

Skyline College Council
November 28, 2007

MEETING MINUTES

Attendance: Lori Adrian, Carla Campillo, Linda Herda, Ray Hernandez, Adolfo Leiva, Vicki Morrow, and Regina Stanback-Stroud. Guest: Jose Nuñez.

Recorder: Linda Ghio.

Absent: Lauren Hernandez, Anastasia Kuzina

District Shared Governance Council (DSGC)

- a. Meeting update: Adolfo said there was a lot of discussion on the public safety policy draft, as well as the Code of Ethics and Rules & Regulations 2.29, the policy on sexual assault education and prevention, and the futures initiative. Eugene Whitlock, district counsel, distributed a summary of the law regarding video surveillance. Video cameras may be used unless there is reasonable expectation of privacy, e.g., bathrooms, gym changing rooms and private offices. There are not many limitations and cameras may be used in most places. He said if the police request the tapes, they must be turned over. It is up to the district to decide how long the tapes should be kept. Lori clarified that the policy on sexual assault education and prevention is in compliance with AB 1088 and it is about sexual assault and not sexual harassment. The district is in the process of establishing procedures and protocols and providing awareness. Regarding the code of ethics, Carla asked if all three faculty senates have to have the same policy statements and Adolfo said they will work as constituent groups to develop one policy for each body district-wide. It would include faculty, administration, classified and students at each college plus the district. Preamble statements will then be developed and presented to the board. Ray said it needs to be discussed in Academic Senate and they should look at both the AAUP statement and Skyline's statement and work on it. Vicki asked if the standards say that it should be district-wide or local, and then what did the recommendation to Skyline say. Adolfo stated that the DSGC wants to have a consistent ethics statement across the constituencies across the district. Carla asked if we were all required to have the same statement. Regina indicated that it may be the wish of the DSGC to have the same ethics statements across the district across constituencies, but there is no legal requirement that they be the same. Local college senates may act to adopt their ethics statements. Vicki will clarify that the accreditation recommendation that Skyline received was a college recommendation and not a district one. Ray encouraged that the Academic Senate and the college have a discussion about it. The questions need to be raised at the December 14 Academic Senate meeting.
- b. Is the relative timing of DSGC and College Council a problem? Vicki would like to look at the calendar timing of DSGC meetings at the next College Council meeting.

Safety Cameras briefing by Jose Nuñez

Jose Nuñez was invited to College Council to present an update on safety cameras and the issues associated with their installation, as well as a briefing on overall security and

safety issues. The security departments on all three campuses have different manpower levels and hours of operation, as well as different issues in terms of budgeting and citation. For the last few months, there has been discussion about the pros and cons of the consolidation of security. Harry Joel, Jim Keller and Jose have met with the college presidents individually, the chiefs of each of the three campuses and administrative staff. They are in a fact finding mode and are interviewing several consulting firms that could provide expert advice on what it would entail to consolidate security. There are only so many Fund 1 dollars to deal with security and all campuses want 24/7 coverage. The intent is to bring it all under one umbrella so there is a standardization of training, procedures and equipment, as well as fiscal economies of scale, plus emergency preparedness/response. Jose has talked with some of the local police and fire departments and he shared some of the fire department mandates. He read their recommendations, which include a fire riser (a central location in each building where the fire department can come and hook up their hoses); a knock box, which is a facility known only to fire and police departments where they can get keys to access the buildings (Skyline has three or four); and location of hazardous materials. They have been provided this in the manuals. CIP2 is addressing illumination at all three campuses.

He also reviewed some of the emergency preparedness projects that the colleges have been working on or are planned. The Office of Emergency Services (OES) will have a county-wide exercise and they want to use all three campuses for this exercise. Vicki said it would be a robust collaboration between the district, the three colleges and the county. Jose said this was done 1½ years ago and it involved the district, Cañada and the county and it went very well. CSM and Skyline did not participate but Vicki said Skyline held its own exercise in 2005. Vicki asked if it is a real simulation and Jose confirmed that it is a four or five hour drill, with radios and emergency personnel are coming on to the campuses. He is working with Virgil Stanford, Jan Roecks and the three campus vice presidents of student services on the project. Regina asked if the project is in April, do the colleges want students on campus or should it be done during the break. She suggested that it be coordinated with students in the surgical tech and EMT programs to see if they would want to serve as models. Jose said he can iron out the specific details with the OES staff and the VPSS at each campus after the training on January 11. The OES indicated that they were interested in incorporating students and faculty from EMT, surgical tech and nursing. Vicki said it might conflict with exam days and faculty should be notified by the end of this fall so they could submit their course syllabi with this information. Vicki asked Jose to determine a date as soon as possible.

Carillon system: All three colleges have the carillon system but they need to determine the policies and protocols, which body should put the policy together, and whether it is a college or district decision. Vicki and Lori were trained on it. They are going to talk about it in cabinet in terms of setting the chimes.

VOIP: The phone system has the capability of making announcements (VOIP) but the district has not sorted out that capability as far as procedures and policies.

Courtesy phones: There are 15 courtesy phones at Skyline and there will be more installed with the new buildings. Jose said they will be installing two beta test blue phones. The project manager has talked with Lori and Mike Celeste and locations have been determined.

ACAMS (campus lock down): This is controlled by facilities and ultimately it will be a security function. They have the capability to shut down buildings at one time. It is controlled by a computer and currently includes buildings 3, 6, 7A and 8. People can get out but someone cannot get in. People who have key fobs can get in, but Jose needs to have a discussion with the presidents about that access. People should still be able to get in with a mechanical key, but not many people will have a key with the new system. When all the buildings are modernized, the use of keys will be very minimal and only a very few people will have them such as facilities, security, executive staff, and deans.

Video monitoring: The Chancellor wants to maintain a safe and secure environment, deter crime and prevent vandalism (graffiti, dumping of items, etc.) Canada has installed video monitoring for the students services areas and central quad.

Campus Security: The intent is to have the video camera at the security office and with certain campus/district people, such as the VPSS. The President of Cañada has one as does Jose. The intent is not to violate privacy. It does not have the level of focus to see what is on a piece of paper or computer screen, but it can see a license plate. It is not the intent of the district to turn any items over to law enforcement, but it would comply if asked to by law enforcement. It is going through the district shared governance process and then will be presented to the board. Film can be kept for up to 6 months and is now being kept for 3-6 months. The chancellor thinks a maximum of 3 months should be adequate. Regina asked if it is real tape or digital images and Jose said they are digital images that are stored on a hard drive. It is possible that a particular incident can be saved for an ongoing investigation. Public safety is primary and asset security is secondary.

Lori asked if the 24/7 coverage is not necessarily physical coverage but is video monitoring and he said that is correct. It is not the intent to reduce the staff during the day, but there can be 24/7 monitoring at a dispatch center. Buildings 3, 6, 7A and 8 have the infrastructure in place to add the video monitoring. Cameras will have a range to monitor surrounding areas around the building. The intent is to have cameras at all major entrances into a building and all major entryways at College Drive and Sharp Park. The intent is to have someone monitor all screens and in high risk areas there can be focused screens. The public will be informed by signage that lets them know that surveillance is in place. High risk areas are anywhere where there is money such as the cashier area and bookstore, as well as areas where students may complain about grades to staff. There is no monitoring of faculty offices or individual classrooms.

Linda Herda asked if a bollard or gate at both entrances is proposed for the future and Jose said it is part of the Design/Build Project. It will not be closed at night but would be closed for emergency purposes. The college will have the ability to have an electronic

gate so that access to the campus can be blocked. This would be installed at both Sharp Park and College Drive. Linda asked if the Marisol entrance will also have one and Jose will need to check this. Local law enforcement or fire enforcement is then in charge when the bollards go down and the campus is closed.

Presentation of video camera briefing: Vicki asked if Jose's briefing should be provided to constituency groups or in a college-wide forum. Carla said it would be a good open forum piece. Jose presented it as an open forum piece at Cañada and it was very good. Buildings 3, 6, 7A and 8 are going to be ready in 6 months – these are the ACAMS buildings. Carla invited Jose to present it to Academic Senate on January 25. It was suggested that an open forum be held in January. He can go live and show people the cameras so they can see what he sees. Carla said it would reassure faculty and staff about privacy issues. Vicki asked if it should be presented college-wide or to the senates first and Regina felt it should be college-wide first. It should be presented to the constituent groups and Lori will work with the ASSC, share the handout and indicate that the college is planning for a spring semester college wide forum. Lori suggested to Jose that it should focus on public safety and emergency preparedness.

Emergency preparedness: Jose said the emergency preparedness consultant is being brought on board to make sure all the documents are in order, and those who have been trained would be retrained, as well as new people trained. This is district project. By the time the live exercise is held in April, the colleges will be on board with this. Vicki suggested that Jose should come to the January Academic Senate meeting so that it is not the first presentation about it to faculty.

Review and approval of October 24 minutes

A correction was made to a sentence in the first paragraph under District Shared Governance Council (DSGC) update, which should read, "Regina said the code of conduct identifies acceptable student behavior." The minutes were approved with this correction.

December meeting

Two weeks before the December 19 meeting, Vicki will publish a draft agenda. She requested that the DSGC reps advise her of any topics that should be added. The December 19 date is tentatively held and Vicki will ask people if the meeting should be held or canceled.

Proposed advisory committee for professional development

The topic was moved for discussion in December or January.

Design/Build Project update

In September, Vicki published an update that explained how the college scaled the project back, held a college wide meeting, cut the budget and posted information on the website. The deadline for potential proposers has moved to Friday, November 30. An open forum has been scheduled for Friday, December 14 to talk about proposals for the project. For finals week, there will be a couple of ways that people can provide feedback.

Once the proposals come in, they will be reviewed by district construction planning people for responsiveness to the RFP. The costs will be looked at and once the forum is held and the college gets the feedback and hears the implications, the board will get a presentation at its first spring meeting on the third Wednesday in January. They won't act on a contract until February, but that date has not yet been established. She has suggested to district staff that Skyline allow input to continue to come in early into the spring semester before the board's first reading. She provided the council with a more detailed update, which she handed out. She read the timeline to the Council. There will be a place in the Student Center where people can submit their written feedback. Once the board acts, the detailed work will begin. Planning will take place from March through fall 2008. Construction begins in fall 2008 with completion in fall 2010. This spring, the key item is the detailed work with the user groups on the blueprints on the buildings. She is going to finalize the update and include it in the November 30 *Skyline Shines* as well as on the website. Carla asked if more detailed work is now going to be done with the user groups and Vicki said it would. In the presentation, people will see rough floor plans and not detailed blueprints. They will probably bring a three dimensional depiction and possibly video depictions.

Building scholarships for students

In an effort to build Skyline scholarships for students, Vicki drafted a letter which was presented to the Council for their review. The college is trying to do a ramp up on student scholarships partly because there is a small supply. If possible, Vicki would like to send it out college wide this week. She has listed the types of scholarships. Lori suggested that Vicki set a deadline for doing in order for it to count for next year's scholarship round. The other thing is that people may want to pledge and not pay just yet. Vicki does not want to do a pledge, but a payroll deduction is fine. Lori will get her the date. Carla asked if in addition to approaching faculty and staff, will businesses will be asked to contribute and Vicki said this is an internal project. The foundation does the pitch to the external groups and businesses. Vicki will go out with the new foundation staff to try to do the external asks. Vicki said the board and the foundation have created a new MOU and the district is helping to fund the staffing costs in order to dramatically increase their staff. There will be a director, professional fundraiser, administrative assistant and bookkeeper and it will be staffed at the level that colleges that have successful foundations do. Carla is concerned that they are having trouble raising dues for Academic Senate, but Vicki said this scholarship fundraising is strictly on a volunteer basis in order to cultivate an attitude of philanthropy here before Skyline goes out to the community. The college is also looking at legacy planning at a foundation level. She asked if the Council had any recommendations to the document and Regina said it may be too wordy for those who are not sure if they want to do it yet. Vicki has pared it down as much as she can. Lori suggested adding a catchy headline. Carla suggested it include a statement that the college acknowledges that faculty and staff are already giving money – this is a great way to support student success through scholarships. A statement that the contribution is tax deductible should also be added.

Accreditation Planning Agendas

College Council agreed that it wanted to have some focus groups to talk about the governance issues and Vicki asked if this has happened with the groups. Linda said the discussion has not happened with Classified Council and Carla said Academic Senate has not discussed it. This topic will be discussed at a future Council meeting. Vicki reviewed the visiting team recommendations and her view is that Skyline did really well. They were largely recommendations that the college was aware of and no deeply penetrating problems surfaced. Following the team report, the team chair writes up the formal report and sends it to the college president for them to check for facts only. Its tone and content were consistent with what he said at the exit interview and provided details in the various standards, so the college will want to read it when it comes. She shared the report with cabinet and the steering committee co-chairs. The commission will meet the second week of January and following that, Skyline will get an official letter with the exact wording that can be shared.

One issue was the SLOAC recommendation and it was a recommendation (first) to the district. Most colleges get this because most colleges are trying to figure out a way to imbed effectiveness in student learning outcomes with faculty evaluations. The SLOAC Steering Committee had a discussion on it and there was a district SLOAC meeting which was attended by union reps. Vicki suggested the college wants people who have direct responsibility for student learning to assess SLOs and engage in the SLO assessment process. Good teachers will do that and some won't. If they don't do it and refuse, it is fair to include it. This way their evaluation is not tied to student learning outcomes. Vicki thinks there is room to build it in a way that makes sense for the college. Ray feels the college is wise to have the philosophy statement because it makes it clear and relevant that the outcomes are not directly tied to the faculty evaluations. Vicki said Skyline wants to have freedom to develop its own model because colleges run their operations in so many different ways.