

MEETING MINUTES

September 22, 2004

PRESENT: Ilka Barcala, Bernie Blackman, Melchie Cabrigas, Carla Campillo, Donna Elliott, Nick Kapp, Shirley Kelly, Regina Stanback-Stroud, Rosemary Ybarra-Garcia

ABSENT: Félix Pérez

RECORDER: Betty Schlaepfer

AGENDA

1. Agenda Building
2. Facilities Update--R. Inokuchi
3. Institutional Planning--B. Blackman
4. Reporting--B. Blackman
5. 35th Anniversary--N. Kapp
6. Emergency Response--R. Ybarra-Garcia
7. Educational Master Plan--R. Stanback-Stroud
8. Student Learning Outcomes--R. Stanback-Stroud & B. Blackman
9. DSGC Report--B. Blackman, N. Kapp, D. Elliott, I. Barcala
10. Academic Senate Report--N. Kapp
11. Classified Council Report--D. Elliott
12. ASSC Report--I. Barcala
13. Other
14. Next Agenda

MEETING SUMMARY

§ Interim President Kelly announced that Ilka Barcala would be the first ASSC President to present an Executive Report at the Board meeting that evening.

AGENDA BUILDING

§ Agenda items 7 and 8 were removed from the agenda as there is no new information on these items.

FACILITIES UPDATE

§ Richard Inokuchi, Skyline's Facilities Supervisor, updated the Council on campus facilities work and capital improvement projects. Highlights of his presentation included the following:

- We are starting work on Pacific Heights classrooms to be used as swing space for Building 8.
- The new soccer field is finished and beautiful. We will have to close the track again in March for resurfacing.
- Tennis court improvements are coming along well.
- 100 new parking spaces have been created near Pacific Heights.
- Construction of the cutover road and walkway from Parking Lot 5 to Pacific Heights has been completed.
- An entrance from the loop road into Parking Lots 8 and 9 will be constructed in October.
- Exterior painting of Building 1, Portables 3A-3E, and the track field house is scheduled for September and October.
- Construction of the new Student Support and Community Services Center and the new Science Annex is expected to begin in the next few weeks.
- Seismic retrofit and modernization construction in Building 3 will begin in October and end in January 2006.
- Seismic retrofit and modernization construction in Building 8 will begin in January 2005 and end in January 2006.

INSTITUTIONAL PLANNING

§ The final copy of the 2003-04 Year-End Report was accepted by the Council.

§ Nick Kapp stated that he didn't think some of the information in this document would be helpful to members of the College Budget Committee and noted that CBC members need information in a more user-friendly format that will help them make decisions. Dr. Blackman responded that the IPC would need to look at a bridging planning document between the strategic plan and the budgeting process.

§ Bernie distributed copies of the Governance Manual and noted that this document, the Compendium of Committees and the Strategic Plan are on the website. This year the Institutional Planning Committee (IPC) will have to re-examine Skyline's goals to make sure they address the new accreditation standards.

§ Interim President Kelly stated that we have to figure out a way to pull all the pieces of the planning process together with timelines and to tie our planning documents to the budget.

REPORTING

§ Dr. Blackman and Interim President Kelly noted that we are holding our own with FTES this fall as compared with last fall.

35th ANNIVERSARY

§ Nick Kapp noted that he will assemble the group of 35th Anniversary Committee members in the near future. He thinks we'll plan a few small events throughout the year to commemorate the anniversary.

§ Donna Elliott stated that Classified Council will incorporate the theme "35 years of service to the college" into bake sales and other events sponsored by the Council during this anniversary year.

§ Ilka Barcala shared the following ideas for 35th Anniversary activities which have been suggested by students:

- putting together a 35-year time capsule containing names of faculty, the current tuition amount, memorabilia
- holding a week of cultural events
- inviting alumni back to campus
- holding a big gala or dinner
- discussing the difference between the civil rights movement 35 years and the gay rights movement today
- organizing a student band
- bringing back the first student body president and having him speak at graduation

EMERGENCY RESPONSE

§ Rosemary Ybarra-Garcia reported that the Health & Safety Committee had met the day before. In an effort to improve communication we will be ordering 40 Nextel phones and will have radios in every division office. Richard Inokuchi and José Nuñez are looking into a PA system for the campus. A suggestion was made to have regular evacuation drills. Consultant Joe Horton will update our Emergency Operations Plan and conduct a training session on setting up an emergency center.

§ Vice President Ybarra-Garcia reported that we had a successful "Smokeout" but are still dealing with the problem of smokers on campus. We're trying to help them realize how bad smoking is for their health and how annoying it is to other people. Melchie Cabrigas reported that the students want to start a "No Smoking Club."

DSGC REPORT

§ Bernie Blackman distributed copies of the proposed "Mutual Respect Policy" currently under consideration as an addition to the District Rules and Regs. Council members discussed the policy and expressed concern over the words "discourteous" and "offensive" as they are subject to interpretation. Another suggestion was to incorporate the "cultural competence" piece (#5) from the Policy on Equal Opportunity (Rules & Regs 2.20) into this policy.

§ Council members were asked to share this policy with their constituent groups and to send any feedback to Nick Kapp prior to the next DSGC meeting.

ACADEMIC SENATE REPORT

§ Nick Kapp reported that Bernie Blackman attended the last Senate meeting to talk about enrollment numbers and that most people were pleased with what they heard. The Senate will be sending Richard a

letter commending him for the excellent job he is doing communicating with faculty and staff re. campus construction.

§ Nick also reported that the Governing Council discussed the need to set up an accreditation schedule and to line up people to work on our Self-Study. Vice President Stroud will attend a future Senate meeting to discuss student learning outcomes.

§ Nick noted that our district allocation model is a few years old and that Kathy Blackwood is interested in looking at a new model.

§ Interim President Kelly stated that the District wants a fair budget model which recognizes that Canada is small and has no economy of scale and that Skyline is good at efficiency and load. She said that it would be to Skyline's benefit to push the efficiency component of the allocation model.

CLASSIFIED COUNCIL REPORT

§ Donna Elliott reported that she is still working on filling classified slots on shared governance committees. The Classified Council had a successful bake sale in September and is planning a retreat in the spring.

ASSC REPORT

§ Ilka Barcala reported that the ASSC will sponsor Hispanic Heritage Month from September 15 through October 15. On Hispanic Heritage Days (September 30, October 7 and October 14), Hispanic faculty and staff will be invited to talk about their experiences, and food and music from Hispanic countries will be showcased.

§ Ilka also shared the following information with the Council:

- Tolerance awareness activities will be planned for National Coming Out Day, October 11.
- Halloween activities under discussion include a pumpkin patch or an All Souls Day celebration.
- A voter registration table will be set up on campus.
- The ASSC now has a new picture ID machine.

§ ASSC Vice President Melchie Cabrigas reported that there are five new student clubs this year No Smoking, Photography, Filipino, Anthropology and Psychology.

NEXT AGENDA

ASSC Report
Classified Council Report
Academic Senate Report
DSGC Report
Facilities Update
Institutional Planning
Reporting
35th Anniversary
To [College Council](#)