



College Governance Council Annual Report 2014-2015

As stipulated in the Charter and Bylaws of the College Governance Council, “an Annual Report summarizing the work of the Skyline College Governance Council will be distributed to the college community.” The topics listed below are arranged alphabetically with brief summaries from all meetings at which that topic was discussed during the year. The summaries are drawn largely from *Skyline Shines*, the president’s weekly email update to the college. College Governance Council activity is summarized there each month on the Friday following the Council’s meeting.

Academic Senate

September 24, 2014: Kate Browne, President of Academic Senate, reported that this year the Academic Senate goal is to be all inclusive with the college. They have invited AFT, Classified Senate and Administration to attend Academic Senate meetings.

Dean of Counseling, Advising, & Matriculation, Dr. Angélica Garcia, will be a guest at the Academic Senate meeting to discuss the SSSP and SE plans. President Stanback Stroud has also been invited to attend an Academic Senate meeting to speak on College Plans and Challenges. Dr. Perkins and Dr. Blake will be attending an Academic Senate meeting as well as the three new Division Deans.

The Academic Senate has been discussing the Faculty Evaluation process. There have been many comments made about Appendix G of the process. Soon there will be appointments to the Evaluation Guidance Committee (EGC).

Another topic of discussion is Professional Development and Professional Personnel. The Senate is taking a very active role in recreating the structure. This way the information regarding applying for funds is clearer to all employees. Senate President Browne and Dr. Perkins will be working together to complete this goal.

The other item of discussion is the minimum qualifications. Currently the District Office is creating two committees for Psychology and Reading.

October 22, 2014: Academic Senate President Kate Browne reported to the CGC of their Fall Academic Senate meetings that will have visits from key administrators such as President Stanback Stroud who spoke on the college plans and challenges. Dr. Angélica Garcia reported on the Student Equity Plans and Dr. Sarah Perkins discussed professional development.



In the coming Senate meetings Dr. Joi Blake will attend and speak about Student Services, Aaron McVean will discuss research and data and Jonathan Paver plans to discuss learning technologies.

The Senate have new committees that indicate areas of activity: College Accreditation Oversight, Faculty Evaluation Guidance, Study Abroad, Minimum Qualifications (Psychology, Reading). Upcoming discussion on the District Strategic plan development and new Resource Allocation Model. At the next SPARC meeting, Thursday, October 30th beginning at 2 p.m. in room 6202, Executive Vice Chancellor, Kathy Blackwood will present the new model.

The Senate and the ASSC are working together on the Disabilities Awareness month. This will increase faculty-student involvement on joint efforts.

There is a concern that the District Academic Senate was not consulted on the 2015-2016 Academic Calendar which is going to the Board of Trustees for approval Wednesday, October 22nd. Senate President Browne and Senate Vice President Fredericks feel that the information should have been shared. Dr. Stroud explained that the calendar is a negotiated item with AFT and the District. It would be appropriate to direct their concern to AFT because the calendar is not a governance issue.

February 25, 2015: Winter meetings include visits and discussions with key administrators about the *state of the College and issues* for this year:

To date: Regina Stanback Stroud [College Plans & Challenges] Angelica Garcia [Student Equity plans], Sarah Perkins [Professional development], Carsbia Anderson [Student Services], Jonathan Paver [Learning Technologies], Aaron McVean [Research & Data].

New committees indicate areas of activity: College Accreditation Oversight, Faculty Evaluation Guidance, Study Abroad, Minimum Qualifications (Psychology, Reading), Adhoc Task Group on Repeatability.

Approval of Faculty Committees: Both Peer Review, and Selection committees; Tenure committees already approved and in progress from Fall.

District Strategic plan development and new Resource Allocation Model; SMCCD Chief Financial Officer Kathy Blackwood will attend SPARC meeting next Thursday, February 26, at 2:00 p.m. in room 6202 to discuss likely implications, steps, and changes for Skyline College with new Resource Allocation model.



State issues upcoming include

- Common Assessment Initiative [CAI] Work Groups for English, Math, ESL; includes test prep/delivery/data for course placement: Volunteers: Stephen Fredricks, Rick Hough [Math; English/ESL: Leigh Anne Shaw.
- Discipline list will be debated/voted at State Plenary; Division Representatives are to discuss with their divisions for faculty discussion: Supply Chain [Bus/ Claire & Whitney], Counseling & LD [Escobar], African-American Studies [Irwin]
- State Senate Spring Plenary Thursday, Saturday, April 9-11 at the SFO Westin *Look for info on <http://www.asccc.org>*

April 22, 2015: Academic Senate President Kate Williams Browne reported about the recent Academic Senate Plenary held April 9-11, 2015 in Burlingame.

Academic Senate for CA Community Colleges *Spring Session 2015* - April 9-11, 2015
 “Thriving Under Pressure” - Kate Williams Browne

Below please find the activities that align with the outcomes outlined below. *We reported to Academic Senate 4/16, and to College Council 4/22.*

Outcome	Action
Achieve an understanding of the proposed new Discipline Areas	*Attended Discipline Hearings, discussed results with local Senate reps who also attended: SSCA Rep Tatiana Irwin [African-American Studies], BEPP Rep Shawna Whitney [Supply Chain Technology], and Professional Personnel Chair Zack Bruno & Secretary Leigh Anne Shaw [DSPS & LD].
Become more proficient in leadership at the local level.	*Met with Leadership Mentor John Freitas about my goals and upcoming attendance at June Academic Senate Leadership Conference. *Keynote Presentation on Why Race & Culture matters by Dr. Tyrone C. Howard [UCLA]
Engage in issues of Curriculum and Faculty Professional Development	*Attended Breakout session on Bringing the entire institution together, regarding the ‘silo effect’ and how to overcome it



	<p>*Attended Breakout session on shifting path of professional development</p> <p>*Participated in a cross-college discussion with DAS President Diana Bennett, Skyline Secretary Leigh Anne Shaw, CSM President David Laderman and Canada President Doug Hirshey about planning an all-Senate study session/retreat with State Senate Executive Board member Kale Braden [Chair, Relations w/Local Senates Committee]. Purpose: to compare updated Local Senates Handbook with our organizations and consider review/revision of our local senates.</p>
<p>Attain a better understanding of Chancellor's Office and Legislative/Advocacy Issues</p>	<p>Attended Panel Discussion: the impact of the task force on workforce, job creation & a strong economy</p>

In addition, Kate reported that the following took place at recent Academic Senate meetings:

- President Stanback Stroud about current college issues including both construction and faculty hiring;
- PRIE Dean McVean and SPARC Co-chair Briones about District Strategic Plan and general Budget update;
- Distance Education Committee Chair Bridget Fischer & ASLT Dean Jonathan Paver about the DE Certification drafts, and an ad hoc group of Clair, Steele, & Whitney will work on issues/ideas of interest & report next meeting.
- The Academic Senate will be selecting Meyer Award winner, appointing a Commencement Faculty Marshall, and taking nominations for Officer Elections at our next meeting (May 7). The position of president is a two-year position held by Kate Williams Browne for 2014-2016. All remaining open positions include: Vice President, Secretary, Treasurer, Curriculum Committee Chair, Educational Policy Chair, Professional Personnel Chair, and Research Chair.
- The Academic Senate will be participating in the End-of-Year celebration (May 15). President Browne will be attending the Scholarship Awards event (May 14) and both President Browne & Vice-President Fredricks will attend Commencement (May 29).

May 27, 2015:

1. Spring meetings included visits and discussions with key administrators about the *state of the College and issues* for this year. Guests included Aaron McVean & Eloisa Briones [SPARC],



Sarah Perkins [Professional development & Facilities], & Jonathan Paver [Learning Technologies].

**College issues of high faculty interest and focus for next year* include: better understanding & participation in budget and planning issues [via a stronger connection to SPARC] and continued participation in professional development regarding faculty for online education delivery [via more regular connection with DE/CCLT].

2. Discussions via our *Division Reps and Committee Chairs* indicate several areas of activity. Spring topics included Faculty Evaluation Guidance, Faculty Selection & Minimum Qualifications, and collaboration with Curriculum Committee on common Syllabus checklist. Several faculty indicated their intention to continue with Academic Senate next year.

**Faculty issues of high interest and focus next year are:* Review & revitalization of AS structure and activities [will participate in a District-wide Fall Friday session with State Senate], AS Committee focus/structure/membership, AS Meeting structure to include more Division work discussions

3. Discussion and participation continued on the *District Strategic plan development and new Resource Allocation Model*, both through College Forums and SPARC meetings. While the ASenate was not entirely satisfied with the structure of the goals and the level of specific strategies for faculty, it participated and agrees with the plan in general. An issue of strong concern is the combination of new District strategic plan and new District Resource Allocation model in its implications for Skyline College budget.

**Faculty issue of high interest and focus next year is:* appropriate resources for faculty hiring, retention, and replacement.

Accreditation Follow Up Report

September 24, 2014: The follow up report for the ACCJC is due October 15th. Aaron McVean, Dean of PRIE, reviewed the response report on the recommendation on the deficiency found during the site visit. The group discussed the short document.

(M/S/U Sarah Perkins/Kate Browne.) It was moved that the CGC recommend to the President that the document to ACCJC addressing the Deficiency be forwarded to the Board of Trustees through the Chancellor.



Additional Announcements

February 25, 2015: President Stanback Stroud announced Friday, February 27th at 1:00 p.m. in room 6202 there will be a College Wide Forum on the Capital Improvement Projects. Vice Chancellor Jose Nunez will give a college overview of the projects. April 9-12 the traveling Veterans wall will be at the Golden Gate National Cemetery. Additional volunteer opportunities for the Skyline College campus community are available. Skyline College and the SMCCCD are very engaged. See Gina Ciardella, PSC Veterans Resource Center Coordinator.

Classified Senate representative, Barbara Daley, reported – Thursday, February 26 at 9:30 a.m. in the Theater there will be a Chamber Mixer of the San Francisco Munic Trio.

Vice President of Instruction, Dr. Perkins, announced that Skyline College is on track for the opening of the Middle College this Fall 2015. The MOU's are in progress and legal agreements have been drafted as well as the State applications being completed. Additionally, the Baccalaureate Degree is in process. Currently there is an ACCJC Substantive Change Report for Respiratory Therapy.

Interim Vice President of Student Services, Carsbia Anderson, reported that during a meeting with Title 3/Title 5 Consultants we found out that Skyline College has achieved the status of being an HSI Institution. Consequently, the College is eligible for funds through Department of Education and may apply in this year's application for funds process. Additionally, we learned that each Federal Agency has HSI Funds available. The standard for achieving HSI Status is for an institution to have 25% or more of its FTE students identify themselves as Latino/Hispanic. The allocation for HSI funded institutions last year was at \$550K per year for 5 years and previous to last year was at \$650K for 5 years. There is talk in DC about using funds from this year to restore the colleges awarded last year to the \$650K level. While HSI Funds will benefit Latino students the impact of these funds will assist all students.

Associated Students of Skyline College

September 24, 2014: Nicole Harris, President of ASSC, shared with the CGC upcoming events. Currently they are in the midst of the Latino Heritage Month, ASSC gave \$5000 for various activities. On September 25, they hosted a movie screening of "Summer of Gods" in the multicultural center. Following the screening the director was in attendance to answer questions. The ASSC is thinking of restarting the "The Fog" newsletter this year. The goals this year is to get students engaged with the events on campus. The month of October is DRC month and the ASSC gave \$1000 for events. Meier Schneider will be on campus to speak on the topic of vision for life, how to enhance your vision. Skytalks is being planned as well.

Dr. Cornel West delivered a presentation to a full theater of college faculty, staff, students, and community members. The ASSC has scheduled the Harvest Festival on October 30th which will



also be the kick off to the Can Food Drive. The ASSC Council attended their first retreat where they worked on their leadership skills.

Dennis Zheng, Vice President of ASSC, shared a concern regarding the Wi-Fi on campus. During high level of usage, especially midterms and finals, the Wi-Fi works sporadically on campus in different areas. Jonathan Paver, Dean of Academic Support and Learning Technologies will check with IT to see how information can be collected regarding the weak Wi-Fi areas on campus.

October 22, 2014: ASSC President Nicole Harris shared with the CGC that next Thursday, October 30th from 11:00 a.m. – 3:00 p.m. in the main quad the ASSC will be hosting Skylooween 2014.

Four of the ASSC Council members attended the CCCSSAA which is The Community Colleges of California Student Affairs Association in Los Angeles at the Sheraton Hotel. Students were able to attend workshops design to enhance leadership skills. We were actually able to make connections with key constituency groups, such as the black caucus. The black caucus is interested in doing something at Skyline College.

The ASSC was able to fund the Financial Aid, Transfer Center, and Phi Theta Kappa requests for their events. Four of the ASSC Council members will be attending General Assembly in Los Angeles in November.

Currently ASSC is in the planning stages for a Cancer Awareness event in November or December as well as planning other events for the remainder of the school year.

President Harris gave an update of the Skytalks event. There has been a Task Force created and a name change. Also they are gathering questions and searching for interview participants.

Vice President Dennis Zheng is a member of the Bond Oversight Committee and the ASSC is supporting Measure A.

Vice President Zheng and Amory Cariadus created a survey about improvements that student might on campus. The results will be shared with CGC at a later date.



Vice President Zheng explained that there have been many student clubs that have been inactive in the past. He has worked with the clubs and has created a list of 36 active clubs on campus. The active clubs are:

- | | |
|---|---|
| Anthropology Club | Latino American Student Organization (LASO) |
| Association of Innovative Minds | Latino Unidos |
| Auto Tech | Model United (MUN) |
| Black Student Union (BSU) | Phi Theta Kappa (PTK) |
| Ceramics Club | Public Speaking Club |
| Chess Club | Respiratory Therapy (RT) |
| Cosmetology Club | SACNAS |
| Dance Honors Society | Science and Research Club |
| Dead Beat Writers | Skyline Women |
| Fashion Network | Society of Hispanic Professional |
| Filipino Student Union (FSU) | Stock Exchange |
| Gay Straight Alliance (GSA) | Student Roundtable |
| Heartwrenchers | Surgical Technology |
| Honors Club | Theater Club |
| Hoop's Club | TRIO Club |
| Inspiring Community Leaders | Veteran's Club |
| International Affairs Student Club (ISAC) | Women In Transition (WIT) |
| Journalism Club | |
| Kappa Beta Delta | |

February 25, 2015:

November

- Veteran's Day Surprise Luncheon
 - A surprise luncheon to honor the service of veterans on campus.

December

- Winter Coat Drive
- After a period of two weeks, we collected fifty coats for The Village Project SF on Turk Street, a non-profit organization serving economically disadvantage communities, especially youth and their families.
- Winter Kickback
 - Rescheduled due to the storm. Gave out hot chocolate and doughnuts to the students. Set up a chalkboard and designed for the holidays and traditions.

February

- African American Month Kick Off



Skyline
COLLEGE

ACHIEVE

- Played music from historic periods in the dining hall, trivia games, and tabled with Black Student Union and ASTEP.
- Valentine's Day
 - Played a safe sex and media Jeopardy game in the Dining Hall. Tabled with the Health Center and Skyline Women Engineer. Distributed chocolate, condoms, and informational packet for safe sex.
- African American Experience and Social Justice Panel
 - Invited Professor Pail Bolic, Dr. Tony Jackson, Student Dessaline Douglas, and Student Nicole Harris to discuss contemporary issues facing African American. Topics included the Black Lives Matter movement, Social Anxieties, access to education, and the importance of respecting diversity.
- African Drum Djam – Afia Walking Tree
 - Activist, educator, and performer, Afia Walking Tree led a Drum jam. Students had the opportunity to play authentic African percussion instruments and learned about the history of the drum.

Upcoming Events

- Chinese Lantern- March 5
- Club Rush- March 12
- CORA Drive
 - A drive for CORA Organization. Campus wide donation drive.
- Women's Leadership Panel
 - A discussion panel on women's role and leadership
- Bonus: 5 Students from the ASSC will be going to the Washington DC
- President Harris will be going to March on March and has been chosen to be a community college speaker.
- 5 members of the ASSC will attend the USACC Conference in Washington DC
- CCC March in March – Nicole Harris will attending the event in Sacramento

March 19, 2015: ASSC reported that they held a rush on March 5. They would be sponsoring the women empowerment panel on the following Tuesday and that they are engaged in the Drive for Cora with the clubs.

April 22, 2015: Dennis Zheng, Vice President of ASSC, reported on events that will be taking place for Asian American and Pacific Islander Heritage Month in April and May:

Monday, April 27th - Quad

12:00 – 2:00 p.m.

Origami Art Booth with ASSC and a taste of Japan

12:15-1:15 p.m.

Taiko Performance by GenRyu Arts



Tuesday, April 28th – Room 6204-6206

- | | |
|--------------------|---|
| 10:00 – 11:00 a.m. | Tai Chi Workshop taught by Skyline’s own Ronda Wimmer |
| 12:00-1:00 p.m. | Chinese Tea Tasting Ceremony and sounds of Yanqin Zhao from Melody of China |
| 1:00-2:00 p.m. | Meditation Workshop taught by Ugyen Dolma of Tibet Stars |

Monday, May 4th – Quad

- | | |
|-------------------|---|
| 12:00 p.m. | A Taste of the Islands: Food catered by Ongpin & L&L Hawaiian BBQ |
| 12:00-1:00 p.m. | Hula Performance by Kalani Vioria and Anjelica Gacutan of Halau Hula a Kawika Laua ‘o Leinani |
| 12:00 – 1:00 p.m. | Lei Making Workshop taught by Leah of Aloha Warehouse |
| 1:00 p.m. | A Sweet Treat from the Island of Hawai’i |
| 1:00-2:00 p.m. | Pilipino Culture Night Sneak Peek presented by Skyline College’s PCN Class |

Wednesday, May 6th – Room 1303

- | | |
|----------------|---|
| 6:00-8:00 p.m. | Chinese Paint Workshop taught by ShiPei Zhang & Jiafa Zhou of Art 365 |
|----------------|---|

Wednesday, May 13th – Skyline College Quad

- | | |
|----------------|---|
| 12:00 – 1 p.m. | Bhangra Dancing provided by Rhythms of Punjab |
|----------------|---|

Nicole Harris, President of ASSC, shared that it is election time for the ASSC. Candidates can pick up packets until next Tuesday, April 28 and they are due Wednesday, April 29. The elections will be held either the first or second week of May.

May 27, 2015: The following is a summary highlighting the events and activities of this quarter.

Shared Governance

The students continue to serve on the following committees at Skyline College and the District:

- Accreditation Oversight Committee
- Art on Campus
- Campus Auxiliary Services Advisory Committee



- College Governance Council
- Curriculum Committee
- District Auxiliary Services Advisory Committee
- District Budget Committee
- District Shared Governance Council
- District Strategic Planning
- District Students Council
- Educational Policy committee
- Health and Safety Committee
- Professional Enrichment and Development Advisory Committee (PEDAC)
- Outreach Committee
- SEED / Student Equity Committee
- Strategic planning and Resources Allocation Committee
- Technology Advisory Committee

Student Handbook and Academic Planners

Due to budget cuts, the Student Handbook is only available online in a downloadable format <http://www.skylinecollege.edu/centerforstudentlife/studenthandbook.php>.

Recruitment of Students

The ASSC continues to encourage student engagement in activities, events, and student government with the help of handouts, flyers, social media, and giveaways to increase participation and attendance. All of the elected positions in the Associated Student of Skyline College Governing Council are currently filled.

Student Identification Cards

The Center for Student Life and Leadership Development continues to produce Student ID Cards for the student body with assistance from the ASSC.

Skyline Organizations and Clubs (SOCC)

The ASSC members always encourage other students to become active on campus by their work through SOCC. They also encourage students who do not find a club that interests them to start their own. This spring, SOCC has five new clubs: Applications in Computer Science and Engineering (ACE), Association of Innovative Minds, Inspiring Community Leaders (ICL), Parenting without Partners (POP), and Skyline Public Speaking Club (PSC)



Programs and Events

ASSC Meetings

8/12/14-Present:

- ASSC weekly meetings on Tuesdays from 4-6pm

Asian American Pacific and Islander Heritage Kick-Off

4/27/2015:

- Students had the opportunity to make Japanese origami crafts, enjoy traditional Japanese snacks, and experience a Taiko drumming performance.

Asian Wellness Day

4/28/2015:

- Skyline College students joined Professor Ronda Wimmer, on the importance of Tai Chi. Followed by a musical performance by Chinese artist, Yan Quin and a traditional Chinese tea ceremony. In the closing, students participated in Tibetan medication.

Home on the Islands

5/4/2015:

- Leah from the Aloha Warehouse held a workshop in making fresh orchid leis. Soon after students enjoyed a Hula performance by Halau a Kawika Laua'o Leianai and a short performance by Skyline College Pilipino Cultural Night students. Students were also signing petitions in light of the Mauna Kea protect in Hawai'i.

ASSC Meet and Greet Candidates

4/4/2015:

- Each candidate running for a position in ASSC introduced who they are, why they are running, and what impact they would make in being a part of the Associated Student of Skyline College.

Traditional Chinese Painting Workshop

5/6/2015:

- Renewed Master ShiPei Zhang and Master JaiFa Zhou artists were invited to show Skyline students the art of watercolor.



Skyline
COLLEGE

ACHIEVE

Presidential Debate

5/6/15:

- ASSC students invited candidates to campaign and meet students. ASSC provided information about the candidates to encourage the student body to vote for candidates.

ASSC Elections

5/11/15 – 5/13/2015:

- Well qualified Skyline College students campaigned for the opportunity to represent the student body and the interest of the college. ITS ice cream cones were given to all students who voted.

Asian American and Pacific Islander Heritage Closing Ceremonies

5/13/2015:

- In closing Skyline College students experienced Indian Bhangra dancing by Rhythms of Punjab and students were invited to join the performers.

End of the Year Celebration

5/19/15:

- Students of the ASSC and students assistants from the Center for Student Life and Development Center celebrated the end of the school year with luncheon provided by La Petite Vietnamese food.

Donation Sponsorships

A Call to Consciousness

4/8/15:

- Dr. James Loewen, sociologist, historian, and bestselling author of, “Lies my Teacher Told Me.” Dr. Loewen educates about white privilege in America, racism, and the idea of sun down towns.

The Wall That Heals

4/9/2015:

- Associated Students of Skyline College sponsored The Skyline Veterans Club and Skyline Veteran Resource Center in donating \$2,500 to the memorial The Wall That Heals in memory of the fallen military members in the Vietnam War.

Student Recognition Awards Ceremony



5/5/14:

- A ceremony held to honor scholarship recipients as well as donors. Scholarships were awarded to over 130 students. The Karl S. Pister scholarship provides \$20,000 to attend University of California, Santa Cruz was awarded to Nicole Harris.

Commencement Ceremony

5/29/15:

- Over 900 students were awarded Associates of Arts and Associates of Science degrees, and Certificate degrees. Over 300 students walked across stage to receive their degrees.

Career Pathways Trust

September 24, 2014: The SMCCCD/SMC consortium proposal for Career Pathways Trust funds is being resubmitted for funding. There are two initiatives for AB86:

1. Adult Ed – Noncompetitive. Funds given to High School and partners based on a formula. San Mateo County did a fantastic job being organized. Larry Tesharo and Gregory Anderson provided the leadership on this component. Two of the working groups were led by Leigh Ann Shaw and Mary Gutierrez.
2. Career Pathways Trust Funds (CCPT or CPT) – competitive. Dr. Perkins provided leadership for this SMCCCD submission. The SMC consortium proposal did not receive funding. The next round of funding is expected to be released this fall. At this time we do not have an estimate time for the grant to be submitted. The first round was \$250 million. The follow up will be the second half which is \$250 million. We are beginning planning for application

CCC Classified Staff Nominee

February 25, 2015: Two nominees were selected to be forwarded to the CGC. Maria Norris was voted the Classified Staff of the year by all constituencies.

Michele Haggar made the motion to move Maria Norris forward to the Board of Trustee. (M/S/U Michele Haggar/Eloisa Briones Unanimously)

Classified Senate

September 24, 2014: Alana Utsumi, Classified Senate President, reported to CGC that the Senate is currently working to create a Classified Senate Code of Ethics district wide. Originating from a discussion between a member of the accreditation site visit team and



the past President of the Classified Senate, we are currently working on a district-wide classified staff code of ethics. Senate Vice President Haggar and Senate President Utsumi will be visiting to Cañada College to discuss with the college's Classified Senate President and Vice-President, and will eventually seek approval of the Classified Senate of Cañada and the Classified Staff at CSM before moving it forward for approval. Some clarification will be pursued, based on information received at the CGC regarding a Management/Staff Code of Ethics already in existence. Dr. Stroud referred Alana to review the Board of Trustees ethic statement. She also explained that the discussion by the Accreditation Site visiting team member regarding the ethic statement was a misunderstanding.

The Classified Senate is also discussing Assembly Bill 2558, Faculty and Staff professional Development, approved by the governor on September 19th. This bill will bring changes to funding for professional development. We've been keeping an eye on this bill in the hopes of expanding professional development opportunities and just trying to bring awareness to the staff that they are supported in their efforts to improve themselves and their professional skills.

Upcoming workshops led by Classified Staff members, through the CTTL:

1. Wellness Walking Club, Sandra Hatzistratis in Kinesiology (Tuesday, October 7 at 1pm)
2. Going Green in the Workplace – Becoming resource-efficient, myself (Wednesday, October 8 at noon)
3. Beginning LinkedIn and Professional Portraits, Lezra Chenportillo from Career Center (Wednesday, October 22 at 1pm)
4. Beginning Excel Workshop (Wednesday, November 19 at 2pm)

We are in the planning stages of our annual scholarship fundraiser; trying to come up with some new ideas to help raise funds.

October 22, 2014: Classified Senate President Alana Utsumi and Vice President Michele Haggar have been researching the possible need for a Classified Staff Code of Ethics, due to a conversation between one of the accreditation site visiting team members and a previous President of the Classified Senate. After meeting with the President and Vice-President of the Cañada College Classified Senate this month, the two groups agreed that, while the Board Policy 2.21 DOES meet accreditation standards, it does not allow the Classified Senate equal representation with the Academic Senate or Associated Students, as those members have drafted and accepted a Code of Ethics specific to their constituency group. In an effort to give a voice to the classified employees, and work towards change at the state level, our statewide 4CS (CA Community Colleges Classified Senate) has suggested and encouraged each Classified Senate to



create their own Code of Ethics. As such, we will continue to discuss and work towards creating that document.

At the Senate's last meeting, they went through each Board Policy that was up for review. Senate Vice President Haggar acted as proxy for Linda Allen, representing the Classified Senate at the October 2014 District Shared Governance Meeting.

February 25, 2015: Following the long break, the Classified Senate met to discuss and finalize the scholarship award amounts for both the faculty/staff scholarship and the Classified Senate scholarship. We have decided to take an in-depth look at our scholarship criteria for next year's award, as the criteria have been in place for some time, and several members have asked to have them reevaluated. (For example, whether we would like there to be campus/community involvement pieces, etc.)

Michele Haggar, on behalf of the Classified Senate, co-facilitated the Campus Town Hall with Karen Wong on Monday, February 23. The discussion centered on the results of the Campus Climate Survey – with Karen and Michele posing questions about action plans and how to effectively make change in the areas that have been identified as needing more work.

In an effort to encourage community involvement, we have decided to include a “volunteer opportunities” announcement at every meeting. This includes activities such as beach clean-ups, park landscaping, or working with the Skyline student-led “Inspiring Community Leaders” club. We're working to start a regularly-scheduled volunteer event for Classified Staff to participate in. We have also teamed with our Beta Theta Omicron (Phi Theta Kappa) club to form a team, open to all Skyline College students, staff, faculty and administration, for the April 25, 2015 Relay for Life of San Bruno. RFL San Bruno was initially started several years ago by Skyline College staff/students, and the board of RFL has stated their interest in having a very strong presence for the college.

We also have many professional development opportunities coming up in the Spring and Summer, including our own Skyline Classified Summer Retreat and Classified District Retreat. There is also a state professional development conference we are trying to find a representative to attend, and our State Classified Leadership Institute. Through our push towards professional development with Classified Staff, we have 2 members who have applied to attend CLI who have never attended before. This conference's mission is to build leadership and professionalism within Classified Staff, and is one of our most beneficial opportunities.

April 22, 2015: The Skyline College Classified Senate has been working throughout this academic year to construct, edit, and finalize a district-wide Code of Ethics for Classified Staff. We are now about to embark on the final voting process with our last draft, revised after



feedback was taken from each campus group. A majority vote will approve or disapprove, at which point we'll move on to another edit, or move forward to bring it to administration at each campus.

1. We are trying to begin a regular "volunteer day" for classified staff, where we would plan in advance to take part in a city clean-up project or the like on a weekend. We hope to have an online system in place that allows staff to take a poll on which dates work for them, then we would schedule the one date with the most votes. We hope to have at least one project each semester.
2. Skyline College sent 15 staff members to the annual Classified Staff Retreat in Santa Rosa in April. They took part in the program entitled "*Emotional Intelligence in the Workplace*," which focused on learning how to handle yourself, your emotions, and your working relationships to help improve and maintain professional interaction. Employees gained valuable insight not only into themselves and their communication, but also into interacting with co-workers, students, supervisors and friends.
3. We were just notified that we have been awarded a "Model Senate of the Year" honor by the state organization, 4CS (California Community College Classified Senate,) which has over 100 schools in its membership. 4CS describes a model senate as one which:
 - Is a participatory governance body elected by its constituents
 - Operates professionally under bylaws and/or a constitution approved by its constituency
 - Has a copy of their current bylaws/constitution on file with 4CS
 - Is recognized by the college administration as a governance participant
 - Has an up to date website
 - Encourages a cooperative working and professional relationship with a collective bargaining agents (if one exists) and considers input or concerns of such groups
 - Is organized to actively engaged in the shared governance process
 - Communicates routinely with 4CS

We will be able to accept our award in person at the annual Classified Leadership Institute in June, at which we will have 5 staff members in attendance.

May 27, 2015: The Classified Senate had several events in May. This included the Classified School Employee Appreciation Week, during which we co-host a Classified Staff breakfast, to say thank you to the staff for their hard work throughout the year. It is a time for us to come together and spend a little time catching up and getting to know new people.

We also co-hosted the End-of-Year luncheon with the Academic Senate and the President's Office. This year's celebration had a San Francisco Giants/baseball theme, and allowed us the



opportunity not only to have some fun all together, but to recognize and honor our retirees and special achievement recipients. We were also thankful for the Classified Service Award reception thrown for us, where staff were recognized for their 10, 20 and 30 years of service at Skyline College. It was a wonderful way to celebrate both the end of the year, and the dedication of our staff here at Skyline.

We are just wrapping up our Senate nominations this week, and will hold our election (if necessary – if a candidate runs unopposed, they win by default) this Monday, June 1st. Most of our Senate will remain the same, but we will hopefully have a new staff member participating in the role of Historian, to take over after Barbara Daley's retirement. Michele Haggard and Alana Utsumi will be switching roles in the 15/16 academic year, assuming there is no one who steps forward to run as well.

Six Skyline staff members will leave on Thursday, June 4th for the Classified Leadership Institute, our annual leadership conference held by our state organization, 4CS. Linda Allen (who is on the 4CS board) and Alana Utsumi will be presenting one of the conference seminars, called "Senate 101." We will also be accepting our State Model Senate Award at this event. We have had another round of discussion and editing of our district-wide Code of Ethics, and should be moving on to a final vote sometime in the summer.

Dynamics Between Disabled Students and their Professors

October 22, 2014: ASSC President Nicole Harris reported to CGC that some of her constituents have experienced poor treatment from their professors. She would like to find a way for professors to be more empathetic in the classroom environment as well as addressing different fallacies for different DRC Students.

Dr. Sarah Perkins suggested that the CTTL could schedule workshops in collaboration with DRC throughout the year. Dr. Stroud recommended that Dr. Blake work with Nicole to direct her concern to the Faculty Leadership and Administration Leadership of DRC.

EFMP Task Force – Reconstitute

October 22, 2014: President Stanback Stroud explained to the committee the history of the Educational Facilities Master Plan Task Force.

The Former Capital Improvement Projects (CIP) had Educational Facilities Master Planning Process (EFMP) Taskforce to provide overarching constituency input. With impending CIP, we may want to resurrect the EFMP Task Force.



The purpose of this task force is to support college engagement in the revision and implementation of the Educational Facilities Master Planning Process during the Capital Improvement Program #3. The Task Force will serve as a means for faculty, staff, students and the community to provide input into the development and implementation of the EFMP.

EFMP Task Force will serve as a communication conduit to support college knowledge of the status and progress of CIP-3. We suggest that EFMP meet quarterly to keep everyone informed and be able to provide input as needed. The membership would be from each constituent leadership group, representatives from some of the projects (i.e. someone from theater, etc), administrators, students and community representatives. Vice President of Administrative Services Eloisa Briones will take the lead on calling this Task Force together.

(M/S/U Kate Browne, Michele Haggar) to reconstitute the EFMP Task Force. Unanimously.

Introductions – Director of Marketing Communications and Public Relations

September 24, 2014: President Stanback Stroud introduced Ms. Jennifer Owen-Blackmon, substitute for Cherie Colin, Director of MCPR, who is out on family leave. Jennifer will be with us until March 31, 2015. She has 15 years of experience in marketing.

Middle College

September 24, 2014: Dr. Sarah Perkins, Vice President of Instruction provided a report on the progress in the development of the Middle College under the leadership of Dr. Raymond Jones and Mary Gutierrez. The first Middle College cohort is expected to start Fall 2015. The Middle College is one of the Strategic Priorities of the College. The Chancellor provided support funds to support the planning and development process leading up to a fall implementation.

Dr. Jones has begun the initial work for this project and there have been many meetings over the past year with potential partners such as the South San Francisco Unified School District, Jefferson Union High School District and San Mateo Union High School District. On Monday, September 29, Chancellor Ron Galatolo, Dr. Stanback Stroud, Dr. Perkins, Mary Gutierrez and Dr. Jones will be meeting with local Superintendents.

News and accreditation

October 22, 2014: President Stroud reported that the CCCCO has an item in the consultation process that will change the Board of Governors existing Title 5 regulations requiring all colleges to be accredited by ACCJC. The new regulations will remove ACCJC and require



accreditation by a regional accreditor as approved by the Board of Governors and recognized by the U.S. Secretary of Education under the Higher Education Act of 1965.

Network at Night Event

October 22, 2014: Thursday, October 23rd from 5:30-7:00 p.m. in the Hosting Gallery there will be a multi-Chamber Mixer. This event will be to inform the multiple chambers of our service area of the Educational Master Plan and share with them the impact of the bond measure to the College. Jose Nunez, Vice Chancellor of Facilities Planning, Maintenance & Operations, will be making a 5 minute presentation with photos of current needs.

Notes

October 22, 2014: Kate Browne gave kudos to Michele Haggar for sharing her career story. There were 80 people in attendance at the Career Pathways in Education event sponsored by ECE/EDU.

Senate President Browne also reported that CCCCCO Vice Chancellor of Governmental Affairs visiting the campus Friday, October 17th. He was impressed by our campus and plans to visit again.

Dr. Blake reported that the annual Shake Out Drill was a success. From the event, there is work being done on updating the building captains list.

Dr. Perkins shared with the CGC that 2-3 times a year Skyline College gives a presentation to the Board of Trustees. At the October 22nd Board of Trustees meeting the Skyline College Beta Theta Omicron (BΘO) Chapter made presentation. Our chapter has won the Distinguished Chapter Award for our Region.

Vice President of Administrative Services, Eloisa Briones gave an update of the new resource allocation model. A new model will be implemented in the Fall. Executive Vice Chancellor, Kathy Blackwood will be making a presentation at the next SPARC meeting being held Thursday, October 30th at 2:00 p.m. in room 6202.

April 22, 2015: President Stanback Stroud announced to CGC that the Dean of GLPS, Richard Soyombo, passed away recently. He, indeed, was larger than life and had an impact around the world. We all will miss him dearly. She will be sharing information regarding services once she hears from the family.



Vice President of Instruction Dr. Perkins reported that Skyline College is on track to complete the Associate Degree for Transfer (ADT) to meet the state deadline for submitting degree materials well in advance of the deadline. Congratulations to the Faculty and Deans.

President of Classified Senate Alana Utsumi reminded the Council that Saturday, April 25th is the Relay for Life being held at Capuchino High School in San Bruno. PTK has a team named “Skyline Striders”.

Vice President of Administrative Services Eloisa Briones invited the Council to attend the second in a series of forums regarding Capital Improvement. The forum will be held Thursday, April 23rd from 2:30-4:00 p.m. in room 4170.

Orientation to College Governance Committee

September 24, 2014: President Stanback Stroud welcomed the new members of College Governance Council (CGC) and provided an orientation of the CGC to the members of the committee. The orientation included a review of the Governance Philosophy Statement, the Bylaws of the Council, and council member responsibilities as constituent representatives and the SharePoint site for managing the agenda, sharing documents, creating reference files and holding electronic discussions. Dr. Stroud reminded Dr. Blake to have Amory Cariadus ensure that students have access to the site by working with IT to develop a solution to the lack of student access to the SharePoint for governance process.

A Participatory Governance Manual for the CGC is available for their review on the CGC SharePoint site under documents. Dr. Stroud recommended that the committee reviews the manual in preparation for the year.

Dr. Stroud explained the role of the CGC and how items are discussed and approved by the governance committees before it is brought before the CGC. The CGC is the primary governance body that makes recommendations to the President through a majority vote. When possible, the group seeks to reach consensus.

Notes will be included in Skyline Shines. Dr. Stroud recommended that all governance committees/councils place articles in Skyline Shines in order to disseminate information about the status of governance items. President Stanback Stroud reminded CGC to think of the governance in the contexts of the Accreditation Standards.



SAD Seasonal Affect Disorder

October 22, 2014: Dr. Joi Blake, Vice President of Student Services shared with the CGC that Faculty Member Jennifer Merrill conducted a survey and recommended SAD lighting to the Health and Safety Committee. SAD is a type of depression that's related to changes in the seasons. Jennifer presented findings and has asked the Health and Safety Committee to identify a location on campus for special lights can be installed to help people with SAD. One of the locations suggested was in building 6, first floor student lounge. President Stanback Stroud indicated that the recommendation will be taken through the governance process including the SPARC Committee.

Skyline Shines Award

April 22, 2015: Regina Stanback Stroud reported that the month of May is when we nominate the Skyline Shines nominees. There is one nominee from the Community who can be a community member or a group/business and one nominee from Skyline College and that can be an individual or department/group. Anyone can make a nomination for one or both categories.

The nomination forms will be available in April and May with a deadline of Friday, May 15th for submission to the President's Office. At the end of May the CGC reviews the nomination form and decides who the honorees will be for 2015. The honorees are announced at the Skyline College August Opening Day event.

Wednesday, May 27th from 12:45-1:15 was selected as the date and time when the CGC will meet to discuss the nominations.

May 27, 2015: The CGC committee discussed and decided on the Skyline Shine College recipient for 2015.

SLOAC Change in Governance Structure

May 27, 2015:

- 1) Recommend that the SLOAC Steering Committee become the Institutional Effectiveness Committee (IEC), a sub-committee of Strategic Planning and Allocation of Resources Committee (SPARC).
- 2) Recommend that it be a standing governance committee instead of a task force, reporting to and advising SPARC.



3) The IE committee is charged with fostering a culture of inquiry through regularly reviewing the mission and goals, analyzing the research that assesses how effectively the College is accomplishing its mission and goals, and broadly communicating the results so that the College has a shared understanding of its strengths and weaknesses so as to set appropriate priorities. Functions include but are not limited to:

- Regularly reviewing the College’s mission/vision/ values and goals that drive planning and resource allocation;
- Advising the College on how to integrate institutional effectiveness measures into planning mechanisms to support evidence-based decision making;
- Developing, reviewing, and proposing revisions (when needed) to institutional effectiveness measures, instruments and benchmarks, to evaluate the degree to which the college fulfills its mission and goals (e.g., the Balanced Scorecard and campus-wide surveys);
- Analyzing institutional level outcomes data (e.g., Institutional Student Learning Outcomes assessment results; student engagement/ campus climate/ employee voice survey results, etc.) to inform program and institutional decision-making and planning;
- Facilitating the sharing of best practices in, and collaborating with faculty and staff to improve upon or maintain student learning outcomes assessment methodologies.

(M/S/A Perkins/Browne approval of recommendation.) Unanimously.

SPARC Update

September 24, 2014: Vice President of Administrative Services Eloisa Briones, provided an update on the newly combined budget and planning committee – Strategic Planning and Allocation of Resources (SPARC). In the 2013-2014 fiscal year the recommendation to merge CBC (College Budget Committee) and the IPC (Institutional Planning Committee) was approved. The new committee, SPARC, has a membership which is similar to the CBC and IPC. There will be a member from all the constituent groups, divisions, and administration. During the times the committee considers budget issues, the committee will be co-chaired by Vice President Briones and Senate President Kate Brown. When the committee addresses Planning issues, it will be chaired by Aaron McVean.

Vice President Briones reviewed the charge of the committee: “The Skyline College Strategic Planning and Allocation of Resources Committee will coordinate, integrate and communicate



college-wide planning and budgeting. This committee will make integrated planning and budget recommendations to the College Governance Council.”

Vice President Briones announced that on September 30 from 2-4 p.m. in room 6202 there will be a District Strategic Planning Forum for all to attend. The District has engaged the services of Voorhees Consulting for this project. Council members were encouraged to attend and to encourage their constituency to attend as well.

Vice President Briones announced that at the October 30 SPARC meeting, Kathy Blackwood will be presenting the new resource allocation model. The meeting will be held in room 6203 from 2-4 p.m.

April 22, 2015: Aaron McVean, Dean of PRIE, reported to the CGC regarding a recommendation from SPARC to the CGC. The SPARC committee last week unanimously recommended that the CGC approve the following two items: (a) adopt the Institutional Effectiveness Framework of indicators, and (b) establish the 70% course completion goal for Academic Year 2015/16, "Reaffirmed/ No Action" Accreditation Status, and the two goals set by the District for "Fund Balance" and Audit Findings."

Approve the following two items: (a) adopt the Institutional Effectiveness Framework, and (b) establish the 70% course completion goal for Academic Year 2015/16

Adopt the Institutional Effectiveness framework (M/S/U Nicole Harris/Alana Utsumi)
Unanimously
Establish IE Course Completion Benchmark at 70% (M/S/U Alana Utsumi/Sarah Perkins)
Unanimously
Establish IE Accreditation Status Benchmark at Reaffirmation (M/S/U Kate Williams
Browne/Eloisa Briones)

SSSP and Student Equity Update

September 24, 2014: The college will be submitting a plan for Student Equity and SSSP. Many are involved in the development of the plans which will go to the appropriate governance committees.

The Student Equity Plan is being developed in collaboration with SEEED under the leadership of Dr. Angélica Garcia.



Dr. Blake, Vice President of Student Services, provided an update on the status of the draft SSSP and Student Equity plans. The SSSP plan is due October 17 and will include the allocated resources.

The SSSP four categories are:

1. Assessment – alternative methods
2. Orientation
3. Counseling and Advising (1 semester to comprehensive)
4. “At Risk” Services

Dr. Angélica Garcia, Dean of Counseling, Advising, & Matriculation, has been meeting with constituent groups. The plan will go through SPARC for planning integration. The plan will come to CGC for recommendation to the President.

Dr. Blake continued with an update on the work being done with the Student Equity Plan. The plan is due January 1, 2015. The areas of the Student Equity Plan are:

- Access
- Retention
- Transfer
- Degree and Certificate Completion
- ESOL

There will be forums held in October for additional feedback.

**Substantive Change report for the Baccalaureate Degree in Respiratory Care
March 19, 2015:** It was motioned/seconded and unanimously passed to recommend the Respiratory Care Substantive change report to the SMCCCD Board of Trustees for consideration.

**Tentative Recommendation of District Strategic Planning
May 27, 2015:** The final draft of the District Strategic Plan contains four goals and numerous Districtwide Strategies designed to achieve those goals, located within the overarching themes of Student Success, Equity, and Social Justice.

The Dean of PRIE, Aaron McVean, presented the plan in its most current form and reviewed the goals and strategies.

Recommendation approve the District Strategic Plan and direct the Dean of PRIE to submit the document to the CGC for reconsideration by email if there are extensive changes.

(M/S/A Perkins/Harris approval of recommendation.) Unanimously.



Web Access is not Accessible to Everyone

October 22, 2014: ASSC President Nicole Harris shared with the CGC that many students have had trouble with the WebAccess and the online components of their classes because WebAccess is not accessible. It is difficult for visually impaired students to navigate and decipher how the professors set up their sites.

Dr. Stroud will have a discussion in Cabinet so that Dr. Blake and Dr. Perkins can work with their departments to look into this concern.