

Skyline College Council
October 24, 2007

MEETING MINUTES

Present: Lori Adrian, Carla Campillo, Linda Herda, Lauren Hernandez, Ray Hernandez, Anastasia Kuzina, Adolfo Leiva, Vicki Morrow and Regina Stanback-Stroud. Guest: Phyllis Taylor. Accreditation Guests: Robert Garber, Francisco Rodriguez, and Nancy Silva. Recorder: Linda Ghio

Review of minutes of September 26, 2007

A sentence was duplicated under Facilities Master Plan and should be removed. The minutes were approved with this correction.

Proposed advisory committee for professional development

Phyllis Taylor and Regina Stanback Stroud developed an idea for a committee they have tentatively named Professional Enrichment Development Advisory Committee (PEDAC) that addresses a portion of the self study report that concerns professional development. Phyllis reviewed the background of the proposal, professional development coordination, district collaboration and funding. In 2005, Regina developed the position description of faculty/staff development coordinator, which is the position Phyllis now holds. The first charge was to develop this position at all three campuses and establish professional development opportunities at all three colleges. Phyllis said she has been working on the collaboration and communication, but the other colleges decided not to implement the faculty/staff development position, so the full coordination has not happened. Phyllis implemented the professional development newsletter for Skyline, so communication has been successful in 2006. In 2007, the other two campuses appointed her counterparts and they have all been meeting once a month at the district to talk about what is going on at all three campuses. As a result of the successful submission of their proposal district wide, the college received new one-time funds of approximately \$26,000. It is money that is assigned for professional development for all employee groups, and not just faculty. In working on faculty and staff development for Standard IIIA of the self study, Phyllis discovered that Skyline has a sturdy quilt of funding sources and committees that allot funds, develop opportunities and work individually, but there is no single committee that oversees it or even coordinates the communication among them. Regina said some of the opportunities are formed contractually and some are created because of a trustees' grant or a President's Innovation Fund. Phyllis and Regina are proposing a committee that will be a coordination committee. What they saw was the opportunity to capture the communication and coordination brought together under an umbrella group. A copy of the proposed charge was distributed.

Proposed charge

PEDAC is charged with (a) assessing professional enrichment and development needs for all categories of staff consistent with Skyline College's mission and based on identified teaching, learning and service needs; (b) making recommendations regarding an institutional professional development plan that meets the need of all

personnel; (c) recommending flex calendar activities in response to assessed needs; and (d) recommending funding for submitted proposals for professional development resourced by the one-time 2007-08 state allocation of professional development funds. PEDAC would meet 2-4 times per year and be comprised of:

- Chair – Professional Development Coordinator
- Academic Senate Representative
- Classified Council Representative
- The college liaison for Classified Development representative
- The chair or designee of the Professional Development Committee
- The chair or designee of the Professional Personnel Committee
- A Management Development Representative
- Ex Officio: Vice President of Instruction or the Vice President of Student Services.

Vicki said if College Council likes the committee proposal it would be distributed from there to the shared governance groups for their review. Carla asked if there has been a coordinated effort like this before and Regina said she did not think so. Phyllis said the accreditation self study lays out the history of it and the loss of AB 1725 money. There has not been a committee that has dealt with the rest of the charges they have talked about. Ray said he would like to see a coordinated effort with a one-stop information center established and Phyllis said they have begun that work. Regina said they recognized for example that the Professional Development Committee is a union committee and they are not recommending that that it be restructured. By recommending the formation of an overarching committee, the connection would be made because there would be someone from the Professional Development Committee on PEDAC. The Council will need to decide who PEDAC reports to. Carla and Ray expressed a concern about the issue of having one more committee for Academic Senate reps to attend and Regina said she and Phyllis thought it should be done in the form of shared governance. Carla liked the coordinated effort and holding 2-4 meetings per year. Vicki said that this is an additional piece to what some of the proposed members already do, but for some in the group it is a new assignment. The College Council would share the proposal with their constituencies and bring back their recommendation to the December 19 College Council meeting. Phyllis will present it to Academic Senate at either the November or December meeting, as well as to Classified Council.

College Hour proposal

Anastasia and Lauren formed a committee to research Bay Area community colleges that have a college hour and their findings were distributed to the College Council. Those colleges are Foothill, Laney, Merritt and Berkeley. The colleges hold their college hour at around 12 noon. The committee plans to visit the colleges to get a feel for what it is like, collect information, do on-campus investigations and interviews to see how students like it. They also plan to conduct surveys with faculty and students at Skyline. Anastasia said that Chabot College held a college hour, but it was eliminated. She said now Chabot students are interested in reinstating it. Ray said he would like to join the students on their visit because he has not experienced a college hour. Francisco Rodriguez said the benefits are that it supports campus life and student programs, as well as providing shared

governance opportunities. He said it is now not being wholly supported because there is not enough classroom space because the colleges have to have the hours for delivering curriculum at the other timeslots. Nancy Silva suggested they ask the colleges if they would be suspending classes during that time as sometimes they make exceptions for some classes, or do college hour activities compete with classes (let the classes run as normal). Anastasia thinks it could also be held in the afternoon break between late afternoon classes and evening classes.

Integrated Marketing Plan Draft

Sandy distributed the integrated marketing plan draft and reviewed the four goals, which are linked back to the college's strategic plan. One goal was added and that was a suggestion to review the enrollment goals. The plan is being developed so that Skyline can be more effective in communicating its message to its target audiences and market, as well as using the minimum resources to get the maximum exposure. Sandy is presenting the draft to the Institutional Planning Committee and Management Council and will incorporate their feedback. Carla asked her to present to Academic Senate and asked if there is a timeline, which Sandy said there is not. Vicki said that the college started thinking about a plan at the start of the year. Sandy has built the plan to get buy-in on any direction changes in order to get the maximum yield from marketing so that it is effective and people understand why it is being done. It is being circulated to allow people to weigh in with good ideas and recommendations; it is not a governance issue. Adolfo thanked Sandy for the information and thinks it is good that the college is going to constantly look at the marketing plan and refine it. Anastasia said she was at a mall last semester and Skyline had informational tables and was doing outreach. Sandy said the marketing office works with the Outreach Committee and it is one of their goals to support the Outreach Committee by supplying materials. Anastasia said the ASSC members would probably like to help out and Sandy said the student involvement would be helpful because it is a challenge to staff the outreach events. Anastasia also suggested Sandy contact Katharine Harer because honors students need 15 hours of volunteerism. Skyline Days at Serramonte will be held on April 5 so there is sufficient time to plan. Carla asked if the Student Ambassadors are part of the group and Sandy said the Ambassadors anchor the work of the Outreach Committee, which is co-chaired by Sherri Hancock and Rick Wallace.

District Shared Governance Council (DSGC) update

Adolfo and Carla are members of the DSGC and meetings are held on the first Monday of the month. Adolfo said the timing of the meetings may not be good in terms of reporting back to College Council, so Vicki said the council will need to think about that. The items discussed were the Code of Ethics, Rules and Regulations 2.29 on sexual assault and prevention, and a public safety policy draft. Adolfo said there is no code of ethics that reflects the different employee groups and the council determined that each body would generate its own code of ethics. It will be universal across the district for each employee group so that management, faculty, classified staff and students will each have their own voices represented. He said there was a there was good consensus around the plan and it will be a year-long project. Carla said that Skyline's Academic Senate will be looking at its code of ethics in December. Lori asked how the student code of

ethics is distinguished from the student code of conduct, but Carla and Adolfo did not know. Regina said the code of conduct identifies acceptable student behavior. Adolfo said there are five students, the student trustee and students from each campus participating.

The DSGC reviewed regulation 2.29 on sexual assault and wants to adjust the proposed policy to omit the gender specific language. There was also a discussion on electronic surveillance and safety cameras at the campuses. Vicki said that this topic will be discussed at her next cabinet meeting tomorrow. Jose Nunez prepared a Power Point presentation on it and Vicki will do some background work on the topic and bring it back for discussion at the College Council meeting in November. Adolfo said it concerns vandalism and safety and there should be a discussion on who would view the surveillance tapes, where the cameras are located, and how long the tapes are kept.

Vicki suggested adding the DSGC update as a standing agenda item and there was agreement to do that.

Design/Build project update

Vicki reported that the deadline for proposals for Skyline's next wave of new buildings, parking lot changes, and quad and grounds changes is November 16, 2007. The detailed written proposals will provide the district with a cost estimate and a group of graphic depictions of the buildings, interiors, and landscaping. Ultimately, the board of trustees needs to accept one proposal and approve the contract, and then detailed planning begins. User groups for the specific buildings will then get involved again, and construction could begin by next summer or fall. There is a time pressure due to rising construction costs. Ideally, the board would take action in December 2007 and it is hoped that there is a special December meeting for this. Over the next couple of weeks in November, the proposals will be analyzed to make sure they meet the request that went out and to ensure that the design/build firm can deliver what it is proposing. Vicki said Skyline needs to provide input on it before the December board meeting, which is on December 12. A college-wide forum will need to be held in early December so the college can hear about the proposals, see the graphics and weigh in. The design boards should be posted around the campus and people should be invited to write their comments. Vicki will find a good date that would not conflict with other campus meetings that would combine an open forum, provide a written comment opportunity and provide web information.

Agenda items for November and December meetings

- a. Accreditation Planning Agendas regarding governance and communication: a follow-up is needed and the council agreed that focus groups should look at communication at the college. There should be some joint meetings with the various governance groups and some with just the student groups.
- b. November safety camera issues
- c. District shared governance meeting update and meeting timing link
- d. College Hour update

Next meeting: November 28