

**Skyline College Council**  
**MEETING MINUTES**  
September 28, 2005

In Attendance: Vicki Morrow, Lori Adrian, Linda Allen, Carla Campillo, Donna Elliott, Ray Hernandez, Peter Monroy, Regina Stanback-Stroud, Facilities: Richard Inokuchi, Swinerton: Zak Conway and Doug Henry, Recorder: Linda Ghio. Guests: Donna Bestock, Sherri Hancock, and Cathy Hasson.

**May 25 meeting minutes approved**

The committee reviewed and approved the minutes from the May 25 meeting.

**Measure A Fact Sheet**

Vicki Morrow noted that the chancellor mailed two documents informing all district employees about the Measure A bond issue which will be on the November ballot. The mailing included a fact sheet and a list of projects that need to be funded throughout the district. The College Council will have further discussion about the projects should the bond pass.

**Facilities and Construction Update**

Doug Henry and Zak Conway of Swinerton Construction presented an update on capital improvement projects. Projects discussed included:

- Building 3 construction and parking impact
- Building 6 and 7A construction: structural steel should be in place around the end of October. The final steel beam will be set in place in a "topping off" ceremony after the beam has been signed by all interested parties. Vicki Morrow noted that invitations will be sent and plans made for the ceremony. Swinerton will determine how to safely stage this event.
- Building 8: the project has been more complicated than Building 3 because of electrical and ventilation issues. The third floor redesign should be approved shortly and re-occupation is scheduled for January 2007. Regina Stanback-Stroud suggested that a future discussion be held to coordinate the re-occupation so that it does not disrupt classes that would start in January.
- Building 1: all facelift projects should be completed by the end of this semester. Doug noted that the building will ultimately be completely wireless, but not in the immediate future.
- Building 5: replacement of HVAC is starting in November. All work will be done in two weekends.
- Parking: Lot 11 will re-open once all lighting is installed. This lot will provide 100 spaces, 10 of which are for handicapped parking. Lot 10 will eventually be paved. The college is considering funding this project in a joint venture with some of the local, private high schools who are interested in using Skyline's athletic facilities.

The complete Facilities and Construction update is included with these minutes.

**Emergency Preparedness Exercise**

Lori Adrian indicated that after several months of planning, Skyline will conduct an emergency response training exercise on October 19-20. The training begins with a 4-hour classroom workshop to instruct members of the Skyline Crisis Action Team and Emergency Operation Center (EOC) staff in the EOC plan and how it would be implemented. A simulated event will be held on October 20 from 1-4 p.m. There should be minimal disruption in the classrooms. Members from the San Bruno fire and police departments will participate. Donna Elliott will create posters alerting students to the simulated event, which will be placed throughout the campus. The exercise will use a simulated earthquake as the training tool to help the EOC prepare for a disaster. The group will learn leadership skills and how to respond. All faculty will

be asked to notify their classes. Peter Monrroy suggested adding a flyer to each faculty members' mailbox asking them to alert their students.

### **Accreditation**

Donna Bestock and Ray Hernandez distributed an accreditation timeline and steering committee list. They reported that Skyline is making good progress in its accreditation process and is ahead of the other colleges in the district. The two-year process of self-study will end in a visit by the Accrediting Commission for Community and Junior Colleges (ACCJC). The accreditation steering committee includes Donna Bestock, Ray Hernandez, Félix Pérez (representing Classified staff), and Taylor Angel (representing the ASSC), as well as the co-chairs of all the standard committees (Linda: verify with Donna or Ray). There should be two co-chairs for each of the four writing standards, however one or two of the standards currently have one. Resource people include Connie Beringer (editor), Cathy Hasson (researcher and accreditation liaison officer), and Anyta Archer, (resource manager). Anyta will find evidence Skyline needs to back up the work we have done. Regina added that each standard committee has a resource person who will be part of a sub-committee working closely with Anyta Archer to coordinate the gathering of evidence. This teamwork will carry through the entire process. There will be keyword lists to provide a link. Information will be given to Anyta and she will link it off the website as a central repository for everyone to access. The resource person is also a trainer.

Writing: Skyline will be looking at models from other colleges. To ensure that the steering committee represents the college as a whole, they are identifying other committee members for the writing teams. Writing teams need to also have diversity so that all constituencies are represented. The topic of writing was raised at the last Instructional Leadership Team (ILT) meeting, and Regina said the ILT is looking at ways they can help identify which staff members have time to help with the writing. Lori Adrian asked if there are enough people assigned to Standard II because it is large. Ray indicated that the writing teams will be large for every standard. He also noted that the teams will structure their work based on their skills. Writing teams will need to report to all constituencies to confirm the appointments and will need to serve on theme committees. Finalization of writing will need to wait until all committees have provided input. Lori asked what role student services managers will play in the accreditation process and Ray said he hopes that student services managers participate on each writing team. Standard II should have heavy student services representation. Ray indicated that the standards committees will begin the self study process in early October. Assignments for areas within the writing standards will be made at that time. The Accrediting Commission is holding a workshop at CSM on September 30 and Cathy will ask if it can be taped. Regina would like to see an example of what the commission likes. Vicki said our writing needs to be lean and clear whenever possible. She said the commission may not want to provide a single "standard", so we should create what works for us ourselves. College Council approved the structure. The council recommended expanding the leadership for standards II and III in order to ensure that all programs and services are represented.

### **Survey**

Cathy presented a Survey Source Matrix for the Accreditation Self Study. She noted that a campus climate survey was most recently conducted in 2002. She said that the Steering Committee recommended that Skyline conduct a survey that gives feedback from students and there was interest from the Council in that idea. A standardized survey will be administered in spring 2006 to 800-1,000 students. The steering committee will narrow it down to one survey and present it to shared governance committees to have it approved in late fall for use in the spring. Questions will be developed in the fall and given as a sample to students. It should go to the Academic Senate for future discussion to engage faculty early so they can propose things that they would like to add. This topic will be added to the November agenda. Briefing results should be done by the end of spring. Vicki added that there may be an employee survey as well.

### **EEOAC Name Change**

The Equal Employment Opportunity Advisory Committee has proposed a change in its name. At the last College Council meeting on May 25 it was decided that the proposal would be sent to campus constituent groups who would need to report back by the next College Council meeting on October 26. Vicki Morrow will decide whether the EEOAC operates as is or if she should delay the first meeting until the recommendations have been made. (A meeting of the EEOAC was subsequently confirmed for October 17.)

### **Smoking on Campus**

The Health and Safety committee was asked to address smoking issues and develop recommendations to the College Council. A survey was sent to all Skyline employees and Sherri Hancock presented suggestions based on that survey and the committee's analysis of it. A copy of the district rules and regulations concerning were also distributed, along with a grid listing recommendations for suggested designated smoking sites (items 1-4). Item 4 near the automotive area is in a high-travel area and will have to be explored further. Sherri spoke with Sandra Hatzistratis regarding a potential site at Pacific Heights. She indicated that there is no appropriate space in that area because the building has many windows. The required 20-foot clearance puts the smoking area in the parking lot. Fifty signs which will designate smoking areas around campus will be ordered. Bids were requested for shelters and a quote came in from a company who could provide a 8x5 shelter for \$5,542 and a 10x12 shelter for \$9,800. It is estimated that we would need \$50,000 to provide shelters and signage around the campus. The Health and Safety committee proposed that the college develop its own smoking policy. It needs to include a policy statement and procedures for enforcement which would be presented to all constituent groups for discussion. The Health and Safety committee also suggested asking faculty to incorporate smoking cessation education in their classes. College Council asked the Health and Safety committee to draft a policy to enforce smoking and provide shelters once input is received from all constituent groups.

### **Art on Campus**

Donna Bestock, co-chair of the Art on Campus Task Force with Bridget Fischer, asked for approval of the Art on Campus Policy from the shared governance body of the college. It includes a statement that Skyline should adopt a policy to make art an integral part of the campus that says who we are and how we think about ourselves. Questions about accessibility and how the art is to be presented are addressed in the report. The proposal addresses the purchase of permanent art and not temporary displays. The recommendations in the report include:

- Diversity themes — reflective of all cultures and enhances our courses
- Art that directly relates to the function of the building
- Outdoor clock
- Something that uses water — perhaps cascading between buildings — to give a soothing feeling
- Hands-on art — interactive and accessible.

Vicki indicated that the proposed policy needs college-wide ownership and needs to be sent to College Council leaders for recommendations from their constituent groups. Linda Ghio will forward the policy to Academic Senate for preliminary review prior to the senate's October 14 meeting and to Donna Elliott for review by Classified Council.

### **Opening Day**

There was consensus that overall Opening Day went very well. Carla Campillo felt that the introduction of new faculty took too long at the Opening Day ceremony and not enough faculty stayed afterward for the Academic Senate meeting. She suggests that the faculty bios be inserted in the program book and not read at the podium. She also would like to see if she can hold the Academic Senate meeting earlier, perhaps prior to the break. Donna suggests segregating the new people and moving the entire group up

closer to the stage. She would like to add a CSEA rep to the opening program since the AFT was represented.

**Keeping website archive current**

Vicki reminded the College Council to regularly post committee agendas and minutes to the Skyline website. She will eventually advise the group on how we can have a consistent look to the committee sites.

**Next College Council Meeting**

**October 26, 2005**