College Council Annual Report 2008-2009

As stipulated in the Charter and Bylaws of the College Council, "an Annual Report summarizing the work of the Skyline College 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 Council activity is summarized there each month on the Friday following the Council's meeting.

ASSC

April 22, 2009: Mauricio Flores-Hernandez said the ASSC attended the budget rally in Sacramento on March 16 and there were more than 40 students from Skyline, more than 100 from CSM and 20 from Cañada. In mid-April, Mauricio attended the Phi Theta Kappa International Convention in Dallas. Skyline won four chapter awards and Ashley Good received an individual award. Mauricio was nominated as an outstanding member and, although he did not win, he was honored to be a nominee.

May 27, 2009: Denisse Gonzalez will be the ASSC president for 2009-10. She was unable to attend College Council, but Mauricio talked to her about it. He named the other ASSC officers. The selection of the new student trustee will take place at the end of the month. He thanked the council members for their support.

Board of Governors' Classified Employees Award

January 28, 2009: Vicki Morrow reported that the Board of Governors of the California Community Colleges has launched a new Classified Employees Award. Each district is allowed to submit one nomination. The district will solicit the names of four proposed nominees, one each from the three colleges and the district office. The Board will select one of the four and all four of the nominees would be recognized at a future Board meeting. The award information is available on the Chancellor's office website at http://www.ccccco.edu/Home/tabid/189/Default.aspx. The Council discussed what the college's approach should be to selecting the Skyline nominee, and who should be involved in that decision, and the timeline that needs to be observed in order to get the nomination to the Board by the end of February. The council decided that the deadline for submitting nomination forms is February 17. That deadline will allow the College Council to screen the nominations and select a Skyline nominee in time for the February 25 agenda packet for the Board of Trustees' meeting.

February 23, 2009: There were five nominees for the first annual award and the Council met last week to select the winner as Skyline's nominee to the district's Board of Trustees: Barbara Daley. Barbara and the other four nominees were in the February 20 *Skyline Shines*: Pat Carter, Pablo Gonzalez, Linda Herda, and Sue Lorenzo.

Budget

October 23, 2008: Eloisa Briones, Director of Business Services, updated the Council on the budget information provided by Kathy Blackwood at the meeting of the District Committee on Budget and Finance earlier this week. Kathy reiterated the October 1 information sent district wide to all employees from Jim Keller concerning SMCCCD's investment in the county investment pool and the effect of its losses on the district's bond fund and its general unrestricted fund. Kathy also alerted the committee to the potential implications of the Governor's special legislative session on the budget and the possible mid-year budget cuts it may bring. Eloisa informed the College Council that all members of the college are invited to the regular College Budget Committee (CBC) meeting next Thursday and indicated that a college wide message to that effect would be going out later in the day. Kathy Blackwood will be there to explain the above in more detail and to answer questions. The CBC meeting will be Thursday, October 30.

December 10, 2008: Vicki Morrow provided an update on the discussions of the CBC about the current year budget and projections for next year, and reminded the members about the Chancellor's Open Forum at the college on Thursday, December 11. She reviewed the college's scenarios for budget reductions if the state imposes a mid-year reduction this year, and the CBC's work to meet a 5% reduction scenario. Meeting the projected state level reductions for next year will require the retirement incentives the board is scheduled to consider on December 10, and managed hiring, which would involve the defunding of some positions and relocation of the affected employees into vacant positions. The CBC also reviewed the very large positive effect on the college's budget of Skyline's FTES growth and high load (WSCH/FTE) and the important role of faculty in that success, along with staff all over the college. Although the college will likely face a large reduction next year, it is much smaller than it would have been without that success.

January 28, 2009: Eloisa Briones briefly reviewed the latest information from Sacramento concerning the state budget and its potential implications for Skyline.
- **State budget update:** Eloisa shared information from the State Budget Workshop on January 16th. The community college system fares well under the Governor's latest proposal which eliminates mid-year cuts this fiscal year. Instead, COLA would be eliminated and an additional $230 million of community college funding would be deferred to next year. For 2009-10, the Governor proposed no COLA, 3% growth, more deferrals and the elimination of mandated costs payments. No increase in student fees is proposed. While Skyline has identified reductions for the next 18 months, the actual amount of reductions needed is still uncertain pending the final decision on the state budget. There is strong support from the LAO and State Chancellor's Office for a proposal to push property taxes to K-12 so that community colleges would be funded out of state apportionment. This would negatively impact SMCCCD.

February 23, 2009: Vicki Morrow provided a brief synopsis on the budget signed last week by the governor. She noted that further details would be available when the College Budget Committee meets on February 26. Update: In the February 27 Skyline Shines, Vicki Morrow recapped a presentation that Kathy Blackwood made at the February 26 CBC meeting.

- District Chief Financial Officer Kathy Blackwood briefed the CBC on the highlights of California's budget for the remaining months of 2008-09 thru 2009-10. There is no provision for COLA. The deferral of apportionments has caused significant cash flow problems for community colleges across the state, including SMCCD. Apportionments will also be deficited due to the shortfall in property taxes. There is no increase in student fees. While it appears that community colleges fared very well, it is important to note that the state budget was built on some proposals that will go into the May 19 ballot. Depending on the outcome of the election, there may be changes to the current state budget at the May Revise. Of the three scenarios Kathy presented to the Board of Trustees recently, she announced that the district is facing the "best case" scenario she had presented, with $4 million in cuts. These result from the current state budget, the lost interest income and opportunity costs due to the deferral of apportionments and loss from the Lehman Brothers collapse. There are still a number of unknowns that will affect the district's budget. Kathy also discussed the proposal to charge other post employment benefit (OPEB) costs for permanent employees to the fund from which the employees' salaries are paid. In the long run, savings in the general unrestricted fund will be generated as grants and restricted funds carry their OPEB costs. There was discussion around the impact this will have on categorical funds. Kathy requested the college's input before the plan is implemented in 2009-10.

April 22, 2009: Vicki Morrow provided an update on the deteriorating state budget situation. The key factors are the declining revenue estimates (compared to those used in balancing the budget for 2008-09 and 2009-10) as well as the strong possibility that the May 19 ballot measures upon which the balance depends will not be approved by the voters. She noted that the CBC will meet next week to discuss this and that there may well be a mid-May Open Forum for the college on the subject.

May 27, 2009: Vicki Morrow provided an update on the implications of the governor's budget proposal for 2008-09 and 2009-10 for the colleges and the district. It includes severe cuts, including about 70% reductions over the two years to categorical programs. She and Ray Hernandez described the meeting of the District Academic Senate with the chancellor and the three college presidents concerning the process for communication about these budget challenges over the summer and afterward.

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Building 4 Inscription Project

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August 28, 2008: The college will identify two inscriptions for the new Building 4, using the same process that was used in the selection of the Gandhi quote for Building 6. That will be launched shortly.

September 24, 2008: The Council established a procedure for reviewing the proposed inscriptions. The deadline is October 10. After that date, Linda Ghio will compile them. Vicki

Morrow will work with Rob Johnstone, Dean of Research, Planning and Institutional Effectiveness, in the meantime to work out a procedure for the members to do some initial culling and then the Council will hold a special meeting to do the final review and selection of the proposals to be checked by the Librarians and then submitted to a college wide vote later in the semester.

October 23, 2008: 73 proposals were received and are being ranked by the Council members. There will be a special meeting of the Council on October 28 meeting to discuss the proposals and create a short list. That list will be reviewed by the librarians, and the remaining proposals will be subjected to a college wide online vote.

Building Renaming Proposals

January 28, 2009: Skyline College has an official list of Skyline building numbers and names approved first by the College Council and then by the Chancellor's Council on March 6, 2007. Per that list, the name for Building 7 is "Sciences". Regina Stanback Stroud and Mike Williamson, Dean of Science, Math and Technology, proposed that the official name of Building 7 to be changed to "Science and Allied Health". This name is a more accurate representation of the programs in the building; almost the entire second floor consists of allied health programs. The College Council approved this change, and it will be recommended to the Chancellor's Council.

May 27, 2009: Proposed name changes for the Gallery Theater (to Gallery) and the Main Theater (to Theater) were approved by the College Council, and will be recommended by Vicki Morrow to the Chancellor's Council.

Classified Council Updates

January 28, 2009: Adolfo Leiva distributed a flyer on Skyline's Classified Council bake sale and gift item fundraiser, called Heart 2 Heart, which will be held on February 11. There will be different price points on items being sold. He also noted that the Classified Council is beginning to plan the spring 2009 classified staff retreat and is looking for a suitable local venue. They are expecting 30 attendees. The retreat is centered on staff development in the areas of student services, basic skills and professional development. They are looking forward to being partially supported through BSI funds. Phyllis Taylor will do an On Course presentation and Gerry Frassetti will do some diversity training. The retreat is planned for two to three days.

March 25, 2009: Adolfo Leiva reviewed plans for the Classified Retreat and indicated that Classified Senate elections coming up next month and both he and Linda Herda will be stepping down from their roles and President and Vice President of the Senate. The Council expressed appreciation for their active participation and leadership on the College Council.

April 22, 2009: Adolfo Leiva reported on the Classified Council Retreat coming up next week.

College Hour Proposal

August 28, 2008: The subcommittee of the Council is examining data about the impact of a College Hour on instruction. Rob Johnstone, new Dean of Planning, Research and Institutional Effectiveness, will join the group to assist with the data and analysis of it.

September 24, 2008: The Council's subcommittee provided an update on their research into how many classes could be affected if a College Hour were established. They will look more deeply into these issues with Rob Johnstone's help and report back afterward,

October 23, 2008: After reviewing the subcommittee's data on numbers of classes meeting at different times in the afternoon, the Council approved the following motion: Effective fall 2009, College Hour will be established on Wednesday, from 2:00-3:30 pm. There will be a limited number of classes meeting at that time. The Council will consider this to be an experiment and will assess it at the end of the year. Guidelines to assist those scheduling events during that time will be developed by the subcommittee.

District Compressed Calendar Committee Update

March 25, 2009: Adolfo Leiva provided an update, indicating that there will be a college wide survey related to this proposal in May.

April 22, 2009:   Adolfo Leiva reported that Skyline's draft Compressed Calendar survey is near completion, and that Rob Johnstone, Dean of Planning, Research and Institutional Effectiveness is assisting Skyline's representatives to this district committee with the design of the survey. It is currently slated for electronic distribution at Skyline during the first week of May.

May 27, 2009: Adolfo Leiva reported on the establishment of Workgroups to undertake the feasibility analysis for the compressed calendar. They will begin in the fall. The college's survey is complete and a similar survey will be conducted at CSM and Cañada.

Delineation of Functions

August 28, 2008:   Ray Hernandez reported on the proposed process for evaluating delineation of functions, developed by the District Accreditation Coordination Committee, to respond to a recommendation from the accreditation visiting teams to all three colleges. The College Council asked that the President's Cabinet incorporate the Council's suggested revisions, review the existing "functional map" for any additional needed revisions, and share the suggestions with the district committee.

District Shared Governance Council (DSGC) Update

October 23, 2008: Connie Beringer, Dean of Language Arts and DSGC representative, described the DSGC discussion of a proposed change in the Rules and Regulations 2.09 document, "District Shared Governance Process," with regard to how to achieve consensus. The proposal calls for a change with two alternatives being considered: 50% plus 1 (7 voters if there

is a minimum quorum) or 2/3 vote (8 voters with a minimum quorum). The Council discussed it, and all constituencies are working with their members on the question, which will be decided at the next DSGC meeting in early November.

December 10, 2008: Ray Hernandez and Adolfo Leiva reported on a proposed change to the Rules and Regulations to add a section defining the district and its name, and establishing policy concerning the use of that name. This policy was recently recommended to all college districts by the Community College League of California after an employee of a California community college expressed a personal political opinion in such a way that it appeared to be the view of the college. The proposal will go back to the DSGC in February.

March 25, 2009: Adolfo Leiva provided an update on recent action by the DSGC, including approval of student fee policy revisions, the student fee collection procedures, the procedures for application of payment and parking fees. They also approved changes to the district mission statement.

April 22, 2009: Adolfo Leiva reviewed the topics discussed, including the District Strategic Plan evaluation process, the plus/minus grading proposal and the district budget.

May 27, 2009: Adolfo Leiva reported on discussions of these topics: a proposed bill to allow the district to offer the BA degree since this county has no public four year institution; proposed changes to the district Rules and Regulations and the process to be used for minor technical changes as distinct from substantive ones, and the status of the plus/minus grading proposal.

Construction and Facilities

March 25, 2009: Vicki Morrow briefed the Council on planning for a possible campus power shutdown on Monday, April 6. The date is not certain yet, but work is underway to ensure the feasibility of the shutdown. If the shutdown occurs, staff who ordinarily would have worked that day will have several options: work at another location within the district, take a vacation day, use comp time, or work a flex schedule to make up the time.

40th Anniversary Planning

October 23, 2008: Sandy Irber, Director of Marketing, Development and Public Relations, presented an approach to planning for the college's 40th anniversary, which will be next year. The Council concurred with the general approach, which will include a college-wide planning task force of interested people. Planning will take place during the spring semester 2009, and events celebrating the 40th will take place during the 2009-2010 academic year. The Council will discuss the details further at its next meeting. One mechanism for inviting ideas from the college as a whole will be the placement on the front page of our website of a button for submitting them.

January 28, 2009: Sandy Irber urged the members to be thinking about Skyline's 40th Anniversary which we will celebrate next academic year. Planning for the anniversary will commence mid-semester.

February 23, 2009: Sandy Irber invited participants in the planning group for the 40th Anniversary. The anniversary will be celebrated beginning with Opening Day and continuing throughout the year. She noted that suggestions have begun to come in via the eSuggestion Box, available via the front page of the new website; there is a link there to all of the college's eSuggestion Boxes.

March 25, 2009: Sandy Irber encouraged the members of the Council to identify people interested in serving on the Task Force which will be planning the 40th Anniversary events for next year. She will be sending out an invitation college wide, including the link to the $0th Anniversary eSuggestion Box. Suggestions and ideas can also be put in the general eSuggestion Box or emailed to Sandy.

Google Mail

December 10, 2008: The Council discussed a variety of strategies to assist students to be informed about the new Google Mail which is being used to communicate such information as Waitlist status and other vital facts.

Opening Days

March 25, 2009: Vicki Morrow reviewed initial plans for next fall's Opening Days, which will fall on Monday, August 17 and Tuesday, August 18. The district's event will happen as usual on Monday, and Skyline will hold its Opening Day event on Tuesday, as it has for the past couple of years. The two afternoons will be available for division meetings and professional development activities.

Plus/Minus Grading Pilot

February 23, 2009: Ray Hernandez reported that a pilot project is planned for the fall 2009 semester, with the idea that faculty would submit regular grades but would also indicate what the plus or minus grade would have been. That would allow the three college senates to analyze the resulting data and use it in their future discussions of this proposal. The details are yet to be worked out.

Shared Governance Review

August 28, 2008: The recommendations resulting from the Shared Governance Review which the Council conducted last spring will be discussed by the constituent groups and their advice brought back to the September 24 Council meeting. Once the Council determines which recommendations to adopt, the recommended changes will be implemented and then the Council will draft a policy for regular review of Skyline's governance process and run it through the governance process. The college's Compendium of Committees will be revised to reflect more clearly which are governance committees and which are Short Term Task Forces or Operational Work Groups. The new version to be posted on the website soon will reflect these changes.

September 24, 2008: Council members brought some feedback from the constituent groups on the Spring 2008 recommendations and requested some additional time before taking action on which recommendations to pursue. The Classified Council and the Management Council approved the recommendations. The Academic Senate and the ASCC will be discussing it at forthcoming meetings and will bring feedback to the October Council meeting. The next step will be to create a policy for regular review of the governance process.

Skyline Shines Award

May 27, 2009: The selection of the 2009 Skyline Shines Award recipient was made from among excellent nominees. The winner will be announced at the Opening Day event at Skyline on Tuesday, August 18.

Smoking Policy

August 28, 2008: After a lengthy discussion of data and information related to the effectiveness of the current smoking policy, the Council took action to enter into the governance process the following proposal: "Smoking on campus will be limited to the parking lots only effective in Fall 2009." All of the constituent groups will discuss this proposal and return with input and to take action at the September 24 Council meeting.

September 24, 2008: Council members brought feedback from their groups on the following proposed policy: "Smoking permitted in parking lots only, effective fall 2009." The proposal was entered into the governance process at the Council's August meeting. Three groups have approved it: the Academic Senate, the Classified Council and the Management Council. The ASSC is not ready to approve it; they would like some additional information and so Ray Hernandez and Adolfo Leiva will attend a meeting to answer their questions about it. The Council will revisit this topic at the October meeting.

October 23, 2008: At the prior meeting the faculty, classified staff and management members of the Council indicated the approval of their groups for a change in the college's smoking policy to the following: "Smoking permitted in parking lots only, effective fall 2009." The ASSC representatives, Mauricio Flores and Brittany Piccolotti, updated the group on the discussions of the ASSC since the last Council meeting, and their vote to approve the proposal. The Council then voted to approve the proposal. During this year, discussions will continue on the implementation details including publicity about the new policy, locations of ash trays and benches and other particulars.

February 23, 2009: Lori Adrian briefed the Council on the plans being developed for implementation of the policy in fall 2009, including publicity, resources, and enforcement. A subcommittee of the Health and Safety Committee is being formed to deal with the planning in detail.

March 25, 2009: Lori Adrian briefed the Council on the recent work of the Smoking Policy Implementation Task Force and invited feedback. Their recommendations are in four categories (with detailed recommendations within each): specific designation of smoking areas within the

parking lots, clear and visible signage, an educational and communication campaign, and enforcement. There will be a notice about the new policy on the back cover of the Fall Class Schedule as well.

April 22, 2009: Lori Adrian provided an update on discussions of the implementation plan with the Academic Senate. Specific areas within the parking lots are being designated so that ash trays can be provided there and smoke can be concentrated away from the flow of foot traffic. The Task Force will be touring the proposed sites. The group is also recommending that there be signage and indication in the pathways on the ground to show when people are entering the smoke free zone.

Student Center

January 28, 2009: Lori Adrian reported that additional tables and seating have been installed in Building 6 in the cafeteria, as well as soft seating in the student lounge, outside the bookstore and in the upstairs lounge. She noted that more and more students are discovering those areas and putting them to good use.

Student Equity Committee

August 28, 2008: The Council took action to enter into the governance process a recommendation that the proposed Student Equity Committee simply replace the existing Student Access and Success Committee, with the new title, charge and membership. That will avoid the creation of a new committee and will appropriately task the existing one. This topic will be discussed by the constituent groups with advice brought to the September 24 Council meeting.

September 24, 2008: The proposal to replace the Student Access and Success Committee with the Student Equity Committee, changing the title, charge and membership to align with the proposed Student Equity Committee was approved by the Council and it will be formed right away.

February 23, 2009: The committee has been formed and held its first meeting on February 17. Here is a briefing on their work:
- Rob Johnstone, Dean of Planning, Research and Institutional Effectiveness, is co-chair of the group, and David Hasson from Mathematics was selected as the faculty co-chair.
- Committee members discussed what student equity meant to them.
- The Committee reviewed the rationale and the charge of the committee from the College Council, committing ourselves to the key metrics of seeking to identify barriers and to promote institutional changes which would strengthen equitable student outcomes for all students.
- The group discussed existing research planned by other campus committees (mainly the College Success Initiative Coordinating Committee), and will generate additional research ideas and form a research agenda at the March meeting. Initial ideas included cohort tracking research in the pre-collegiate course sequences, survey research into students who withdraw from courses, research into the effect of learning communities

especially for students of color, and investigation into the issue of student hope and its relationship to success and persistence.

- Rob Johnstone shared an initial "Student Equity Committee Research Brief", investigating course success and course retention rates disaggregated by ethnicity. The Committee noted the differential success rates, and initiated discussion into ways in which these outcomes could be improved. Rob vowed to attempt to share something similar at all or most of the meetings.
- The group discussed the USC/CUE (Center for Urban Education) approach to looking at equity in community colleges. Soodi, Karen and David had attended a CUE event in Los Angeles in the Spring, and shared some of their impressions and thoughts. Rob also shared highlights from his recent participation as a grant reviewer for the Hewlett Foundation who had funded CUE project. There was general agreement to utilize the tools and refer to the approach generated by CUE / USC as we moved forward.

Technology Plan

December 10, 2008: Regina Stanback Stroud gave an update on the Technology Plan. The plan has been in progress for the recent two academic years. It has been reformatted and distributed to the constituent groups. Governance leaders have been asked to review the draft with their constituents and be prepared to make a recommendation on adoption of the plan at the January 28, 2009 College Council meeting. Over the recent two years, various components of the plan have been shared with faculty, staff and students. All of the feedback received through the advisory committee representatives has been incorporated latest draft. The o-chairs of the Technology Advisory Committee are available for presentation to the various governance groups. Nick Kapp presented to the Academic Senate on December 5, 2008. Upcoming presentations are scheduled for the classified senate and student association on January 15, 2009 and January 26, 2009 respectively. Representatives on the college council will be asked to make a recommendation for adoption in at the January 28, 2009 College Council meeting.

February 23, 2009: The Council acted to approve the Skyline Technology Plan and expressed appreciation to the many people involved in developing it. Thanks were given to Regina Stanback Stroud for her thorough process of presenting it to the college's governance groups.

Textbook Cost Task Force

October 23, 2008: Ray Hernandez presented the Academic Senate's proposal for a Textbook Costs Task Force. This effort is part of a state wide effort to contain textbook costs in a variety of ways. The Task Force will be a Senate committee, but the other members of the Council concurred with the idea and agreed to appoint appropriate representatives to the group. The Task Force will discuss the issues surrounding textbook costs at Skyline, identify short and long term strategies for reducing textbook costs, and create a plan for implementation of these strategies.

March 25, 2009: Ray Hernandez reported that the Task Force is partially populated and it will begin its work before the semester is out.

Web Site Redesign

August 28, 2008: Vicki Morrow reported that the web site redesign project is on track for a late fall "soft launch".

September 24, 2008: Sandy Irber updated the Council on the progress of the project and said the project is on schedule. Content from the current web site will be migrated into the new web site from mid-October until the new website is "soft launched" on December 12th. To make sure the process goes smoothly, web page updates will be handled differently than usual during certain periods:

- October 13 to November 17: Only limited and time-sensitive updates will be made.
- November 18 to December 12: The website updates will be 'frozen' and no updates other than critical ones will be made.
- During these times our current website can be viewed as usual.

October 23, 2008: Sandy Irber provided an update on the web site redesign, indicating that the project is on track for the "soft launch" of the new site on December 12. On that date, the old website will include a button linking to the new site. Both sites will run in parallel through February 4, at which time, the new site will be primary, with a button on its front page linking to the old site. The Faculty/Staff section of the website is being designed and the Fresh Look Advisory Group Website Redesign Subcommittee gave advice on it, assisted by members of the Technology Advisory Committee and others.

January 28, 2009: Sandy Irber reported on the web site and encouraged members to browse the new site at http://dev.skylinecollege.edu/. Comments may be made during the 'soft launch' period via the e-suggestion box http://dev.skylinecollege.edu/general/surveys/index.html. The new web site will "go live" February 17, 2009.

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