to address long-standing issues related to funding, governance and students fees. It is not on the ballot at this time as it has to be qualified first with a number of signatures. If it is qualified, it will go on the November ballot and the campaign group has said it will likely be approved by voters. Vicki is not lobbying for the initiative, but felt it was important to provide the information to College Council. She distributed a handout called Community College Ballot Measure and a spreadsheet which shows the projected district impact of the measure if approved. The spreadsheet tries to estimate, based on assumptions, how the initiative would affect funding for community colleges if it were funded. It goes up a little in the first year, but there is a huge jump in future years and would make a big difference on the quality of what we could provide in our colleges down the road. It would be done without new taxes, but is based on property tax revenues. The measure would address the following:

1. It is trying to correct a problem with the way we are funded. Prop 98, which passed in 1987, was created to set aside money in the state budget to fund K-14 education. It is driven by growth in the K-12 student population. The problem has to do with the demography of the state. The K-12 population is shrinking, while community college needs and population are growing. It must be corrected with an initiative since it is not a bill. It will separate the two populations.
2. It will roll back and stabilize student fees, which go up and down in a very unpredictable way. It will roll the fees back to \$20 per unit, and then they will go up in a gradual and predictable way over time.
3. It would give the same authority to the Community College state chancellor and Board of Governors that is provided to UC and CSU chancellors.

There will be a briefing in the budget meetings and further discussion about it will be happening after hours because it is not appropriate for public employees do this on work time. Lori added that students could address it during school hours and could collect signatures and actively campaign for/against it. Employees can get signatures during the lunch hours.

Governance model

An updated thematic governance model and reporting lines diagram were distributed. The governance model shows the college structure and the themes that connect the governance groups. Ray said it would be helpful if these can be distributed to the accreditation teams so they can have a clear depiction of what the college is doing and he asked if it could be distributed soon. The council reviewed the diagrams and Vicki recommended adding the word “draft” to both documents so that the accreditation teams can get started using them and provide any feedback so they can be finalized.

Agenda planning table

Vicki distributed the agenda planning table which she designed to help the College Council guide their planning. The council made the following additions:

- Smoking policy implementation was added to the April 26 meeting
- Budget discussion was added under April and May
- Student government election results were added under May. These are held the week before school ends. The election update will be on the April planning table.

Next meeting

April 26, 2006