

Skyline College Council
October 26, 2005

MEETING MINUTES

Attendance: Lori Adrian, Linda Allen, Carla Campillo, Ben Gonzales, Donna Elliott, Ray Hernandez, Peter Monrroy, Vicki Morrow, Regina Stanback-Stroud.
Guests: Donna Bestock, Jennifer Hughes, Guest: Samia Yaqub, Butte College. Recorder: Linda Ghio

Regina introduced her guest, Samia Yaqub, who is the Dean of General Education and Transfer at Butte College.

Approval of September 28 meeting minutes

The minutes were corrected to remove Ben Gonzalez from the September meeting attendance. Minutes were approved with this correction.

Art on Campus Task Force recommendations

At the last meeting, the Council received the report of the Art on Campus Task Force and its recommended guidelines for art on campus. The council agreed to send this item for review to the constituent groups and report on their recommendations. The Academic Senate looked at the proposal and approved the recommendations. The senate would like the selection process to be open to more people than just the Art on Campus Task Force, and Donna Bestock agreed with that idea. Carla mentioned that Cañada is considering buying an expensive sculpture. Vicki said that is a sculpture of the horse and it is their mascot. There has not been a dollar amount set on what the colleges can spend. A fountain, clock, or large exterior sculpture could be considered and the Chancellor is encouraging the colleges to “think big.” The Academic Senate is concerned about this kind of expense. Donna Bestock said there is money set aside specifically for this that cannot be used for non-capital purposes. It is not operational money that would be used. Donna Elliott reported that Classified Council approved the recommendations. Ben Gonzalez reported that the ASSC has not yet reviewed the recommendations. Vicki asked Ben how he wanted to proceed in terms of the student review of these recommendations and Ben said he does not think the students will have any objections as long as they are involved in the process. A suggestion was made to select a student with an art background to participate on the task force. Ben agreed with that decision. Vicki thanked Donna Bestock for all of her work.

Accreditation update

Donna Bestock and Ray Hernandez distributed the list of Accreditation Standards Steering Committee co-chairs and members. In order to ensure that there were enough Student Services people on the committee, Cathy Hasson will step down from Standard I and Lori Adrian will replace her to bring the Student Services voice to that committee and to balance ethnicity. Linda Van Sciver will replace Phyllis Taylor as co-chair of Standard III. It was noted that Ray is the only instructional faculty on the steering committee but that there are numerous instructional faculty on the writing teams. A list

of potential members for the writing teams was given to the committee for their feedback. The steering committee will meet again to ensure that the writing teams are balanced in terms of gender, function in the college, constituencies represented, ethnicity, etc.

The committee discussed faculty participation on the writing teams and expressed the following concerns:

- Many faculty members are on too many committees and they would like to see other faculty step up so there is equal participation. Carla said it will be discussed at the October 28 Academic Senate meeting. Regina reported that there are 114 full-time faculty, including librarians and counselors. There are enough instructional faculty members on the writing teams, just not enough on the Steering Committee. Vicki offered her assistance if it is needed in getting out the invitation to participate.
- Vicki would like to see a master list of all faculty committee memberships and Regina mentioned that some of the deans have already done this.
- Donna Bestock said it is up to individual people to look at what they're doing. Deans should not say no without having a personal conversation with that person. Regina said it is really between the faculty member and the Academic Senate. If the Senate wants them they can ask. Recommendations are made based on expertise.
- Carla is not sure what the protocol is because she doesn't always get response when asking for divisional appointments. Committee members are elected by the Academic Senate. Donna Bestock suggested asking someone on the governing council to make the request and Vicki concurred.

Five students, of whom Ben Gonzales is one, will participate. The Steering Committee would like more students to participate and Ben agrees that there are not enough students.

Matriculation

In her new role as Matriculation Coordinator, Jennifer presented the near final version of the 2005-06 matriculation plan for Skyline. An updated plan is required every year by the state chancellor's office. Jennifer noted that, unlike many colleges in Region 3, Skyline has done a very good job in submitting an updated plan every year. The plan is important in guiding matriculation efforts and is considered a critical document during Matriculation Review site visits.

Highlights of the Plan

The plan is organized in the following major components: admissions, orientation, assessment, counseling, student progress and follow-up, coordination and training, research, and prerequisite implementation. Each component references Title V regulations, outlines goals, and activities, and identifies staff who are responsible for carrying out the various activities.

Jennifer and Lori noted that it important for matriculation activities to be connected to college-wide initiatives and activities. They stressed that governance input and ongoing

dialogue are critical in the development and implementation of the matriculation plan. In order to strengthen the college's Matriculation Advisory Board, which is currently the Educational Policy Committee, an expansion of the Educational Policy Committee has been proposed. Jennifer will attend the October 28 Academic Senate meeting to formally submit the expanded Educational Policy Committee proposal to the Academic Senate. It is also proposed that some of the Educational Policy meetings be devoted solely to matriculation. Ben Gonzales asked if Academic Senate will amend the by-laws of the Educational Policy Committee and if the ASSC representative on the Educational Policy would also be able to participate on the Matriculation Advisory Committee. Jennifer indicated that the same student representative, James Duncan, would participate on both committees. He recommended that the idea of a second student be entertained due to workload and Jennifer agreed.

Regina stated that some of the ideas on assessment and follow-up may tie in with the student equity plan and the activities that have been identified by the Campus Change Network Committee. Linda Allen asked if Skyline is going to continue online orientation. Jennifer indicated that the matriculation plan focuses on two major areas: the enhancement of orientation programs, both on-line and in-person and the expansion of research. Cathy Hasson will provide research support related to matriculation, e. g., review data to see if matriculation has made a difference in student retention and success.

Carla indicated concern that a faculty position for the Matriculation Coordinator has been lost. It was noted that the salary from the faculty member was rolled into funding to allow for the new hires this year.

Matriculation spending report

Jennifer distributed an annual expenditure report that is submitted to the State Chancellor's Office every September as part of the Matriculation plan. The funding formula for Matriculation requires a 75 percent district match, which is met through salaries and benefits for staff and faculty who contribute to the matriculation effort. Since almost all of the matriculation funds are currently tied to salaries and benefits, a concern was raised that there is very little left for discretionary use, e. g., orientation and other activities that directly support matriculation. Jennifer and Lori indicated that they are reviewing the matriculation expenditure plan and are looking at ways to shift funds, noting that the state looks at the matriculation budget carefully to see how staff whose salaries are paid by matriculation funds provide direct support to students.

EEOAC name change/charge

The recommendation to change the charge and name of the EEOAC to Stewardship for Equity, Equal Employment and Diversity (SEED) Advisory Committee went out to all the constituent groups. The Academic Senate, Classified Council and the ASSC all approved the action to change the name and charge. Vicki was pleased and said that she knew the committee would be too. She noted that at the last meeting, the EEOAC was really motivated to redefine their role, particularly on the idea of stewardship. A list of goals that were developed by EEOAC was read by Vicki. Vicki indicated that SEED

will now move forward with their new charge to identify what their activities will be for the year.

Smoking on campus

Lori noted that, at the last meeting, various constituencies were asked to review the Health and Safety Committee recommendations with their constituent groups. At the Academic Senate meeting that she attended, it was noted that some smoking areas that were identified and recommended by the Health and Safety Committee are now outdated, e. g., building 8/automotive area, due to construction. Academic senate members offered to walk around campus to identify other smoking areas. The “walking team” from the Academic Senate will come back with their recommendations and bring in smokers to get their position. Members of the Academic Senate engaged in a lengthy discussion around the concept of a non-smoking campus, recognizing that the opinions of smokers were not represented in the room since there were none in attendance Taylor Angel, ASSC president, informed the Academic Senate that that the students are leaning toward a non-smoking policy on campus.

Peter Monrroy stated that ASSC liked the idea of the portable shelter but would like better signage and clarification regarding smoking area locations. A suggestion was made to move ahead with multi-lingual, permanent signage. However, moving into a non-smoking campus would need broader discussion, a strong educational component, and support programs/services for smokers, such as smoking cessation classes. Several examples of non-smoking campuses were discussed, e. g, Butte College, which is a non-smoking campus with designated areas for smokers in parking lots. It was noted that a smoker was the one who instituted the non-smoking campaign at Butte. Donna Elliott mentioned that when Ohlone College shifted to a non-smoking campus, they still needed time to alert people that the change was going to occur. Linda Allen suggested that we conduct college-wide forums as a step towards a final decision. Ben said that at Diablo Valley College, shelters were built for people who smoked because smokers congregate as a form of socialization. The college just limited the number of smoking areas.

Regina suggested that a survey on smoking be conducted so that we are not guessing about how people feel. The survey would determine how many people (staff, faculty, students) smoke, what the attitudes are related to smoking and secondhand smoke. Donna Elliott indicated that the Health and Safety Committee has noted a lack of response from staff regarding locations to designate as smoking areas. Lori suggested that we ask the Office of Institutional Research and Planning to assist in developing and conducting a survey. In preparation, Vicki wants the council to determine what we are trying to find out and if there is a predominance of opinion against smoking, or smoking areas.

Ray asked if Skyline’s mission statement contains anything about health or smoking, noting that since safety is not reflected as a value in the college’s mission statement, it may be hard to come to any kind of agreement. Donna Elliott noted that, since there is no way to enforce a smoking policy, we should just make Skyline a non-smoking campus. Ray commented that the smoking issue involves rights versus health, and rights on both

sides need to be considered. It was also noted that smokers have a responsibility to not put their habit on other people – a social responsibility, which is addressed in our mission.

Vicki clarified that the Council's decision at hand is limited to the issue of whether or not to build designated smoking areas, with constituent groups deciding where the designated areas are. She noted that while it may be easier to establish a college policy that we are a non-smoking campus, that proposal/recommendation would have to come through the constituent groups, and then voted on by College Council. Donna Elliott will present the issue at the next Classified Council meeting and Peter will present it at the next ASSC meeting. This topic will be on the agenda in November.

The Academic Senate, as well as the Health and Safety Committee, agree that a vigorous educational campaign related to smoking is critical in solving the problem of smoking on campus. To this end, the idea of an educational champion was discussed. Vicki inquired if the Academic Senate has someone who might be interested in providing leadership for the educational component of a non-smoking campaign. Ray indicated a strong interest in taking on this project. Carla echoed the Academic Senate's strong interest in supporting and providing leadership for the educational component, the Academic Senate will discuss this recommendation further at its October 28 meeting and Ray will research in to see if it can fit into his program.

Emergency Preparedness

The Emergency Operations Center exercise was very instructive and all participants will be involved in assessing the program to help determine what we would change, how we respond to a disaster, and if we need additional training. Vicki said it was clear that a lot of the structure worked. There were some oddities in the way the staffing was outlined that was not a fit. The physical arrangements in Room 5131 were bad – there were problems with a lack of adequate space, physical mobility, and access to equipment. The college needs to have several sites on campus that are wired and ready to go as Emergency Operations Centers (EOCs). Vicki said that the role-playing process was very good and there was a simulation team of other people phoning in simulated crisis messages. The EOC's job was to process the crisis calls and document them all. Donna Elliott felt more instruction was needed and leadership could have been better. She felt that there were not clear instructions on how to handle the calls that came in. Regina felt that she was clear about her role but was not prepared enough. Vicki said the group is going to do some assessment, hold the annual building captain/floor monitor training, and a discussion will ensue on supplies and future training. The exercise accomplished everything we intended it to do and if an emergency happened tomorrow we are much better equipped to handle it.

Fresh Look update

The Fresh Look Advisory Committee will be meeting soon to receive draft recommendations from Mission Minded, the project consultants. Vicki said that they interviewed staff, conducted an electronic survey of College Council, and conducted student focus groups. Cathy Hasson did an analysis and we have a lot of information on

what students think of Skyline. Vicki said that one generalization she would make is that we have a serious-minded group of students and they feel that they have good teachers and good counseling support. The focus group data is rich and will be useful in many ways, including as we build our next class schedule. The project recommendations will come to College Council and we decide how to follow-through. Carla and Donna Elliott reported that both the faculty member and classified staff person who participated were very excited about the project.

Draft Skyline Shines Award

Vicki recommended that the college institute an award every year to recognize people who do a really outstanding job in teaching, service, or spreading the news about how great Skyline is. She suggests that we honor someone within the campus and someone outside in the community who really help Skyline. She said we would post a plaque for a permanent record. A physical award could also be presented and she was thinking a lighthouse might be appropriate – a symbol of the light that shines through the fog. The award presentation can be done at a community event. It should be public nomination process. The internal awardee should be screened by College Council and the President's Council would screen community nominees. Vicki said it should not be a stand-alone event and asked the Council if there is an event that we currently do that we could tie into. Possible events were considered and then Vicki suggested that we hold it on a board meeting day. The press is there, it is a public event and the college/community could be there. Refreshments could be served. She mentioned the idea to Ron Galatolo and he liked the idea and thinks it should be a district-wide group, more of a public event with a nice reception and larger audience. The other colleges will be talking to their groups as well. Vicki would like the College Council's feedback, review the criteria she included, and add to next month's agenda.

Other Business

Peter, who is coordinating the Mardi Gras for Hurricane Katrina relief, said the event will be held on November 2. They will serve hot links, yams, greens, green beans, okra, peach cobbler, corn muffin, soda for \$6.00 per person. Amory Cariadus made the posters and they are beautiful. Peter also mentioned that the ASSC and SOCC are hosting a Halloween event on October 31 and will be selling candy and baked goods, doing face painting, and holding a pie eating contest.

Future Meetings

The next meeting is scheduled for Wednesday, November 23 but it is problematic due to the Thanksgiving holiday. Vicki would like to move the meeting to November 16. There is a curriculum committee meeting scheduled that date, as well as a matriculation meeting on campus. The committee agreed to hold the meeting on November 16. Vicki recommends canceling the December meeting unless we feel we need to meet. The first meeting of the year is scheduled for January 25.