

**Skyline College Council
November 15, 2006**

MEETING MINUTES

Attendance: Lori Adrian, Carla Campillo, Linda Herda, Ray Hernandez, Vicki Morrow, and Luis Padilla. Guest: Cathy Hasson. Recorder: Linda Ghio

Absent: Linda Allen, Silvia Cervantes, Regina Stanback-Stroud

Approval of minutes

Ray suggested rewording a sentence on Page 3 under Commencement that reads “Carla said the concern was about faculty participation and Ray said that by contract they are required to attend every two years.” The sentence should now read, “Ray said there had been discussion in Academic Senate about faculty participation and by contract they are required to attend every two years.” The minutes were approved with this correction.

ASSC update

Luis said that the ASSC could not plan its Halloween events as they originally hoped, but did have a piñata for the children in the daycare program. The ASSC canned food drive benefiting Second Harvest Food Bank started on November 13 and will run through November 30. Seven collection bins were placed around the campus. Amory Cariadus sent out a college-wide message about the drive and it and Luis and Vicki suggested that a reminder go out to the campus.

Accreditation update

Ray said that the writing teams are busy preparing their second drafts. The Employee Survey briefings were held and there were about 40 attendees. The results of the survey are posted on the accreditation website. Ray will email the writing teams to let them know this. The due date for the second draft is December 1 and to celebrate the completion of it, there will be a barbecue, which he will start working on. Vicki said that she saw Barbara Beno, President of the Accrediting Commission for Community and Junior Colleges, and they spoke about the 2007 visitation dates. Barbara said if we coordinate it among the three colleges they should be able to give us the date we want. A letter from Barbara will be sent shortly.

Review of proposed Vision and Mission Statements

The college’s Vision and Mission statements were drafted and the goal was to have the constituent groups review them and bring their input to College Council. Meanwhile, the Standard 1 accreditation writing teams noticed that one of the questions asked about the role of community members in developing the Vision and Mission statement. When the original was written it did not include the community involvement. In its meeting today, the Cabinet concluded that it will ask members of the President’s Council, which represents a very diverse group, to review it at its meeting in late November and make changes if necessary. If revisions are made, the draft will go to the Institutional Planning Committee (IPC) for review in either an electronic conversation or in a face-to-face meeting in early December. If it is ready to come back to College Council quickly then it will be on the December 6 meeting agenda and then it

will go back out to the constituent groups for formal action. The groups will bring it back for final action by the council in either January or as late as February. Carla and Linda felt this timing would work with their groups. Luis said the ASSC has not yet set a date for their meeting but he will consider whether or not it the timing will work for them.

Employee Voice Survey results

Cathy Hasson distributed Highlights of the Findings from the Employee Voice Survey to the council. Cathy and Research Analyst Winnie Kwok-Tsang held three presentations to review the results: two were college-wide presentations where accreditation self-study team member were invited to attend and one briefing was held for the IPC. Ray said members of each accreditation standard attended the college-wide briefings. The results were presented in Power Point and were posted, along with an executive summary, on the Research Office website. Ray suggested that copies be distributed to the writing team members and he will provide a printing count for Cathy.

The printed version of the executive summary has a narrative summary, data details, verbatim comments, plus the three appendices. The highlights that she distributed to the council also appear on the first page of the executive summary. Cathy said the first two bullets spoke about the college's commitment to students and "Students First" philosophy and bullet 2 speaks to Skyline as a collaborative and collegial environment where people have a sense of inclusivity. A couple of areas where there is opportunity for improvement relate specifically to bullet 3 on planning and bullet 4 on financial plans and budget. The planning and budget process needs to be more widely- communicated as Cathy said there is a lack of understanding and people do not have a sense of being able to participate. The fifth bullet indicated that employees' comments on diversity were very positive and it is a definite strength for Skyline. The sixth bullet pointed out that shared governance is perceived to be working, however with a lot of committee meetings and initiatives going on, people do not feel they can participate in everything and improvements are needed in this area. The seventh bullet concerns maintenance of campus facilities and it received the least favorable comments. The comments were not so much about construction, but were about maintenance of grounds, and that bathrooms and classrooms were not clean. The last bullet has to do with the college being a good place to work, that provides a climate that appreciates differences and quality learning.

Cathy said the briefings were good. The IPC was the most engaged group of all and there was a lot of discussion. Cathy suggested in the briefings that people on the accreditation writing teams extract directly from the narrative statements. She recommended that the Council read the executive summary. Vicki pointed to a discrepancy in the response on shared governance: Bullet 3 reported that one of the lowest ratings in the survey was about how shared governance worked but bullet 6 reported a positive rating in how shared governance is being implemented effectively. In terms of the readability of this, Vicki recommended putting the related things together. Cathy organized the highlights in a way that would list the favorable comments first and last and the comments receiving a lower opinion in the middle. She agreed that there is complexity concerning the issue of shared governance. On bullet 3, shared governance received a 3.6 point average rating out of 5 and respondents agreed that there is a process and there is opportunity, but there are other issues that make it negative. Vicki thanked Cathy for preparing the survey.

Lori mentioned that a member of the Standard 4 writing teams asked if they could look at the results based on the respondents (classified staff or faculty). Cathy said she can separate the responses, but said the danger in doing this is that there is not representation from any one group. She said that the college cannot safely say that the responses are the voice of all classified staff, for example. She said that of the 223 who responded to the survey, 86 were classified staff and 104 full- and part-time faculty participated. A number of people did not declare their employment status. Vicki would like the data sorted by ethnicity and race. Cathy said that cannot be done, but it might be possible for the next survey. Ray said that he and Donna Bestock and Ray have invited Cathy to talk about the survey evidence with the accreditation standards groups in order to help them with their writing. He sent an email out to the writing team chairs advising them to work with Cathy. Cathy said she thought that Cañada had suspended all committees meetings on a given day or possibly for an entire week so that people could focus exclusively on writing. Ray said it is too late for this semester. He asked Donna about extending the draft deadline to the beginning of the semester, but they did not want to give people the message that they had to work over the break. Ray and Donna will decide what the next step is as to when they are going to review the draft and possibly do it with the accreditation committee to prepare the draft for presentation at the open forums, and then send it back to the writing teams for final revisions. Vicki said the college could plan for a meeting suspension if it wanted. She said if enough notice is given to the standing meeting chairs and to the writing teams it might be an interesting idea. It would give people time to digest the public comments from the survey, which is not only a help for the teams, but would indicate that the college heard the message about the time constraints that was expressed in the survey. She asked the council to think about it.

Carla is concerned about the response to bullet 4 regarding the budget and said she will definitely think about ways that the process can be improved. Vicki said that the IPC focused on ways to improve the planning process at its last meeting. Vicki asked how representatives give a report on a complicated issue to their constituent groups. She would like to discuss ways to improve the communication flow to make it easier on reps to transmit information. Maybe talking points should be created that would get to the essence of a topic and put it in a manageable form for ease in communication. Carla said that the campus has never had this much information, but on the flipside there is so much that people feel overwhelmed and have a difficult time keeping it straight and need the simplification. Lori liked Vicki's idea and said we should focus on the topic. She said that administrators have similar problems as the reps do. Vicki suggested that the council identify the big, critical issues and sort them from the simple issues.

Educational and Facilities Master Planning Project update

At this time the college is in the process of working with the bridging architects, Kwan Henmi, on the Cosmetology/Wellness Center, Auto Transmission Center and the Multicultural Building, which also includes work on roads, parking, and the entrance to the campus. The architects are meeting repeatedly in small groups at Skyline to make sure that faculty and staff are made aware of the work, particularly over this bridging period. There will be bids that propose a cost and design and it will be a competition among firms. The firm selected will work with the groups using these buildings, blueprints will be developed, and buildings will be constructed. Carla attended one of the design briefings on November 14 and said that although things are still in the

abstract stages, there was a lot of excitement about the projects. Linda Herda said the Security Department is very happy and is currently working on the transition of the move from Building 2 to the new Building 6. Luis said the students are also very excited and he noticed that the shape of the campus will be totally changed. Carla said that faculty and staff know that things are not yet finalized and there is still time to have discussions about the projects and make some changes

Fresh Look Project update

An update on the Fresh Look Project was postponed to the December meeting when there will be more to discuss.

Proposal for merger of the Health and Safety Committee and the Emergency Response Committee

Based on input from members of both committees and the Management Council, the proposal to merge the two committees was submitted for consideration. The reasons for proposing the merger are: redundancy between the topics covered, overlap in responsibilities and in membership, and structural alignment with the district's Health and Safety Committee that includes emergency preparedness. Lori took the proposal to the Health and Safety Committee and it was turned down because members felt they did not have the expertise in emergency preparedness. Health and Safety has representatives from the divisions and the Emergency Response Plan (ERP) Committee does not. Linda Herda, who sits on the ERP Committee, expressed a concern that the merger issue was not discussed at the last ERP meeting and said there was no discussion of the merger in the minutes. Lori confirmed that the merger was indeed discussed at the ERP's meeting in October. Her administrative assistant, Golda Gacutan, was there to take minutes. Lori chaired the meeting and read the names of those in attendance. The ERP approved the proposal to merge with the caveat that it has to be well-structured. The ERP Committee would serve as a sub-committee of Health and Safety because the ERP Committee does not have to meet as often.

Vicki said that it seemed that the conclusion is to not so much merge the committees as to create a relationship between them, with one operating as a subset, similar to the Educational Policy and Matriculation Committees. Lori's proposal does not hamper the work of the ERP Committee. The ERP operates more like a task force and they can do their work without a committee meeting. Carla indicated that she looked at the ERP binders and feels that Health and Safety needs to be separate and on task specifically with safety concerns. She feels that Jeff Hodges, the new Chief of Security, should bring his expertise to ERP and faculty as well. The committee needs to be strong and Carla would rather see it separate because it is such an important committee. She also said that the binders are outdated. Linda Herda said that now that Jeff Hodges is in place, he should have the chance to take over the ERP because he has the experience totally separate from Health and Safety. Lori said that there is an updated version of the binders but the distribution of these was delayed because the college was waiting to hire a new Supervisor of College Security and the content of the binders is complex. Vicki said it may be a priority to take advantage of Jeff Hodges expertise and he is now in place to review these binders. Lori also said the ERP is working on updating the building captains and floor monitors list. Ray asked what the link is between the two committees regardless of whether they stay separate or merge. Lori said the link happens in that the Supervisor of College Security and Facilities Manager (Richard Inokuchi) attend both meetings. Ray suggested formally

establishing a link between the two. Ray also said the new Procedures for First Aid and Emergency Care flip chart that was distributed does not have a revision date on it. Faculty thought they would bring it back to their classrooms, but they cannot tell if it is an old or a new chart. This needs to be fixed.

The Council recommended that there should be an official structure assigned to both Health and Safety and the ERP Committees. Build into a structure into the Health and Safety Committee agenda a more robust role for the Supervisor of College Security, as well as a link between the two committees. The preference is to keep them separate for now, give Jeff Hodges a chance to weigh in, and restructure to make sure there is a link.

Update on the selection of a name for the “No Name Café”

Nearly 1,000 faculty, staff and students voted to select a new name for the Skyline Cafeteria and the number one choice was Sky Café. Vicki will let the campus know in the November 16 *Skyline Shines* and Lori will communicate the news with Rick Bennett and the cafeteria staff. The second choice was Café in the Sky and the third choice was Fireside Café. Cathy Hasson said the majority of the respondents were students.

Plans for SEED’s Diversity Days, April 18-19, 2007

Carla said that a letter is going out to faculty letting them know of the selection of the James McBride book, *The Color of Water*, for the Diversity Days reading project. Faculty will devise ways for students to earn extra credit. Vicki will invite Rosie Bell, who is coordinating the project to the next College Council meeting.

District Shared Governance Committee (DSGC) update

Luis said the last meeting of the DSGC was very productive. The Main topic was establishing a student email address to distribute mass information, which would be done for all the colleges in the district. Items that would be sent via email could include a newsletter to students, which would have consolidated information about A&R information, as well as basic, essential registration information for students. It may also include a way for the bookstore to promote its offerings. While the committee was divided on that issue, Luis said the students really liked the idea of having a bookstore sales link. The DSGC concluded that there will be one newsletter with the main information, with links to different campus websites, and it would go out to students on a monthly basis. Students can opt out of receiving this email. In order to establish authority of approval of the newsletter items, the Vice President of Student Services, or a designee, will have final approval of the content. Some of the information is district-wide and uniform for the three colleges and some of the information would be particular to Skyline. Further discussion about who is going to develop the content will be needed. Ray asked if there is any way to assign a college email address to new students like other colleges do. All four-year schools do this. The idea of giving students in the district a SMCCD email account was raised, but it will have to be addressed with a different group. Lori said she thought there was not a lot of interest on the part of students because they can easily establish an account elsewhere. The flipside is that if we give students a SMCCD account, would they know to tap into it. Ray said he knows that students do change their email addresses. He said when the student goes into WebSmart they can create a link to their personal email. Lori will work with ASSC to determine if students would use it or prefer to have it their own email. Vicki said the college is in the early

stages of the development of an alumni association and email accounts would help. She thought it would be good to survey the students on this.

Review and updating of the College Council Agenda Planning Table

The council reviewed the planning table and will add Vision and Mission and a discussion on SEED to the December calendar. Ray would like to add a discussion on the plus-minus grading system added to the Agenda Planning Table for January. He said that students want a traditional ABCDF grading system, but it is still up for discussion with faculty. He asked if the issue should be raised at College Council and Vicki said it should eventually be discussed if the council wants to have action on it. He said that CSM is interested and its Academic Senate is leading the movement on plus-minus grading. Ray said they have been invited to talk about it at Skyline's Academic Senate meeting but have not done so as yet. Lori will add it to the next district Enrollment Services Council meeting for an A&R discussion.

Review of decisions and action plans for today's agenda items

- The Vision and Mission Statement is being reviewed by the President's Council and if revisions are made it will go to IPC for consideration, then to College Council and the constituent groups.
- Employee Voice survey: The data is posted on Skyline's website, hard copies will be given to the writing teams and Vicki will mention it in *Skyline Shines*.
- Merger of Health and Safety/ERP: The proposal to merge is not happening, but there will be an official structure established, there will be an overlap of membership between the two, and the Supervisor of College Security will have a stronger role on the Health and Safety Committee.
- Diversity Days will be discussed at the December meeting and the message to faculty about the book will be discussed.

Other

Vicki also said we are having a rodent situation on campus due to construction. She talked to the council about the extermination plan. A memo will be sent to campus employees.