

MEETING SUMMARY

OCTOBER 24, 2001

PRESENT: Connie Beringer, Bernie Blackman, Carla Campillo, Kellie Chu, Stanlee Garriott, Luzmaria Maldonado, Regina Stanback-Stroud, Fran White, Rosemary Ybarra-Garcia, Kathy Zbikowski-Taylor

GUESTS: Paula Bray, Ken Jew, Maya Hovey

RECORDER: Betty Schlaepfer

AGENDA

1. Agenda Building
2. Recycling - P. Bray
3. Strategic Planning - B. Blackman
4. Reporting Update - B. Blackman
5. College Governance Flow Chart - B. Blackman
6. Procedures for On-Campus Events/Speakers - C. Beringer
7. DSGC Report - C. Beringer, K. Zbikowski-Taylor, K. Chu
8. Academic Senate Report - C. Beringer
9. Classified Council Report - K. Zbikowski-Taylor
10. ASSC Report - K. Chu
11. Next Agenda

MEETING SUMMARY

RECYCLING

Paula Bray reported that we now have recycling containers on campus. Proper carts need to be obtained for the custodians as well as additional garbage cans for certain locations. The Facilities Department has begun recycling landscaping debris and will be contacting a metal recycling company. Recycling suggestions from Council members included putting up "no garbage" signs near recycling bins and placing recycling bins in campus meeting rooms.

- Paula informed the Council that the Campus Beautification Committee has been working on a mission statement and hopes to involve the campus community in its projects.
- She also reported that she has been working on the seismic retrofit project and that the bidding process would begin shortly.

REPORTING UPDATE

- Dr. Bernie Blackman and his staff (Maya Hovey and Ken Jew) demonstrated BrioQuery, a computer program they have been working with that will provide our staff with better ways of accessing and exploring campus demographic data. Having more accurate and accessible information will promote better planning and decision making at Skyline. This is part of the paradigm shift required of our institution in order to be research oriented.
- President White reminded the Council that our Accreditation Report stated that we need better research. She reiterated the importance of having accessible and user-friendly information as part of the planning process.

STRATEGIC PLANNING

Dr. Blackman reported that President White would be sending letters to members of the Strategic Planning Task Force inviting them to the first meeting on November 14 at the Municipal Service Building in South San Francisco.

COLLEGE GOVERNANCE FLOW CHART

← Dr. Bernie Blackman distributed binders to Council members containing copies of flow charts detailing shared governance processes at Skyline. These flow charts are based on interviews he conducted with individuals on campus to determine their perceptions of how decisions are made here.

← Council members will review this information and make adjustments where necessary. We need to develop documentation showing the whole shared governance picture at Skyline, including the relationship of various campus plans to our overall master plan. This is the type of information that Accreditation Teams ask to see.

- "College Governance Flow Chart" will become a standing agenda item and homework assignment for Council members for the year.

PROCEDURES FOR ON-CAMPUS EVENTS/SPEAKERS

President White distributed a draft of a checklist for planning campus-wide events. The checklist outlines the paperwork process to be followed to reserve space and request funding (if needed) and explains advertising policies. President White noted that these

policies do not apply to classroom guest speakers but rather to speakers for campus events. The checklist will be reviewed by the Academic Senate and Classified Council.

DSGC REPORT

Connie Beringer reported that items discussed at the last DSGC meeting included the budget situation, the alternative calendar, strategic planning, and enrollment.

ACADEMIC SENATE REPORT

Connie Beringer and Carla Campillo reported that Sandy Irber will be invited to a future Senate meeting to discuss procedures for on-campus speakers and events, and Jim Herndon will be invited to address security concerns. At the last meeting Regina Stanback-Stroud gave updates on facilities plans and the Faculty Hiring Priorities Task Force. Dennis Arreola discussed proposed revisions to the District Rules and Regulations which were then approved by the Governing Council. Other topics of discussion included recycling, alternative calendar issues, and the Quality of Life Survey.

CLASSIFIED COUNCIL

Kathy Zbikowski-Taylor reported that Jim Herndon attended the last Classified Council meeting to discuss emergency procedures and that many questions were asked. Rosemary Ybarra-Garcia stated that additional training on emergency and evacuation procedures would be conducted.

ASSC REPORT

Kellie Chu reported that the ASSC was collecting donations for the holiday canned food drive and asking for the names of students who could use this type of assistance. Concerns about graffiti in the cafeteria and certain flyers being removed from bulletin boards were expressed. President White and Vice President Ybarra-Garcia stated that they should be notified immediately when things like this occur.

NEXT AGENDA

1. Agenda Building
2. Strategic Planning
3. College Governance Flow Chart
4. Finalize Protocol for On-Campus Events and Speakers
5. DSGC Report
6. Academic Senate Report
7. Classified Council Report
8. ASSC Report
9. Next Agenda

To College Council