

Skyline College Council
November 16, 2005

MEETING MINUTES

Attendance: Lori Adrian, Linda Allen, Carla Campillo, Donna Elliott, Ray Hernandez, Peter Monrroy, Vicki Morrow, Regina Stanback-Stroud. Guests: Donna Bestock, Cathy Hasson, Sandy Irber. Recorder: Linda Ghio

Absent: Ben Gonzales

Bomb Threat

Vicki Morrow briefed the council on a bomb threat that was received today. Skyline will be working on streamlining procedures for managing threats like this in the future. Skyline will provide on-going campus-wide training on emergency preparedness, including the handling of bomb threats. A simple and easy-to-follow document outlining a response to various emergency/crisis situations will be developed and disseminated to each staff member and posted in different locations. At the suggestion of Donna Bestock, Lori will email all Skyline employees to update them on how today's threat was handled.

Fresh Look Project Update

Sandy Irber distributed a fact sheet to the council with timelines of the various project phases including the role of the Fresh Look Advisory Group. In addition to working with a professional consultant group, Mission Minded, Skyline has interviewed key stakeholders, met with the Fresh Look Advisory Group and conducted research with student focus groups to look at how Skyline College communicates with students and the public. The Fresh Look Advisory Group is reviewing these recommendations with Mission Minded on November 17 and the recommendations will also be reviewed by the Management Council on November 22. After the first recommendations are finalized, the information will be used to assess the college's materials (catalogs, class schedules, website, press releases, etc.). Then a marketing plan, style guides and additional recommendations will be made that will help the college move forward. Ray Hernandez asked how the student focus groups were selected and Sandy said that 200 day and evening students were recruited to participate in the initial survey. From there, Cathy Hasson narrowed it down to seven focus groups with 12 students in each group. They were very comprehensive and representative groups based on age, gender and ethnicity, and both full- and part-time, as well as day and evening, students were chosen. Students were given a stipend to participate. Sandy referred the council to the Marketing and Public Information website at www.smccd.net/accounts/skypio/freshlook/index.html for further information on the Fresh Look Project. Vicki Morrow included information about the student focus groups research in the November 4 *Skyline Shines*, which can be viewed at <http://www.smccd.edu/accounts/skypro/>

Approval of the Minutes

Vicki invited comment on the level of detail that the council wants in the minutes. The council decided that it would like to have comprehensive, detailed minutes that express

the opinions of the constituent groups as this is important information for accreditation writing teams. Vicki also noted that the minutes are public documents and are posted on our website. The October 26 minutes were approved with the following corrections: for clarification purposes, include the last names for Donna Bestock and Donna Elliott and revise the discussion on the Cañada sculpture under Art on Campus to read: *Carla mentioned that Cañada is considering buying an expensive sculpture.*

Accreditation

Donna Bestock and Ray Hernandez announced that the student survey is ready and that the Steering Committee is presently developing an employee survey. Several student surveys were reviewed and the accreditation committee chose the Noel Levitz survey. The college is able to add some unique questions, and Donna distributed a list of proposed additional items. Donna added that some of the components of the Noel Levitz survey are outdated. For example, it assumes that people are registering for classes in person rather than online, which is why we have added our own survey questions relative to online registration. Vicki wanted to know if we will get a good answer to question 9 which asks a student if they think the smoking policy at Skyline is appropriate. She said most students probably don't what the policy is. Donna and Ray said they want to make the questions general enough to see where further follow-up is needed. The council expressed concern and Donna Bestock suggested the question be changed to "Is the restriction of smoking on Skyline's Campus sufficient?" The council approved this suggestion. Donna asked the council to email any additional suggestions to her. Vicki asked that a question be developed about parking on campus so that we can determine if we are making progress with this issue over time. She noted that the plan is to repeat the survey periodically in order to allow such comparisons on various issues. Ray directed the group to page 3 of the Campus Climate Study Survey Plan which lists survey timelines. Ray said that Anyta Archer, accreditation resource manager, is ready to proceed with updating the accreditation website. It will incorporate the last self-study and the new one. Donna Bestock added that they are getting responses from people interested in joining the self-study groups.

Smoking on Campus

Vicki asked if feedback had come in from the various constituencies on the issue of smoking. Classified Council has not discussed it. Carla reported that instructor Shari Snitovsky took a walking tour of the campus and said that several sites were in violation of the 20-foot law.

After a discussion at the Academic Senate meeting regarding the smoking policy, a motion was made and approved on two suggestions: #1 continue with the designated smoking areas but initiate an educational campaign to inform students of the dangers of smoking and enforce the smoking policy, and #2 facilitate a dialogue and move toward a smoke-free campus with designated smoking areas. The initiation of the dialogue includes a campus forum in the spring. The perimeter areas where ashtrays are currently located are in violation of the existing 20 foot rule. Peter reported that the ASSC is interested in holding a forum and a representative from the American Red Cross submitted a proposal to work with Skyline on smoking. Vicki suggested that the

Academic Senate and student forum be merged. Donna Elliott said that Classified Council would also be interested in the collaboration too. Ray spoke with the American Lung Association and there are grants that can be written in support of funding smoking cessation classes. After additional discussion, the council approved the following recommendation, which was approved by Vicki:

Effective January 17, smoking on campus will be confined to four Designated Smoking Areas:

- The quad between Buildings 1 and 2
- The quad between Buildings 2 and 3
- The area between Buildings 7 and 8
- A location to be identified at Pacific Heights.

All ashtrays will be moved to those locations. This change in policy will be accompanied by a college-wide forum to be jointly hosted by the Academic Senate and the Classified Council. The Associated Students may also join this effort. The forum will provide an opportunity for discussion of the policy as well as consideration of other approaches. In addition, an educational campaign will be conducted college-wide, the details of which will be discussed further at the next College Council meeting, along with establishment of the date for the college wide forum. Between now and January 17, appropriate and clear signage will be developed as well as other communication materials for faculty, staff and students.

Vicki will consult with legal counsel to determine if the recommendation is acceptable and she will include this recommendation in *Skyline Shines*. Comprehensive information will be sent out and also distributed in the *Skyline View*. Lori suggested that we do not purchase smoking shelters, but purchase signage instead. Cathy Hasson suggested posting signs on the ashtrays notifying smokers of the locations of where the ashtrays will be moved. Benches on the quad will not be moved closer to the ashtrays. Lori will work with Donna Elliott on the facilities request and signage, which will be placed immediately on ashtrays. Donna will create a map indicating new smoking areas and it can be posted on the bulletin board going up to the cafeteria. The date of the forum would also be posted at that time. Carla suggests the forum be held in room 2306 in early February once students have returned to school so they will have time to see where the designated areas are.

Institutional Planning Committee (IPC) Update

Cathy Hasson announced that the IPC reviewed the original planning model that includes the college's vision, mission and core values that have five goals attached to each value. At the managers' retreat, which was attended by some of the college council members, the group worked on strategies for each of the goals. It will now be easier for the units to write their objectives. This was also done to provide a good system of assessing our success to measure college-wide performance. The IPC has approved the new model and a new template was created. For 2005-06, the new strategies will be used, although they need refinement. Revisions will be made after the first cycle, but no major changes will be made over the next few years. Cathy distributed the IPC charter and bylaws to the

council. Historically the IPC focused on work around college-wide planning, but now that the IPC will be measuring college-wide performance it makes sense to incorporate that into the planning. The IPC will also include college-wide research. The proposed description of the revised charge, which is on page two under Purpose reads:

The Institutional Planning Committee was created by the College Council in September 2003 and is governed by Charter and By-Laws of the College Council. The Institutional Planning Committee will be the primary body responsible to coordinate, communicate and integrate college-wide planning at Skyline College. In addition it will be the primary body responsible for the development and implementation of the college-wide performance measurement system (i.e. indicators, metrics and benchmarks) and the college-wide research agenda.

It will be included in the compendium and bylaws. Vicki suggested that the terminology “will be” under Purpose be changed to “is.” College Council agreed and Cathy will make this change. Carla reported that the Academic Senate discussed the IPC’s purview a few weeks ago. The senate has a research committee which focuses on assessment issues. They would like to shift the senate’s research focus to student learning outcomes and assessment and broaden the focus of IPC to include measurement and research. Vicki commended Cathy on her work noting that this will provide better integration of planning into the accreditation process. Carla would like to bring it back to the senate. She asked if there is integration between the senate’s research committee and the IPC. Cathy said that the research group will help faculty with assessment planning. Carla will attend the next IPC meeting and will ask Nick Kapp to present to the governing council so we can clarify. Then she will ask Cathy to address the senate. Carla wants to be sure that the senate is in agreement about the role of the research group so she would like to delay a vote on the recommendation. Cathy would like it approved by the next IPC meeting so Carla will add it to the senate’s meeting agenda for December 9.

Bond Implementation

Vicki said she was very pleased that Measure A passed as there is a lot of work that the college hope to get done. The obvious projects include Building 1 renovation, creation of faculty offices and state-of-the-art classrooms, a place for the auto transmission facility and cosmetology, and construction of a building on the piece of land referred to as Pac Heights on the other side of the student center, although it has not been finally determined what the building will house. Other projects include finalizing the shape of the loop road, improving access for the disabled, earthquake retrofitting, and improving to the ventilation system. It will be important to make ensure that the college has not overlooked any critical project.

Skyline Shines Awards

Vicki shared her redraft of criteria for the Skyline Shines awards. These would be two awards annually, one to a Skyline employee and one to a member of the community who have helped Skyline to shine in terms of its quality of programs and services and its reputation for quality. The new draft ties the criteria for the award to the college values.

The council approved the recommendation. Vicki will create a timeline and nomination form to prepare for the first awards, which will be given out in the spring.

Thematic Governance Model

Vicki handed out a list of college committees, a calendar of both Skyline and district standing meetings, the current thematic governance model and a revised model. The current model was designed to capture the college's governance model and how committees related to one another. Because it was not current, Vicki worked with Regina and Donna Elliott to create a new version that is current with our committee names. The council reviewed the new version. Vicki asked the council if the chart reflects the governance at Skyline. She noted that a suggestion was made at the managers' retreat to consolidate meetings and she asked if there opportunities to streamline so that there is efficient use of meeting times. Donna offered to create a new model that will pull out the theme name and use the council, the two main committee names, and remove the themes shown in green ring. The council reviewed the proposed model and recommended keeping in the themes because they help organize the connection of the committees. Vicki said the chart should indicate what connects to what and as well as the flow of topics. Regina said that if the function of the diagram indicates how it works, then we may want to change the model and not use the circle. The model needs to be technically accurate and also respect the culture. Vicki said we will discuss whether we have one document that reflects everything or if we need to have separate documents. This will be on the agenda at the next meeting.

Facilities CIP update

A list of current capital improvement projects was distributed at the meeting. Richard Inokuchi requests that the council direct any questions or concerns to him. He will attend future meetings if the committee thinks it is necessary. Regina asked the council to pay attention to the timeline between items 8 and 12 because it lists swing dates.

Next meeting:

The council changed its December 21 meeting date to December 7 because of the holidays.