



College Council Annual Report 2007-2008

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.

Accreditation

August 29, 2007: Ray Hernandez asked if the College Council makes the recommendations or oversees the Planning Agendas and said that some of the summaries point to other groups that are responsible. The Council is going to ask the Institutional Planning Committee (IPC) to review all the planning summaries and recommend a process for tracking them. They will report to the College Council with their progress. Vicki said the College should set up a system so that this all gets taken care of so when the College writes its midterm report, it will be an easier process. She said the Council can go ahead and ask the IPC to work on it. The College will have the Accreditation Visiting Team’s recommendation in six months and those will be handed off to the appropriate governance bodies too. It will be the IPC’s job to determine which groups are responsible for them, and to look at them systematically and in an ongoing way. The first three items under Standard IV will be brought back to College Council for discussion at the September meeting. Vicki thanked Ray and Donna for working with the Accreditation Steering Committee on developing these planning agendas.

September 26, 2007: Several of the Accreditation Planning Agenda Summaries have recommendations concerning governance. Excerpts from the Self Study Standard IV relating to governance, Substandards A.1 and A.3, were distributed to the Council. The Planning Summaries recommendations have a letter and number which point to the Self Study text. The text on Standard IVA.1 provides a description of what Skyline does such as the College Council, governance structure, district shared governance, and education and facilities master planning. Following the description is the self-evaluation, which Vicki read to the Council, and it suggests the College should develop strategies to better communicate the planning and budget processes. She would like the Council to discuss and consider how to address it. Regina said she is having trouble putting the two Substandards together. The College indicates it meets this, but the planning agenda does not match. Vicki said that may be true and her view is that if A1 and A3 are read together then it all aligns. It may be how it is structured and that there is an overlap

between the two Substandards that makes it confusing. She said it makes sense to talk about them together as a package.

Communication strategies discussed: Lori said in an Institutional Planning Committee meeting there was a question about how the College disseminates information effectively to the constituent groups and she also had a discussion about this with the Student Services Leadership Team. There is a lot of web based communication and the challenge is to find out how faculty and students want the information. The information is out there, but is not clear how the constituent groups want it to be received. Lori suggested that a focus group be formed to review this issue and Vicki thought it might be a good strategy. Regina does not think more information needs to be disseminated, but the information needs to be summarized so that it can be easily communicated in the governance processes. When minutes are taken in governance meetings, there should be a brief summary of the topics. People can dig deeper if they want, but at least they can keep up with what is happening without having to read the details of the minutes. Vicki said that when College Council meetings conclude she writes a condensed report that describes the topic and action taken. This can be done for all the shared governance groups, and would be good for the technical committees such as College Budget and Institutional Planning.

Lori suggested the Council think about multiple formats and multiple forms of delivery when communicating information. One of the suggestions she has learned from the First Year Experience project is to consider reinforcing what people learn in meetings. Vicki said the problem is that some of the groups that meet do not always have time to review all these issues. They have departmental business and issues to address. Vicki thinks information cannot be communicated in a systematic way. Ray and Carla said that is happening in Academic Senate. Vicki said in some of the complex, technical committees it is hard to communicate the subtle details of information. Lori said that depending on the time of the year, issues that are important at that time (faculty hiring, budget decisions) should be focused on. Vicki said it is probably already happening and Regina agreed. Ray asked if the Council needs to respond to this know since people are involved with Accreditation, SLOs and First Year Experience (FYE). Regina said some of these are high points now. It is the front loading of all these issues that is happening and taking time, but these are longer term projects. Ray said people are so overloaded with information technology, how does the College consolidate the communication of information. He feels Lori's suggestion to form a focus group to find out how people want to receive information is good and is better than a survey. Linda and Adolfo said the Classified Council is struggling to get representation on standing committees. Lori suggested that staff be released from their duties to participate on committees. Vicki said this could happen next semester. It is important to know who the college needs to hear from other than the usual groups who attend the meetings. Ray suggested that the Council prioritize the planning agenda items. Regina said the big picture is that the College is going to work to serve the communities, both internally and externally. The struggle that she has is that it sounds like the College is complaining because it has these responsibilities. She said the College does need to figure out how to prioritize issues. She said it should be less about us and more about how do we serve students.

Ray appreciates the shared governance process that Skyline has and suggested having a discussion about getting everyone to participate in this process. Lori noticed that some of the Self Study evaluations parallel the FYE project. Regina said there is an impact on this for the ASSC. Lori said we need to then include the students in the discussion and not just faculty and staff. She said that it is the role of administrators to support classified staff and release staff to participate in these discussions. Vicki said the college can determine when there is a relative lull during the year when scheduling a discussion would work better for faculty, staff and students. There would probably need to be separate discussions for each group based on that timeline. It could be publicized and hopefully the college could recruit people who are not the usual attendees. Ray said this is the proper event for a College Hour. Carla said Flex Day may be a day to get people other than the usual group. She asked Adolfo and Linda if they feel that they do not get the release time and Linda said some employees feel that if they go away from the work, it will still be there when they get back. It would be helpful if people could be brought in to provide coverage. Adolfo said they are trying to increase participation and the feeling among classified staff that they are an important part of the community here. Linda suggested it would be good to offer something at the first part of the year before spring semester begins. Lori said there is also a lull in their workload in October.

Vicki said the Council is in agreement that there should be focus groups on this topic and that they need to be timed uniquely for students, faculty, and classified staff. Constituent groups need to decide what would be the right time to hold the focus groups over the next year. Lori thinks it should not be more than 15 people or we may want to hold more than one focus group. Regina said she likes that process. Vicki thinks it would be a good thing to do and it can be done quickly. She would like CBC and IPC to generate a very brief synopsis in lay speak of their meetings so she can include it in *Skyline Shines*. Regina said these can be connected to the Planning Agendas and it will help with the interim accreditation report. The Council can work on the summaries and the constituent groups can meet to see what times may work for focus group. Vicki assumed that there would be a separate conversation for each constituent group. Ray suggested that while it is easier for people to talk among their groups, it would be good to hold one joint conversation. Vicki suggested three separate meetings and one joint meeting.

Substandard Item IVB: Vicki said some members of the Accreditation visiting team may join the College Council at its October 25 meeting. They will likely want to interview each of the constituent leaders. Vicki encouraged the constituent leaders to try to connect with them so they get the information they need. Ray said that Tuesday, October 23 will probably be the main day that they will want to talk to the constituent leaders. Lori asked if they will schedule the meetings ahead of time and Vicki said they may or may not. While they are here they will want to meet people on the fly, but some meetings will be scheduled ahead of time. The College will get some idea of when they will want to meet but it will need to be decided by senior administration.

November 28, 2007: College Council agreed that it wanted to have some focus groups to talk about the governance issues and Vicki asked if this has happened with the groups. Linda said the discussion has not happened with Classified Council and Carla said

Academic Senate has not discussed it. This topic will be discussed at a future Council meeting. Vicki reviewed the visiting team recommendations and her view is that Skyline did really well. They were largely recommendations that the college was aware of and no deeply penetrating problems surfaced. Following the team report, the team chair writes up the formal report and sends it to the college president for them to check for facts only. Its tone and content were consistent with what he said at the exit interview and provided details in the various standards, so the college will want to read it when it comes. She shared the report with cabinet and the steering committee co-chairs. The commission will meet the second week of January and following that, Skyline will get an official letter with the exact wording that can be shared. One issue was the SLOAC recommendation and it was a recommendation (first) to the district. Most colleges get this because most colleges are trying to figure out a way to imbed effectiveness in student learning outcomes with faculty evaluations. The SLOAC Steering Committee had a discussion on it and there was a district SLOAC meeting which was attended by union reps. Vicki suggested the college wants people who have direct responsibility for student learning to asses SLOs and engage in the SLO assessment process. Good teachers will do that and some won't. If they don't do it and refuse, it is fair to include it. This way their evaluation is not tied to student learning outcomes. Vicki thinks there is room to build it in a way that makes sense for the college. Ray feels the college is wise to have the philosophy statement because it makes it clear and relevant that the outcomes are not directly tied to the faculty evaluations. Vicki said Skyline wants to have freedom to develop its own model because colleges run their operations in so many different ways.

January 23, 2008: Skyline's planning agendas and draft team report recommended that the college looks at how its governance structure works and how to make communication work better. The Council, in a previous meeting, thought it would be a good idea hold discussions in the form of either a college wide forum or focus groups to flush out what is working well and what issues need to be addressed. Vicki asked the group to consider what would be the appropriate time for those discussions. Linda said they discussed it in Classified Council and there is not a good time for classified staff to attend, although generally Thursday or Friday afternoons are better. Regina proposed that the college hold breakfast discussion groups which may only cut into people's time minimally. Linda and Adolfo feel that this may be a possibility. Carla asked if these would be focus groups or for just one group meeting and Regina said that Cathy Hasson could define it better. She could help with the structuring in order to facilitate conversation and help people focus. She imagines that there will be more than one focus group. Linda would like to see one for classified staff only and then she would like to be invited to a bigger group discussion. Regina said there may possibly be five groups. It might be better for faculty to attend an afternoon meeting or Carla suggested that one of the Friday afternoon Academic Senate meetings be devoted to a focus group. Regina thought that a focus group for managers could be handled in a Management Council meeting. Carla feels it will have to be held in March after spring break, or possibly April. Classified Council has two retreats at that time: on March 27-28 (Skyline classified only) with maybe 20-25 people attending and April 10-11 (the district-wide classified retreat) attended by 10-12 people. Adolfo and Linda think it may be a possibility that they could address the planning agenda items at this meeting. He thinks capturing people for a one to two hour

segment, however, would be more effective so a different date might be better. He thinks it could piggy back onto a Classified Senate meeting, which is held on the first Thursday of each month.

February 27, 2008: The accreditation letter and final report were emailed to the College Council. Regina said there are about five recommendations from the commission, and the college has planning agendas that were developed when Skyline wrote its self study that identify things the college plans to do to address these recommendations. Regina reviewed the report and pulled out the recommendations into a document, Campus Recommendations and Related Planning Agenda Items, which she distributed to the Council.

- The sub-change application is being developed.
- Item 2: while Skyline did a good job on Student Learning Outcomes, the recommendation is to step up the program and get through it in the next couple of years. An update on SLOs will be submitted on the interim report.
- Item 3: Regarding the recommendation to develop a code of professional ethics, Ray said the Academic Senate is split between the current code of ethics for Skyline and the AAUP and Skyline chose to develop the AAUP. At District Academic Senate, there has been a push to standardize and that is where the discussion is going right now. Regina said there is no rule that says local Academic Senates have to have the same one; the district may want it for consistency sake. Adolfo said Classified Council will initiate its own. Regina congratulated Ray and Adolfo on moving forward and encouraged them to continue to work with their district counterparts.
- Item 4: there is a lot of work being done on it right now by the Technology Advisory Committee. An inventory system has been done and the Technology Committee has developed the standards. They are looking at the needs of the different faculty and staff based on their responsibilities and levels of use and they are getting a good idea of what people need and are designing specs based on that. The technology plan is being developed.
- Item 5: They are getting feedback from the constituencies on governance and decision-making structures and Vicki asked the Council to consider possible dates when it could meet. The possible dates are: Monday, March 24, Monday, March 31, Tuesday, April, 1 and Monday, April 7. Other meeting dates were considered but conflict with conferences that both Vice Presidents will be attended, as well as a Curriculum Committee meeting. Linda asked who is invited to these forums and Regina said it was suggested there be different types of forums. One is an open forum that the president would hold and is open to everybody. Ray said the minutes from January suggested that there would be five different meetings, one of which is the open forum. The Council considered the dates and decided that March 24, March 31 and April 1 are possibilities. Regina said each of the committees can do their own evaluation or it could be broader as in the form of a survey.

The planning agenda items were distributed. A section entitled Recommended Area Responsible was added. The agenda includes two areas that need to be addressed by

College Council. In summary, the Council discussed what to do with regard to the Accreditation recommendations and reviewed dates to plan for the Open Forum.

ASSC

August 29, 2007: Anastasia Kuzina reported that the ASSC is doing welcome week activities and also organized a large BBQ that was attended by many students. Lori said the ASSC plans to combine its Club Rush week with a lot of other student activities.

Budget

January 23, 2008: Some or all of the budget deficit may be offset by state-level savings in various programs; if that is not possible, there will be a deficit for our district. There is still one-time money that can be used for this year, but next year is unknown. Vicki has communicated to the College Budget Committee and Management Council about full-time faculty hiring for next year. District-wide, Skyline is at a point in its faculty hiring that the college has to fill two positions to stay level with the Full Time Faculty Obligation. The CBC recommended that the college hire enough faculty to replace any who depart, plus two more, and one classified staff, but Vicki believes that there is not the budget to do that, given the fiscal emergency declared by the governor. Skyline will hire two faculty, one in art and one in biology. The long term picture for Skyline's budget is tied to growth and the college is doing well. Linda asked if rolling back the summer FTES would be enough to fill the current year deficit if that were necessary, and Vicki said it is. She hopes that the district does not have to use the full amount. Linda asked if, when the college does reevaluate the budget, more faculty and staff could be hired and Vicki said the college will not have enough information before the end of this academic year to do that. The state budget will not be developed until summer and it will be too late to hire. The next chance will be in the next budget cycle. Regina said she is frequently asked why the college starts all over with establishing the faculty allocation priorities each year and she had a FTEF Allocation Committee meeting to discuss it. As the budget changes, priorities may change as retirements come in. She has some ideas that she will present at the next FTEF Allocation Committee meeting.

February 27, 2008: Regina Stanback-Stroud provided a budget update on behalf of Eloisa Briones. A written report by Eloisa Briones was submitted to be included with the minutes. Midyear funding reductions were signed by the governor. The state system office identified unallocated funds to meet the community college reductions. No local districts will have to make mid-year reductions.

March 26, 2008: At the February 27 Board of Trustees meeting, the mid-year report was presented along with highlights of the Governor's proposal for 2008-09. This included mid-year reductions for 2007-08 of which the community college share is \$40 million. The State Chancellor's Office worked with the legislature and identified funds that have not been allocated during the past two years. This amounted to \$31 million. The K-12

system found the other \$9 million. This solution averted mid-year reductions for the community colleges. Shortly after this announcement was made, the Chancellor's Office came out with another one, this time relating to property tax revenues for the current year. Two large districts (Orange and Sonoma) reported that actual property tax revenues were lower than what was originally projected, resulting in a \$74 million property tax shortfall for the system. Since the state is not appropriating funds to fill this gap, the revenues of all the college districts will be deficated. The shortfall estimate was subsequently revised to \$84 million. SMCCCD's share is 2%, or \$1.6 million. The district set aside one-time funds this year to mitigate potential budget cuts next year. These one-time funds will now be used to address the \$1.6 million shortfall this year to avoid making mid-year reductions. In looking at 2008-09, Eloisa noted that the Governor's budget proposal does not recommend a student fee increase. Lately, there are rumors that there may be student fee increases next year. Chancellor Galatolo indicated in his districtwide email that based on the current state budget picture, this district will be able to ride through the proposed budget reductions next year. Eloisa recommends that Skyline be as conservative as possible because the college does not know what the final budget will look like. The College Budget Committee reviewed the list of budget balancing strategies which includes a proposal to the District Committee on Budget and Finance (DCBF) to change the district's resource allocation model such that the bad debt allowance be treated as an "off the top" item, instead of as an expenditure borne solely by the colleges. Skyline budgeted \$110,000 for 2008-09. Since the collection of student fees has been standardized among the three colleges and is now a district wide effort, the colleges were able to justify the proposed change. DCBF approved the recommendation. Eloisa is currently reviewing Skyline's budgets with the vice presidents and division deans to find cost-savings this year that will help fill the budget gap for 2008-09.

April 23, 2008: The Governor's May revision will be ready on May 14 and colleges will have a better idea of where things are headed. There are some issues related to the state deficit and property taxes. There is a lobbying effort going on to not have the Governor touch education.

College Hour

September 26, 2007: The ASSC was interested in reviving the college hour and College Council approved it. The ASSC was asked to present some models, but they have not had a chance to meet yet to come up with some ideas. Regina said it will be important to know as the College develops the fall schedule, but Vicki said it may not happen in time. She is going to do some analysis. There used to be a college hour and some divisions do not schedule during this time out of past practice. She asked Regina if the College did a classroom analysis of classes held at noon, would it show that classes are lighter on Friday? Regina has not fully checked into this, but in talking to the instructional deans about it, some of them have still not scheduled classes during this time. Anastasia said that they will have some models ready by the next meeting. Lori suggested that there could be a discussion about the time and day. The models will be important because Amory Cariadus indicated it might be mid-week. Regina thought it might be later from

1:00-2:00 p.m. It would be better then because 11:00 is prime time for enrollment. The topic will be agendized for the October meeting.

October 24, 2007: Anastasia Kuzina and Lauren Hernandez formed a committee to research Bay Area community colleges that have a college hour and their findings were distributed to the College Council. Those colleges are Foothill, Laney, Merritt and Berkeley. The colleges hold their college hour at around 12 noon. The committee plans to visit the colleges to get a feel for what it is like, collect information, do on-campus investigations and interviews to see how students like it. They also plan to conduct surveys with faculty and students at Skyline. Anastasia said that Chabot College held a college hour, but it was eliminated. She said now Chabot students are interested in reinstating it. Ray said he would like to join the students on their visit because he has not experienced a college hour. Francisco Rodriguez said the benefits are that it supports campus life and student programs, as well as providing shared governance opportunities. He said it is now not being wholly supported because there is not enough classroom space because the colleges have to have the hours for delivering curriculum at the other timeslots. Nancy Silva suggested they ask the colleges if they would be suspending classes during that time as sometimes they make exceptions for some classes, or do college hour activities compete with classes (let the classes run as normal). Anastasia thinks it could also be held in the afternoon break between late afternoon classes and evening classes.

February 27, 2008: At the October 2007 College Council meeting there was a discussion about reinstating the college hour. The students were going to research how other schools are doing it. Wendy reported that the student government got together and formed a subcommittee, and tasks were assigned to start the research process. Wendy said the committee fell apart and there are no longer reps that are heading it up. Certain work was done. Wendy investigated two colleges because she could not find out how Skyline had done college hour years ago. She said UC Berkeley eliminated the college hour. Wendy said that the Skyline ASSC is unaware of what the college hour had to offer the student body and what would it take away from curriculum. College hour at Skyline used to be on Friday at 12 noon. Some of the deans do not submit any classes that would be held during that hour. People then have time for meetings and events without them conflicting with college classes. Skyline moved away from it because some divisions decided they wanted to offer something during that time and others instead scheduled division or faculty meetings. As a result, very few classes are scheduled during that hour. Regina said Tuesday/Thursday classes would run over the noon to 1 o'clock hour but not on Fridays. Regina said reports can be run that show what classes are currently scheduled at the proposed noon hour and this can help with the decision. Ray reviewed the October College Council minutes and ASSC did raise the topic and Academic Senate liked the idea. Regina suggested that Amory Cariadus may be able to assist the students and help provide leadership on the item. Cathy Hasson can provide a list of courses that are held, and the Instructional Office can provide additional information. She asked the ASSC reps if the leadership in their constituency is still interested in it. Ray said the Academic Senate thought it would be valuable to allow time for other meetings and Adolfo said Classified Council approved it because it allows time

for helping students and helping the entire campus community. Regina asked Wendy if the students support it and Wendy said they do, but the leadership fell through. Wendy is in favor of it and Anastasia said they would add it to the next ASSC meeting agenda. They will report back to College Council at the March meeting. Ray said the Academic Senate did not actually vote on the topic, but the idea was approved in their discussions. Regina asked the constituent groups to be prepared to vote on a recommendation if it comes to the next College Council meeting. If someone wants to bring forth a proposal for the Council to recommend to the President, then it could be agendaized for the next meeting. Ray said there were supposed to be examples of models and he would like to take those back to the Academic Senate for their approval or present a model that College Council approves of to the Senate, but Regina said the council does not have models or information to be able to make a presentation. Wendy said they can get ASSC executive council members to get information and they can bring it to the next College Council meeting. Ray would like to see a formal recommendation of what the Council would like to propose. Regina asked the Classified Council, Academic Senate and ASSC to get together and develop a formal recommendation. In summary, the Council reviewed the history around the proposal of college hour. The students indicated there was a change in leadership but while they still want to address the issue, they don't have a committee. The result is that faculty, staff and students will get together and form a recommendation that can be brought to College council at the March 26 meeting.

March 26, 2008: Anastasia researched community colleges in and near the Bay Area to see whether or not they had a college hour. She is still waiting to hear back from some colleges.

Colleges that have it

Berkeley Community College
 Merritt College
 Laney College
 Foothill College

Days/Times

Monday, Tuesday, Wednesday 12-1
 Wednesday, 12-2, Thursday 2:30-3:30
 Tuesday and Thursday 12-1
 Wednesday 12-1

Colleges that do not have it

CSM	Cabrillo College
Cañada College	Las Positas
Chabot College	College of Marin
DeAnza College	Los Medanos
City College SF	

The constituent groups decided at the February meeting that they would meet to discuss the college hour proposal, but that did not happen. Adolfo said Classified Council does not want to carry the ball, but is interested in supporting it and determining what the correct route is. After rereading the draft February minutes, it was determined that the minutes show what the action was supposed to be: Adolfo, Carla and Anastasia will meet to draft a College Hour proposal to bring to the College Council, and then to the constituency groups. These are the questions that need to be answered:

1. What purpose is Skyline trying to achieve with college hour?
2. How many hours a week?

3. What day(s) and what time(s)?
4. Is the model construed when there are no classes or few classes?
5. Are there any negative consequences of the proposed model that need to be thought of?

Adolfo will convene the meeting and Vicki asked him to include either Lori or Regina in the discussion too.

April 23, 2008: A task force, made up of Carla, Adolfo, Anastasia, Lori, Linda Herda and ASSC rep Raydan Al-Hubaishi met to discuss College Hour. They decided there was generally support for it and they talked about holding it on Friday, Monday or Thursday from 12-1. This is what was discussed.

- Positives of holding college hour: builds cohesion and collegiality between the campus groups; allows time for division/campus meetings; allows time for college wide events; allows time for intramural events.
- Negatives: cancelling afternoon classes would affect enrollment; faculty concerned about how labs would run; one hour may not be enough time for division meetings.
- Scheduling: At the task force meeting, Ray and the student liked the idea of classes being “dark” during College Hour. Classified staff and faculty thought there would need to be some offerings during that time, particularly science labs, because all of the labs run across College Hour. One concern with holding it on Friday is that many students are not here, particularly after 1:00 p.m. Monday and Thursday class schedules are being studied to see which would have the fewest classes scheduled either during 12-1 or 1-2. The group had a discussion about what College Hour means and what it would mean to have a defined College Hour, but still hold classes. To Vicki, college hour inherently means no classes are offered. If Skyline were to decide to offer classes during College Hour, what would make that time different from any other period when no classes are offered. Lori thinks very few colleges are dark, but they may have minimal, selective scheduling.
- A concern about the effect on the cap load ratio was raised. When the state gives money for building construction, they want to know how much the college is using these buildings. If a class with heavy enrollment during a prime time is removed from the schedule and not put into another timeslot, it could affect funding.
- Carla said they are still gathering information and suggested that the task force meet with someone from other colleges to see how they model it.
- Lori will ask Amory to check with colleagues in her role for information about other colleges’ parameters, days and times.
- Regina will look at the class schedule to see if another slot would have less impact in terms of scheduling options.
- This information will be provided to the task force and they can meet again. Carla will ask Adolfo to convene a meeting and report on their findings at the May College Council meeting. At that meeting, the Council can decide whether to move forward with college wide discussion of a specific proposal.

Commencement

August 29, 2007: This year, Commencement was changed from Friday at 8 pm to Friday at 5 pm to see if the earlier time would be easier on students and their families so they could come to the event and have a family gathering afterward. Lori said the Commencement Committee had a debriefing; response to the earlier time was positive and they recommend holding the 2008 commencement at the same 5 o'clock time. Lori said the news traveled to CSM and Cañada and Trustee Richard Holober recommended that CSM also hold their event earlier next year. Regina asked if more families were able to attend as a result and Lori said it was about the same number of students who attended, but she cannot speak to the numbers of families attending. She said it will change next year because it is a week after Memorial Day, so that might make a difference. Lori said she did not hear that anyone was inconvenienced by it. Regina said one of the concerns with the earlier start time for those people that work and if they could get there in time, but Lori said that it probably stayed the same. Lori said that the ceremony was rowdier at the gym than it had been at the South San Francisco Conference Center. Carla said there is something about Skyline's gym that encourages people to have more fun and she said it was homier and warmer. She said that Board Members Pat Miljanich and Karen Schwarz were very enthusiastic.

Filming the Ceremony: Carla said that faculty missed the huge screen behind the graduates and the filming of them that was done by Salah Webb in previous years. He took videos of the graduates while they were sitting, walking in, and accepting their diplomas. It made the students feel very important. Vicki would like to find out what prevented Skyline from having a screen this year and see if it can be done next year.

Stage presentations: Regina found it awkward to address the students because the students are seated behind the speakers. She liked it better when the students were in the first few rows as they were at the conference center. Vicki said she was aware of that issue and suggested placing the podium and platform off to one side so the speakers and the audience can see the students. The screen would sort that out as well. Further discussion will be held.

Academic Senate President speech: Carla, as Academic Senate President, would like the opportunity to address students briefly at next year's Commencement and Vicki agreed.

Security at the event: Carla expressed concern about security and would like more security officers added next year. Lori said the issue with providing additional security is that all colleges utilize their security since the colleges all have graduation on the same date.

Reception in Building 6: Carla thought that in the future more appetizers should be included because of the earlier start time, but said that Building 6 and the flowers looked great.

Graduation petition notification: Carla said there needs to be more notification to students to get their graduation petition in early and Lori agreed. Regina said this notification is not in the student handbook. Vicki asked if the class schedule has the date of the graduation in it and the petition deadline and Regina said she will check. Vicki said the college now has the capacity to send out mass emails to students as well.

District Shared Governance Council (DSGC) update

October 24, 2007: Adolfo and Carla are members of the DSGC and meetings are held on the first Monday of the month. Adolfo said the timing of the meetings may not be good in terms of reporting back to College Council, so Vicki said the council will need to think about that. The items discussed were the Code of Ethics, Rules and Regulations 2.29 on sexual assault and prevention, and a public safety policy draft. Adolfo said there is no code of ethics that reflects the different employee groups and the council determined that each body would generate its own code of ethics. It will be universal across the district for each employee group so that management, faculty, classified staff and students will each have their own voices represented. He said there was a there was good consensus around the plan and it will be a year-long project. Carla said that Skyline's Academic Senate will be looking at its code of ethics in December. Lori asked how the student code of ethics is distinguished from the student code of conduct, but Carla and Adolfo did not know. Regina said the code of conduct identifies acceptable student behavior. Adolfo said there are five students, the student trustee and students from each campus participating. The DSGC reviewed regulation 2.29 on sexual assault and wants to adjust the proposed policy to omit the gender specific language. There was also a discussion on electronic surveillance and safety cameras at the campuses. Vicki said that this topic will be discussed at her next cabinet meeting tomorrow. Jose Nunez prepared a Power Point presentation on it and Vicki will do some background work on the topic and bring it back for discussion at the College Council meeting in November. Adolfo said it concerns vandalism and safety and there should be a discussion on who would view the surveillance tapes, where the cameras are located, and how long the tapes are kept. Vicki suggested adding the DSGC update as a standing agenda item and there was agreement to do that.

November 28, 2007: Adolfo said there was a lot of discussion on the public safety policy draft, as well as the Code of Ethics and Rules & Regulations 2.29, the policy on sexual assault education and prevention, and the futures initiative. Eugene Whitlock, district counsel, distributed a summary of the law regarding video surveillance. Video cameras may be used unless there is reasonable expectation of privacy, e.g., bathrooms, gym changing rooms and private offices. There are not many limitations and cameras may be used in most places. He said if the police request the tapes, they must be turned over. It is up to the district to decide how long the tapes should be kept. Lori clarified that the policy on sexual assault education and prevention is in compliance with AB 1088 and it is about sexual assault and not sexual harassment. The district is in the process of establishing procedures and protocols and providing awareness. Regarding the code of ethics, Carla asked if all three faculty senates have to have the same policy statements and Adolfo said they will work as constituent groups to develop one policy for each body district-wide. It would include faculty, administration, classified and students at each college plus the district. Preamble statements will then be developed and presented to the board. Ray said it needs to be discussed in Academic Senate and they should look at both the AAUP statement and Skyline's statement and work on it. Vicki asked if the standards say that it should be district-wide or local, and then what did the recommendation to Skyline say. Adolfo stated that the DSGC wants to have a consistent ethics statement

across the constituencies across the district. Carla asked if we were all required to have the same statement. Regina indicated that it may be the wish of the DSGC to have the same ethics statements across the district across constituencies, but there is no legal requirement that they be the same. Local college senates may act to adopt their ethics statements. Vicki will clarify that the accreditation recommendation that Skyline received was a college recommendation and not a district one. Ray encouraged that the Academic Senate and the college have a discussion about it. The questions need to be raised at the December 14 Academic Senate meeting.

- a. Is the relative timing of DSGC and College Council a problem? Vicki would like to look at the calendar timing of DSGC meetings at the next College Council meeting.

January 23, 2008:

- a. Update Adolfo and Carla reported that the DSGC did not meet in December so there was no update.
- b. Is the relative timing of DSGC and College Council a problem? The issue is that DSGC meetings are the first Monday of every month, but by the time of the College Council meeting, three weeks have passed and the DSGC reps have already met with their constituencies. Carla and Adolfo asked if the date of the College Council meetings could be changed and Regina said it would impact other standing meetings held throughout the month. Otherwise, it is left as is and Adolfo said it is always reactive that way. Regina said if Carla and Adolfo were going to use College Council to provide information to them before they go to DSGC then they would want to meet with the Council before and if they instead want to report back to the Council, then meeting after is better. Regina said the Council is trying to figure out a more timely way to get the information. It could be that the solution could be in changing the timing of the reporting. Reports that were shared with constituent groups could be shared with Council before DSGC. Regina said the group discussed what it is trying to accomplish and tried to make a distinction between communication to constituencies and reporting back to College Council. Adolfo sees DSGC as a method of bringing back information as opposed to using it to present ideas. As a result of this discussion, College Council is not recommending a change in the way the information is reported, but the individual constituency reps can work with communicating with their shared governance reps to gain information if they want it before the College Council updates.

February 27, 2008: Adolfo could not attend the last meeting. Carla attended, but there was no quorum.

March 26, 2008: The DSGC met on March 3 and they received an accreditation update from all three campuses. They talked about the district strategic planning update, which was moved over as a future agenda item. Kathy Blackwood provided a budget update. The code of ethics is still a standing agenda item. Skyline's faculty has adopted the AAUP model. Districtwide, the Academic Senate is continuing to discuss the code of ethics topic. Adolfo said classified staff at Skyline will be talking about a code of ethics

at their retreat. Adolfo said they are supposed to bring copies to the next meeting for review.

April 23, 2008: Carla and Adolfo were unable to attend but Carla reported some of the highlights from the draft April minutes.

- Code of Ethics: Skyline faculty presented a revamped version to the Cañada and CSM Academic Senates. Cañada rejected it and they are waiting for CSM. If they cannot agree on a new one, then the one that already exists will be used. Classified is working on its draft and it will be reported on at the May meeting. The students have approved their ethics statement. There is a code of ethics for administrators in place.
- Rules & Regulations on Consensus Building
- District strategic plan
- Proposed district policies, Rules and Regulations review: This is being done for major Title 5 revisions. They also addressed other things like the issue of auditing classes but Regina said there is no Title 5 item that is driving the auditing revision.

District Strategic Planning Task Force update

February 27, 2008: No one was in attendance that could provide that update.

March 26, 2008: Vicki said that a district wide strategic plan is being developed. There is a task force that has constituent group reps from all over the district on it. An environmental scan has been completed in draft form. Based on the scan, planning assumptions have been drafted and will be reviewed by the task force at its April meeting. At that meeting, they will begin to develop goals or strategic directions based on the planning assumptions. The goal is to get a draft of the whole thing out for review at the college level in late April or early May. It will then be revised and put out for discussion by community focus groups by summer. It will be revised again, brought back in the fall for one last round of examination by the colleges as a whole and the board will act on it later in the fall. Vicki has been looking at the details and it has a lot of information. It takes the demographic information and boils it down, and then the idea is to come up with a goal that provides a specific direction the college will take.

April 23, 2008:

- Vicki is on the task force along with Cathy Hasson, Adolfo Leiva and Carla Campillo. The group is developing a draft district strategic plan, which will be discussed at an Open Forum at Skyline on May 14, and recommendations or suggested revisions will be made. The draft will be on the web so people can download it. The other two colleges are also doing it.
- All suggestions will go to the district and that revision will be looked at by community leaders. Another revision will be made, and in the fall, the colleges will see that revision, react again and then the board will adopt it later in the fall.

Facilities Master Plan and Design/Build Projects

August 29, 2007: Vicki met with each College Council member before the term began to update everyone on the fact that the College has more wishes than dollars and there is a need to prioritize. The Educational and Facilities Master Planning Project (EFMPP) Task Force and the College Council will meet on August 30 to review the various scenarios relating to the Design/Build project. The documents are also posted on the web. There are different scenarios to reach the College's spending budget, with different negative and positive effects. The groups will sort out what will be the best strategy at this meeting. Vicki asked if the Council had an early reaction to the scenarios. Linda Herda asked what is the timeline for making a decision and Vicki hopes a decision will be reached by the conclusion of the August 30 Design/Build meeting. There is a lot of competition for design/build firms and their project lists are due on October 11. Even if the deadline is moved, Vicki said the designers are under pressure to make a decision because other projects are in their pipeline. She said the College needs to act quickly, but also needs to make the right decision. She hopes the college comes to a consensus, but if not, Vicki will work with her Cabinet to make the decision.

September 26, 2007: The August 30 Education and Facilities Master Plan Project (EFMPP) meeting was held and Vicki communicated the results of that meeting in *Skyline Shines*. The meeting was very well attended with 40-45 people and there was good discussion. Seven different scenarios were presented. Vicki and members of Cabinet took the information and drafted a final scenario that was responsive to the dialogue in the room. It was presented to the Construction Planning Department and was then sent out to the vendors and bidding competition is underway. The vendor deadline was pushed back to November 16. Carla asked if the same team will evaluate it and Vicki said while the college has not worked out that process, other college people will evaluate it once the design/build firm comes up with a design. The key elements that will be included in the Design/Build project are:

- The College will eliminate the Multicultural/Administration Building but move some components of it over into the Wellness Building.
- The College will retain the Automotive Transmission Building.
- The College will retain the Wellness Building and include in it the following:
 - Multicultural Center to include space for our Learning Communities, the International Students Program and the Asian Studies Program.
 - Cosmetology
 - Fitness/Training Room
 - Sports Medicine
 - 3 general classrooms
 - A classroom for Dance, Yoga and Pilates
 - Administrative offices
- There will be some simplification to the sitework but the College will still have the disabled access improvements it hoped for, greatly enhanced parking, more well defined entrances to the college and the landscaping for the interior of the campus.

The College will establish a new name for the Wellness Building which better reflects its broader overall purpose. Other functions the College had hoped to house in the Multicultural/Administration building will be located elsewhere on campus. Last year, the College Council went through a process of identifying building names. When the proposals are returned and the Council knows which functions are to be housed in the new building, it will determine the final name. For now, it is to be referred to as Building 4N. Regina said the removal of the building and the combining of the functions, keeps the building number more logical in relation to other buildings around the campus.

October 24, 2007: Vicki reported that the deadline for proposals for Skyline's next wave of new buildings, parking lot changes, and quad and grounds changes is November 16, 2007. The detailed written proposals will provide the district with a cost estimate and a group of graphic depictions of the buildings, interiors, and landscaping. Ultimately, the board of trustees needs to accept one proposal and approve the contract, and then detailed planning begins. User groups for the specific buildings will then get involved again, and construction could begin by next summer or fall. There is a time pressure due to rising construction costs. Ideally, the board would take action in December 2007 and it is hoped that there is a special December meeting for this. Over the next couple of weeks in November, the proposals will be analyzed to make sure they meet the request that went out and to ensure that the design/build firm can deliver what it is proposing. Vicki said Skyline needs to provide input on it before the December board meeting, which is on December 12. A college-wide forum will need to be held in early December so the college can hear about the proposals, see the graphics and weigh in. The design boards should be posted around the campus and people should be invited to write their comments. Vicki will find a good date that would not conflict with other campus meetings that would combine an open forum, provide a written comment opportunity and provide web information.

November 28, 2007: In September, Vicki published an update that explained how the college scaled the project back, held a college wide meeting, cut the budget and posted information on the website. The deadline for potential proposers has moved to Friday, November 30. An open forum has been scheduled for Friday, December 14 to talk about proposals for the project. For finals week, there will be a couple of ways that people can provide feedback. Once the proposals come in, they will be reviewed by district construction planning people for responsiveness to the RFP. The costs will be looked at and once the forum is held and the college gets the feedback and hears the implications, the board will get a presentation at its first spring meeting on the third Wednesday in January. They won't act on a contract until February, but that date has not yet been established. She has suggested to district staff that Skyline allow input to continue to come in early into the spring semester before the board's first reading. She provided the council with a more detailed update, which she handed out. She read the timeline to the Council. There will be a place in the Student Center where people can submit their written feedback. Once the board acts, the detailed work will begin. Planning will take place from March through fall 2008. Construction begins in fall 2008 with completion in fall 2010. This spring, the key item is the detailed work with the user groups on the blueprints on the buildings. She is going to finalize the update and include it in the

November 30 *Skyline Shines* as well as on the website. Carla asked if more detailed work is now going to be done with the user groups and Vicki said it would. In the presentation, people will see rough floor plans and not detailed blueprints. They will probably bring a three dimensional depiction and possibly video depictions.

January 23, 2008: Vicki provided a briefing on the Design/Build Project in the January 18 *Skyline Shines*. The college learned late in the fall semester that as the project has gotten more specific, there are more dreams and ideas than money. The college needs to do another round of crunching down the scope and to do this an Open Forum has been scheduled for Wednesday, January 30 at 2:00 p.m. in Room 2306. Vicki has been talking with Hensel Phelps about ways that the college can trim the project with minimum damage to the project content and maximum effect on the cost. She hopes that a few scenarios will be developed. The difference between the budget and the proposal is \$14 million. There has been some feedback from the website and the drop box in the cafeteria. The comments are about the general design. The board heard a briefing from Vicki which is what she included in *Skyline Shines*. Regina said that one thing that helped her understand the issues was that Vicki said there is a distinction between the old design-bid-build process, which was to design a building and send it out to bid, which could take years before it was finally built, and the new design-build process, in that the college conceptualizes generally and as the details flush out, the college gets closer and closer to the real cost. Carla is concerned that drawings are put up and people get excited about the project and then the college has to trim \$14 million. Vicki said that she is inviting the EFMPP group and College Council to the forum and the group will discuss all the issues and options. There will be a discussion about what is going into the buildings and what are the program requirements. There may be the same things included, but just on a smaller scale. She encouraged the Council to look at the briefing on Skyline's website. The purpose of the forum is to put ideas out. Scenarios will be developed this week based on costs. Regina said the college may need to reevaluate how it wants the multicultural center to be and is it a mix of resource center and faculty offices. Carla asked if this is the last \$14 million that will have to be cut and Vicki said she does not know yet and will not know. This round is designed to come up with a contract with the bidder.

February 27, 2008: An open forum was held at the end of January where updates were presented on construction projects planned for Skyline. The forum was attended by members of the district construction department, staff, faculty and students. Information was presented on the proposed loop road reconfiguration, auto transmission facility, Building 4N-Multicultural Center and there was discussion around addressing the gaps in the budget. The Physical Education, Athletics and Dance Division (PEAD) has been working with the college and district to modify the programming in the upcoming Building 4N to remove the PEAD programming out of the building, maintain the planned programs and wait for the next building opportunity to plan a facility to meet the PEAD programming needs. The priority would be in recommending a future bond that would build a PEAD building that would meet their needs, such as space for sports therapy, Pilates, yoga, and a fitness center. The Design/Build group and administrators met with P.E. division faculty and staff whose interest was in the overall well-being of the college.

They think they will end up with a better situation if they go out for a bond or state money. Regina said it showed a tremendous amount of leadership in helping the college wrestle with the problem. Sports medicine does need a home and Skyline is able to keep a few of the portables, so access to the sports medicine portable will need to be addressed. She is proud of the position that P.E./Athletics/Dance took. The result is the new building will include the Multicultural and it will increase the number of classrooms. The board at the February 27 meeting will be considering a Hensel Phelps “not to exceed” contract which gets the contractors on board. Now the detailed plans and will begin and there will be a lot of meetings around that. Adolfo said with P.E. being taken out, will some of the offices that were originally taken out, such as CITD, Center for Workforce Development and part-time faculty offices, now be added back and Regina said not to her knowledge. The college will still have to work on finding replacement space for the groups taken out.

March 26, 2008: The district contracted with Hensel Phelps to streamline the Skyline design build project to get it within the budget. The Automotive building will be less expensive because it will be relocated. The Multicultural/Administration/Cosmetology building will be smaller, simpler and in the same location. The P.E. parts of the building will not be located in that building but instead accommodated elsewhere with future resources for their needs to be sought either from the state or a future bond. The college will have most of what it wanted including the Multicultural Center, kitchenette, hosting gallery, work room, classrooms, fireplace, and meeting room. A user group meeting will be held soon. The meetings with architects and Cosmetology and Automotive are taking place and those with the Multicultural Center people will be in a couple of weeks. Meetings with Administration have happened. They will break ground this fall 2008, and finish in fall 2010. People will occupy the building in spring 2011. Carla asked if the two buildings will be finished at the same time and Vicki said Automotive will be finished sooner because it is smaller and less complex than the Multicultural Center.

April 23, 2008:

- Architects have been meeting with the college to present plans for Auto Tech (Building 11N), Building 4N (Multicultural/Cosmetology/Classrooms/Administration), parking lots, landscape, disabled access, hardscape and landscape.
- The design for Building 4N is ready, and although it is not as originally planned, the architects have worked to provide all that is needed and it will be an interesting looking building for a lot less money. The building is L-shaped and will have a 3 story wing and a 2 story wing for Cosmetology. People will be able to see through the central corner of the building, but not walk through. It retains most of the view for the library. It will have classrooms, a hosting gallery with a fireplace as part of the Multicultural Center, and a roof-top terrace. The hosting gallery is an open room with a pantry, kitchenette, couches, display cases and is located on the quad level. There may be conversations about reserving the space, but it is designed to be used primarily by the learning communities and it will not be space that can be generally reserved.

- The architects will submit their schematic designs with details on floor plans, preliminary landscaping, and a plan for Auto Tech by the end of May and one of the lead architects will be presenting information at the May 8 meeting of the Educational and Facilities Master Plan Project (EFMPP) group. That meeting is being advertized as an Open Forum for any other interested members of the college.
- The Art on Campus Committee will resume discussions on it once the design work is finished.

Fall Flex Days

January 23, 2008: Connie Beringer was thinking ahead to Fall Flex Days and remembered that the college changed the schedule last year. The college wide meetings were moved to the morning of the second day and Connie's concern was that it made it impossible for her to hold a day-long retreat that she had planned. Vicki would like the Council to consider the options for this year's Fall Flex Days. Phyllis has been talking to faculty, two managers and classified staff and the interest is very high in developing onsite flex activities here at Skyline. The activities pertain to faculty but, unfortunately, classified staff are often unable to participate because of their job duties. Vicki said they could participate if they got release time. Phyllis said she will have a flex day activity In March 2009 and she is starting to work on that now. Also, there is renewed interest in spring flex activities before the term begins. One of the things that Vicki liked about last year was that there was a college-wide lunch in the cafeteria between the morning presentation and the afternoon meetings. It was well-attended and people enjoyed it. This year, the District Opening Day is on Thursday and will be held at Cañada. People will go to Cañada for the Chancellor's presentation, followed by lunch at Cañada and then return to Skyline for the college-wide meeting. Phyllis said the college wide lunch could still be on Friday. Vicki said that on Friday, there could be flex activities, other workshops or meetings and then the lunch, with additional time available in the afternoon. Regina said that division meetings are also held on Flex Day so the college needs to work with the divisions on this. Linda said following the Cañada event that Classified Council and Academic Senate could hold their meetings. She asked if any of the Flex Day workshops would be of interest to classified staff and Phyllis said there will probably be workshops on SLOs, Basic Skills, possibly a workshop on Emergency Preparedness, and one on DSPS issues which has a tie-in to Basic Skills. There might be a topic on Basic Skills for non native speakers of English and working with communication skills on campus. Phyllis repeatedly hears about the need for this from faculty, registration staff and students. Regina said it is a campus issue and diversity issue that we are interested in. Vicki said it should be scheduled so that it can be readily accessible by all groups. Vicki asked the Council if it wanted to act on this today, or return to their constituent groups to discuss it. It was agreed that discussion with the constituent groups would take place and that the Council would take action in February. Vicki will also put something on this topic in this week's *Skyline Shines*.

February 27, 2008: This year's Opening Day will be at Cañada and will be followed by lunch there. People will return to their campuses in the afternoon. There are divisions at Skyline that are interested in holding all-day retreats and the SLO group would like to hold a workshop, but it is hard to do these in a split day. Vicki would like to have lunch here on campus the next day. She talked to Management Council and wanted to offer the traditional plan, which is have Skyline's afternoon presentation following the district event on the afternoon of Day 1 and Day 2 would allow for division meetings, retreats and lunch for the campus. Regina asked College Council to consider this choice. Linda said the majority of the Classified Council would like to see the format that was used last year with the district event on one day and the Skyline event on the next. Classified staff cannot attend the functions if they are all held on one day so two separate half-day functions allow for them to attend. Ray said there is an issue in getting more people involved in the senate meeting and they did have better attendance at their meeting last year than the year before. Adolfo and Linda agreed. In summary, College Council recommends using last year's model, which is that the district event is on Thursday morning, followed by lunch at Cañada, and flex activities held here in the afternoon. On the second day, Skyline would hold its meeting, followed by a campus lunch, and flex activities in the afternoon. Regina will work with the divisions so they would meet all on one day so that faculty could attend flex activities.

March 26, 2008: Skyline will use the same Flex Day scheduling pattern as last fall, which was proposed at the February meeting. Vicki accepted that recommendation from the College Council and has announced it in *Skyline Shines*.

40th Anniversary celebration

August 29, 2007: In two years, Skyline celebrates its 40th anniversary. After the accreditation site visit, the college will take on this project and constituent leaders can name people who might be interested in helping.

Fresh Look Project and Website Redesign

August 29, 2007: Sandy Irber said the Fresh Look Project website redesign component kicked off in May with a look at design standards and what the committee wanted the website to look like. Vendors were asked to provide a quote on the website redesign project and the group narrowed it down to three designers who will be interviewed on September 14. A subgroup of the Website Advisory Group will participate in the vendor interviews. There will be a student on the interview panel and Sandy said that Lauren Hernandez indicated she was interested. The interview panel so far includes: Vicki, Sandy, Shelly Hausman, Jasmine Witham, Laura Fraser, Nick Kapp, Judy Lariviere and a student rep. The Website Advisory Group will choose a designer by September 21 and develop a plan for redesigning the website. The process will involve the entire campus.

Vicki said that the College cleaned up the website over the last year, making some modifications, ensuring that links worked better and implementing the new logo. Now the Website Advisory Group is looking at the entire site to make sure it is easy to navigate for faculty, staff and students, that it is very attractive, and that there is a system for keeping the information very current. Carla expressed concern about the International Students website because money was already spent on redesigning it. Vicki suggested that Carla speak with Nick Kapp about it to ensure that her concerns get addressed in the process. Lori suggested inviting a student ambassador to work with the committee because they work closely with high schools and students. Sandy said that the group took a close look at the class schedule and a comprehensive list of recommendations was made. They implemented as many as they could into the class schedule design and this year they will take a look at the catalog and student handbook. She asked the Council to start thinking about the catalog and handbook. The Fresh Look Advisory Group will also talk to the managers, deans, counselors, and Curriculum Committee, and students going forward and look at how the college can improve these materials. The improvements made to the class schedule were the work of the entire college and Sandy said the National Council on Marketing and Public Relations will be presenting an award to Skyline for the schedule redesign. Vicki said as the College gets ready for the next round of publications, it is important to have student input and that of the College Council.

September 26, 2007: Vicki reported that a group from the Fresh Look Project interviewed three firms for the website redesign project. One firm was selected and the group is negotiating with them now to get the most important things that the college needs in the web redesign within the available budget. In the meantime, the District ITS Department has agreed to help with parts of the project, so it will be a joint project between Skyline, the District ITS, and the web designer. Vicki is confident that Skyline will end up with a great website. She estimates that the timeline will be finished this year so by next fall the new site will be in place.

March 26, 2008: Sandy Irber reported there was a web redesign kickoff in early February and the Fresh Look Advisory Web Site Redesign Group identified the people oriented designs (PODs) which will appear on the new website sort/home page. They are:

- High school students
- Current students
- Future students
- Online students
- Business and community

A research project was conducted in which people from all of these groups did a “Q sort” of 100 elements of a website and from that research we will get a recommendation on how the navigation in each of these PODs will be organized and tailored to each audience. Interact, Skyline’s website consultant, will present the Navigation Plan to the Fresh Look Advisory Group on April 11. The college may make small adjustments to the Navigation Plan and with approval by Fresh Look Advisory Group, Interact will start the graphic design process; designing the home page, the home page for the PODs and templates for each POD. On May 9, Interact will present three different design directions

for the new website. Over the summer, Interact will build one POD for Skyline since that is what the college can afford. The district IT department will build the rest of the website. Currently, Skyline is updating the existing web content and then in the fall, the college will migrate content over to the new site. Vicki said there will be a faculty and staff button, as well as an athletics button, on the front page. There will be a soft launch, where the two sites will run simultaneously, in November.

April 23, 2008:

- Sandy Irber reported that the current website content updating project is 70% complete and should be finalized by the end of May.
- On April 11, the Fresh Look Advisory Committee received the navigation plan from the website designer Interact which was based on the Q sort research done in March. The audiences defined for front page buttons on the website—called “pods”—were high school students, current students, future students, online students and business and community users. The POD home pages will offer the graphics and interactivity that these groups prefer. The navigation plan went up on the Share Point site and Advisory Committee members weighed in.
- Interact is going to begin working on three designs, which will be presented to Fresh Look on May 9 and then two design rounds will be held to refine the chosen design. Interact will build one pod and over the summer, and district IT will build the rest of the website from the templates received from Interact. In the fall, the migration plan to the new site begins and web content will be moved over. In November there will be a soft launch, during which the old and new sites will run simultaneously.
- Regina asked Sandy to make sure that faculty and students have access to faculty web pages during the transition and that it will be seamless to the users.

Integrated Marketing Plan Draft

October 24, 2007: Sandy distributed the integrated marketing plan draft and reviewed the four goals, which are linked back to the college’s strategic plan. One goal was added and that was a suggestion to review the enrollment goals. The plan is being developed so that Skyline can be more effective in communicating its message to its target audiences and market, as well as using the minimum resources to get the maximum exposure. Sandy is presenting the draft to the Institutional Planning Committee and Management Council and will incorporate their feedback. Carla asked her to present to Academic Senate and asked if there is a timeline, which Sandy said there is not. Vicki said that the college started thinking about a plan at the start of the year. Sandy has built the plan to get buy-in on any direction changes in order to get the maximum yield from marketing so that it is effective and people understand why it is being done. It is being circulated to allow people to weigh in with good ideas and recommendations; it is not a governance issue. Adolfo thanked Sandy for the information and thinks it is good that the college is going to constantly look at the marketing plan and refine it. Anastasia said she was at a mall last semester and Skyline had informational tables and was doing outreach. Sandy said the marketing office works with the Outreach Committee and it is one of their goals

to support the Outreach Committee by supplying materials. Anastasia said the ASSC members would probably like to help out and Sandy said the student involvement would be helpful because it is a challenge to staff the outreach events. Anastasia also suggested Sandy contact Katharine Harer because honors students need 15 hours of volunteerism. Skyline Days at Serramonte will be held on April 5 so there is sufficient time to plan. Carla asked if the Student Ambassadors are part of the group and Sandy said the Ambassadors anchor the work of the Outreach Committee, which is co-chaired by Sherri Hancock and Rick Wallace.

Opening Day

August 29, 2007: This is the first year that Skyline has held its meeting on the Tuesday morning following the Monday Chancellor's event. She asked if the college would want to continue having it in the morning following the district event or go back to holding it Monday afternoon after the district event. Vicki said she had also mentioned this question in *Skyline Shines* and asked for feedback. She received six messages that indicated a preference for Tuesday morning. Ray said there was more faculty attendance at the Academic Senate meeting. Adolfo said it was the first time that a Classified Council meeting was held on Opening Day and there was outstanding attendance. Linda said there were more than 20 classified staff and usually there are 12. Lori thought the lunch on Tuesday was great because it was just for Skyline. The District Opening Day event will be held at Cañada next year. College Council liked the idea of holding the Skyline event on the next day again. Vicki said the only problem was that it conflicted with the Language Arts retreat that Connie Beringer organized. Vicki said next year the college should try to get the news out earlier about Opening Day and Regina said it would be good to encourage the divisions to hold their meetings at the same time so that more faculty could participate. Vicki said the Council should have a conversation about deciding which afternoons should be set aside for faculty flex activities and which are for division meetings. Regina said it will be discussed at the Instructional Leadership Team meeting.

Parking

February 27, 2008: A task force started to work on the idea of the possibility of mailing the parking permits in response to the long lines at registration related to the students who are trying to purchase permits. Jennifer Hughes came to the district Vice Presidents' meeting and the Vice Presidents said they want to move forward on it. Mailing of the permits is slated for summer or fall 2008. There were questions as to whether the colleges would continue to charge students with replacement permits. Permits for summer are \$20 and fall will be \$40. The cost for a replacement permit is currently \$20. One issue that was raised concerned whether or not people are asking for replacements and then giving them to others. A study was done and it was found that a total of from 10,000 to 11,000 permits were sold for summer, fall and spring in a given year over the last three years. The replacements have been less than 1%. The numbers suggest that it is

not a big problem that needs a decision. It does not look like there is an abuse of replacement permits and a policy may not need to be made. Linda said they are also proposing a two-term permit and there would be a savings to students, but there is a question that if a student purchases it and is not here the following semester, there is not a refund. So she said this will be offered as an option for the students. If they buy a two-term permit for \$70 they are trying to determine what the replacement cost would be. The question is whether the college should charge a lost parking permit fee, or just make students buy a new one if it is lost. Anastasia thinks students should buy a new permit but Regina said the studies so far have not shown the abuse is taking place. This may become an issue when the permits increase in cost. But right now, Regina said it is less than 1%. She asked if College Council wants to make a recommendation or stay as status quo and what does the Council think about the idea of a discounted cost for lost permits. Ray supports leaving it as it is and Adolfo, Linda agreed. Wendy Smith left the meeting early, but on behalf of the student reps, Anastasia agreed with leaving it as is. Regina said it can be evaluated each year.

Professional Enrichment Development Advisory Committee (PEDAC)

October 24, 2007: Phyllis Taylor and Regina Stanback-Stroud developed an idea for a committee they have tentatively named Professional Enrichment Development Advisory Committee (PEDAC) that addresses a portion of the self study report that concerns professional development. Phyllis reviewed the background of the proposal, professional development coordination, district collaboration and funding. In 2005, Regina developed the position description of faculty/staff development coordinator, which is the position Phyllis now holds. The first charge was to develop this position at all three campuses and establish professional development opportunities at all three colleges. Phyllis said she has been working on the collaboration and communication, but the other colleges decided not to implement the faculty/staff development position, so the full coordination has not happened. Phyllis implemented the professional development newsletter for Skyline, so communication has been successful in 2006. In 2007, the other two campuses appointed her counterparts and they have all been meeting once a month at the district to talk about what is going on at all three campuses. As a result of the successful submission of their proposal district wide, the college received new one-time funds of approximately \$26,000. It is money that is assigned for professional development for all employee groups, and not just faculty. In working on faculty and staff development for Standard IIIA of the self study, Phyllis discovered that Skyline has a sturdy quilt of funding sources and committees that allot funds, develop opportunities and work individually, but there is no single committee that oversees it or even coordinates the communication among them. Regina said some of the opportunities are formed contractually and some are created because of a trustees' grant or a President's Innovation Fund. Phyllis and Regina are proposing a committee that will be a coordination committee. What they saw was the opportunity to capture the communication and coordination brought together under an umbrella group. A copy of the proposed charge was distributed.

Proposed charge

PEDAC is charged with (a) assessing professional enrichment and development needs for all categories of staff consistent with Skyline College's mission and based on identified teaching, learning and service needs; (b) making recommendations regarding an institutional professional development plan that meets the need of all personnel; (c) recommending flex calendar activities in response to assessed needs; and (d) recommending funding for submitted proposals for professional development resourced by the one-time 2007-08 state allocation of professional development funds. PEDAC would meet 2-4 times per year and be comprised of:

- Chair – Professional Development Coordinator
- Academic Senate Representative
- Classified Council Representative
- The college liaison for Classified Development representative
- The chair or designee of the Professional Development Committee
- The chair or designee of the Professional Personnel Committee
- A Management Development Representative
- Ex Officio: Vice President of Instruction or the Vice President of Student Services.

Vicki said if College Council likes the committee proposal it would be distributed from there to the shared governance groups for their review. Carla asked if there has been a coordinated effort like this before and Regina said she did not think so. Phyllis said the accreditation self study lays out the history of it and the loss of AB 1725 money. There has not been a committee that has dealt with the rest of the charges they have talked about. Ray said he would like to see a coordinated effort with a one-stop information center established and Phyllis said they have begun that work. Regina said they recognized for example that the Professional Development Committee is a union committee and they are not recommending that that it be restructured. By recommending the formation of an overarching committee, the connection would be made because there would be someone from the Professional Development Committee on PEDAC. The Council will need to decide who PEDAC reports to. Carla and Ray expressed a concern about the issue of having one more committee for Academic Senate reps to attend and Regina said she and Phyllis thought it should be done in the form of shared governance. Carla liked the coordinated effort and holding 2-4 meetings per year. Vicki said that this is an additional piece to what some of the proposed members already do, but for some in the group it is a new assignment. The College Council would share the proposal with their constituencies and bring back their recommendation to the December 19 College Council meeting. Phyllis will present it to Academic Senate at either the November or December meeting, as well as to Classified Council.

November 28, 2007: The topic was moved for discussion in December or January.

January 23, 2008: Phyllis updated the group on the proposal to establish the Professional Enrichment and Development Advisory Committee (PEDAC), which Phyllis and Regina presented to the College Council on October 24. Phyllis presented the topic to the Academic Senate on November 16 and to the Classified Council on

December 6. The discussion at each group was followed by a Question & Answer session. Both the Academic Senate and the Classified Council unanimously approved forwarding the proposal to the college council. She and Regina met and updated the mission based on the Q&A feedback they received. Phyllis distributed the revised version of the committee charge and mission. Items A and B are direct language from the accreditation report. Regarding item D, Phyllis is asking for a more, concise, precise and varied flex calendar and this comes up at each meeting on the topic. The membership structure is listed and Phyllis has five positions filled at this time. Regina said the position listed as the district office liaison for Classified Professional Development is the person that works with the district to implement the professional development program for classified staff that is run by the Human Resources Office. The current liaison is Theresa Tentles. Phyllis said the Classified Council rep mentioned that they were very enthusiastic about coming on board with this project. Phyllis provided clarification on the one-stop professional development resource center. A website for the committee would need to be developed and as chair Phyllis would need to bring someone on board who would do that. This was requested by both senates. So the one-stop resource center is not a physical center but it is a website. Because this would be a standing committee it needs to be included in the compendium of committees. In response to questions about the very specific time element listed in item E relative to one-time state funding available in the current year, Regina proposed changing the language to from “2007-2008 one-time funding” to “new state funding” to avoid confusion with other existing professional development funds. Phyllis thinks there is a possibility that more funding could come. Skyline is at the forefront of all the colleges on planning for the overall coordination of all of the professional development efforts. The wording was changed on item E so that it keeps them from coming back next year and reinventing the charge. Regina asked the Council for their recommendation to approve PEDAC and the proposal was approved. It will be added to the Compendium of Committees.

Safety Cameras

November 28, 2007: Jose Nuñez was invited to College Council to present an update on safety cameras and the issues associated with their installation, as well as a briefing on overall security and safety issues. The security departments on all three campuses have different manpower levels and hours of operation, as well as different issues in terms of budgeting and citation. For the last few months, there has been discussion about the pros and cons of the consolidation of security. Harry Joel, Jim Keller and Jose have met with the college presidents individually, the chiefs of each of the three campuses and administrative staff. They are in a fact finding mode and are interviewing several consulting firms that could provide expert advice on what it would entail to consolidate security. There are only so many Fund 1 dollars to deal with security and all campuses want 24/7 coverage. The intent is to bring it all under one umbrella so there is a standardization of training, procedures and equipment, as well as fiscal economies of scale, plus emergency preparedness/response. Jose has talked with some of the local police and fire departments and he shared some of the fire department mandates. He read their recommendations, which include a fire riser (a central location in each building

where the fire department can come and hook up their hoses); a knock box, which is a facility known only to fire and police departments where they can get keys to access the buildings (Skyline has three or four); and location of hazardous materials. They have been provided this in the manuals. CIP2 is addressing illumination at all three campuses. He also reviewed some of the emergency preparedness projects that the colleges have been working on or are planned. The Office of Emergency Services (OES) will have a county-wide exercise and they want to use all three campuses for this exercise. Vicki said it would be a robust collaboration between the district, the three colleges and the county. Jose said this was done 1½ years ago and it involved the district, Cañada and the county and it went very well. CSM and Skyline did not participate but Vicki said Skyline held its own exercise in 2005. Vicki asked if it is a real simulation and Jose confirmed that it is a four or five hour drill, with radios and emergency personnel are coming on to the campuses. He is working with Virgil Stanford, Jan Roecks and the three campus vice presidents of student services on the project. Regina asked if the project is in April, do the colleges want students on campus or should it be done during the break. She suggested that it be coordinated with students in the surgical tech and EMT programs to see if they would want to serve as models. Jose said he can iron out the specific details with the OES staff and the VPSS at each campus after the training on January 11. The OES indicated that they were interested in incorporating students and faculty from EMT, surgical tech and nursing. Vicki said it might conflict with exam days and faculty should be notified by the end of this fall so they could submit their course syllabi with this information. Vicki asked Jose to determine a date as soon as possible.

Carillon system: All three colleges have the carillon system but they need to determine the policies and protocols, which body should put the policy together, and whether it is a college or district decision. Vicki and Lori were trained on it. They are going to talk about it in cabinet in terms of setting the chimes.

VOIP: The phone system has the capability of making announcements (VOIP) but the district has not sorted out that capability as far as procedures and policies.

Courtesy phones: There are 15 courtesy phones at Skyline and there will be more installed with the new buildings. Jose said they will be installing two beta test blue phones. The project manager has talked with Lori and Mike Celeste and locations have been determined.

ACAMS (campus lock down): This is controlled by facilities and ultimately it will be a security function. They have the capability to shut down buildings at one time. It is controlled by a computer and currently includes buildings 3, 6, 7A and 8. People can get out but someone cannot get in. People who have key fobs can get in, but Jose needs to have a discussion with the presidents about that access. People should still be able to get in with a mechanical key, but not many people will have a key with the new system. When all the buildings are modernized, the use of keys will be very minimal and only a very few people will have them such as facilities, security, executive staff, and deans.

Video monitoring: The Chancellor wants to maintain a safe and secure environment, deter crime and prevent vandalism (graffiti, dumping of items, etc.) Canada has installed video monitoring for the students services areas and central quad.

Campus Security: The intent is to have the video camera at the security office and with certain campus/district people, such as the VPSS. The President of Cañada has one as does Jose. The intent is not to violate privacy. It does not have the level of focus to see what is on a piece of paper or computer screen, but it can see a license plate. It is not the intent of the district to turn any items over to law enforcement, but it would comply if asked to by law enforcement. It is going through the district shared governance process and then will be presented to the board. Film can be kept for up to 6 months and is now being kept for 3-6 months. The chancellor thinks a maximum of 3 months should be adequate. Regina asked if it is real tape or digital images and Jose said they are digital images that are stored on a hard drive. It is possible that a particular incident can be saved for an ongoing investigation. Public safety is primary and asset security is secondary.

Lori asked if the 24/7 coverage is not necessarily physical coverage but is video monitoring and he said that is correct. It is not the intent to reduce the staff during the day, but there can be 24/7 monitoring at a dispatch center. Buildings 3, 6, 7A and 8 have the infrastructure in place to add the video monitoring. Cameras will have a range to monitor surrounding areas around the building. The intent is to have cameras at all major entrances into a building and all major entryways at College Drive and Sharp Park. The intent is to have someone monitor all screens and in high risk areas there can be focused screens. The public will be informed by signage that lets them know that surveillance is in place. High risk areas are anywhere where there is money such as the cashier area and bookstore, as well as areas where students may complain about grades to staff. There is no monitoring of faculty offices or individual classrooms. Linda Herda asked if a bollard or gate at both entrances is proposed for the future and Jose said it is part of the Design/Build Project. It will not be closed at night but would be closed for emergency purposes. The college will have the ability to have an electronic gate so that access to the campus can be blocked. This would be installed at both Sharp Park and College Drive. Linda asked if the Marisol entrance will also have one and Jose will need to check this. Local law enforcement or fire enforcement is then in charge when the bollards go down and the campus is closed.

Presentation of video camera briefing: Vicki asked if Jose's briefing should be provided to constituency groups or in a college-wide forum. Carla said it would be a good open forum piece. Jose presented it as an open forum piece at Cañada and it was very good. Buildings 3, 6, 7A and 8 are going to be ready in 6 months – these are the ACAMS buildings. Carla invited Jose to present it to Academic Senate on January 25. It was suggested that an open forum be held in January. He can go live and show people the cameras so they can see what he sees. Carla said it would reassure faculty and staff about privacy issues. Vicki asked if it should be presented college-wide or to the senates first and Regina felt it should be college-wide first. It should be presented to the constituent groups and Lori will work with the ASSC, share the handout and indicate that the college

is planning for a spring semester college wide forum. Lori suggested to Jose that it should focus on public safety and emergency preparedness.

Emergency preparedness: Jose said the emergency preparedness consultant is being brought on board to make sure all the documents are in order, and those who have been trained would be retrained, as well as new people trained. This is district project. By the time the live exercise is held in April, the colleges will be on board with this. Vicki suggested that Jose should come to the January Academic Senate meeting so that it is not the first presentation about it to faculty.

February 27, 2008: Regina asked if one of the dates identified for the Design/Build Open Forum could be considered for the Safety Camera forum. The Council agreed and Regina said she would check with Facilities to see if they can attend.

Scholarships for Students

November 28, 2007: In an effort to build Skyline scholarships for students, Vicki drafted a letter which was presented to the Council for their review. The college is trying to do a ramp up on student scholarships partly because there is a small supply. If possible, Vicki would like to send it out college wide this week. She has listed the types of scholarships. Lori suggested that Vicki set a deadline for doing in order for it to count for next year's scholarship round. The other thing is that people may want to pledge and not pay just yet. Vicki does not want to do a pledge, but a payroll deduction is fine. Lori will get her the date. Carla asked if in addition to approaching faculty and staff, will businesses will be asked to contribute and Vicki said this is an internal project. The foundation does the pitch to the external groups and businesses. Vicki will go out with the new foundation staff to try to do the external asks. Vicki said the board and the foundation have created a new MOU and the district is helping to fund the staffing costs in order to dramatically increase their staff. There will be a director, professional fundraiser, administrative assistant and bookkeeper and it will be staffed at the level that colleges that have successful foundations do. Carla is concerned that they are having trouble raising dues for Academic Senate, but Vicki said this scholarship fundraising is strictly on a volunteer basis in order to cultivate an attitude of philanthropy here before Skyline goes out to the community. The college is also looking at legacy planning at a foundation level. She asked if the Council had any recommendations to the document and Regina said it may be too wordy for those who are not sure if they want to do it yet. Vicki has pared it down as much as she can. Lori suggested adding a catchy headline. Carla suggested it include a statement that the college acknowledges that faculty and staff are already giving money – this is a great way to support student success through scholarships. A statement that the contribution is tax deductible should also be added.

Shared Governance Groups' Elections

April 23, 2008:

- ASSC elections are held in mid-May and they are hoping to coordinate the timing among all three colleges.
- The Student Trustee election is held at the same time as the college student government elections. There is a nomination form and the Skyline student with the most votes goes to a pool of nominees from all three colleges. A committee made up of two students from each college, plus the current student trustee, interviews the nominees and then the trustee is chosen. Regina would like to see a Skyline trustee now and Lori said Skyline should do a better job of promotion it to the students. She said some districts just rotate the appointment.
- Academic Senate nominations were due on April 17 and Nick Kapp will create an online slate for those positions. Carla did not have the date of the elections.
- Classified Council is not holding elections. Everyone agreed to stay on another year. They will go through the motions of asking for nominations.

Shared Governance Open Forum on April 7

March 26, 2008: Skyline will hold an Open Forum on April 7 to talk about shared governance. Vicki brought a draft recommendation for a way to proceed and expedite the conversation. The Accreditation Visiting Team commended Skyline on its shared governance process and also made a recommendation that the college develop a policy for regular evaluation of the governance structure. Vicki said the Open Forum will address the college's issues on governance and the team's recommendations as well. In order to surface out what the issues are, Vicki suggests asking people at the forum to comment in a specific kind of way and this method gets candid feedback. Five flip charts would be used, one for each of the four topics and one for people to post other ideas they may have. People would be given post-it notes to write their comments and post them on the flip chart. This method would allow people to find out what is working, what is not, and what a better solution might be. People have 20-30 minutes to do that, to talk among themselves, move from one flip chart to another, surface out what the issues are and make recommendations for what would make things better. Vicki said someone would synopsize the kinds of thoughts that are being listed in the flip chart. There could be group wide discussions and then all of those notes would be typed up, organized by topic and those recommendations would be brought to College Council. Vicki worked on the planning with Lori, Regina and Cathy. The flip chart idea was Regina's and Cathy suggested that the college may want to follow up with a more focused survey or focus groups to talk about it in a more thorough way. The target is to use this information to revise Skyline's governance structure and use it to develop a policy for regular review. So, for example, once every few years the college would hold an Open Forum, make recommendations, and implement them so it becomes a regular policy that is scheduled for regular review. Carla likes the interactive piece and she thinks it would be interesting to see under the communication topic what the ideas will be. It allows the group to see if a suggestion is a widely-held view. Vicki said the college would survey something if it

does not know what the answer will be. College Council would decide if something is a surveyable topic and what would make sense. Carla asked what would be the incentive to get people to the Open Forum and Vicki said if people care about it they will come. Vicki will put an announcement about it in *Skyline Shines* to encourage people to attend. Carla will ask the Academic Senate Governing Council to attend. Both Carla and Adolfo liked the structure of it. Vicki asked Anastasia if she would communicate it to students and she said she would announce it at the Student Organizations and Club Council (SOCC) meeting and she also suggested something be put into the *Skyline View*, along with posters in the Learning Center and the cafeteria. Vicki said it would be important for students to attend who are already involved in governance and have opinions. Wendy has an e-mail distribution list for the ASSC Governing Council and the distribution list for SOCC. Vicki will send the message and Anastasia will facilitate it.

April 23, 2008: Recommendations from both the accreditation self study and visiting team suggested that Skyline needed to identify any needed changes in the shared governance processes, implement them and create a policy for regular review. The review of the shared governance process, changes to it and a regular process of evaluation should be created by fall 2010 when the mid-year report is submitted. To begin the process, the college held an Open Forum on April 7.

- Attendance was light but there was active participation from people who regularly attend meetings. A list of what works well, what does not and ideas for improvement was created. In order to get broader college input, Cathy Hasson said the quickest and most comprehensive way would be to send out a survey, using the essence of the information that was gathered. She is creating statements that could be rated in a survey. There is a lot of information and she would prefer to limit the survey to 25 questions. She recommends holding the survey in the fall. Lori said the goal of the survey is to develop a timeline and focus on the recommendations as the end product.
- Regina is concerned that the categories, which came out of the self study recommendations and the visiting team recommendations, would limit people's response in a survey and it should be broader. Vicki suggested starting with the list, distribute it ahead of meetings and then the list can be refined or new categories added. Lori suggested that the shared governance groups evaluate the list and have them work through it, as well as the Instructional Leadership Team and Student Services Council. Cathy suggested looking at the ideas which are recommended action steps, are they right and are there gaps, and then those ideas are what the college starts working with.
- In summary:
 - The document will be reconstructed (Vicki).
 - A background statement that explains why the college is doing this will be written.
 - The sections on each topic will be summarized and cleaned up so they are more neutral.
 - The ideas will be characterized as recommended actions.
 - It will be distributed to groups so they can hold discussions while it is still fresh in their minds – either this spring or fall at the latest.

- Vicki, Regina or Lori will come to a Classified Council meeting to present information on this.

Smoking

August 29, 2007: Ray Hernandez distributed his master's thesis proposal on smoking and he feels his advisor at San Francisco State University will approve it because he has had a lot of positive feedback. SFSU wants Ray to tie it to a health indicator. He has tied it to the Asian population ages 18-24 because this group has a much higher prevalence of smoking. A question was raised as to whether it will serve the college if he uses that indicator. He asked the Council to consider it after they review the draft, which is geared to the 18-24 Asian student population. It includes an overall purpose, a problem statement, and the health indicator and the statistics that support it. National statistics are shown and then he boils it down to California. He needs to look at what is the definition of the Asian population. Regina said if the college has the assumption that work toward a smoke free policy would be impacted on by those who smoke, then if the college establishes policies and use that group to inform those policies, it may be a very good thing. Ray said Skyline has a high Asian population with 28% of students. He pointed out on Page 5 of his proposal that he extracted a piece from the Accreditation self study about what Skyline has been doing overall about smoking on campus. Regina asked if the proposal looks at just a particular group, is it going to miss the cultural beliefs about why people smoke. If the study looks at a specific group, there may be a cultural tradition/expectations that support it and make it easier to smoke. Ray noted on Page 9 concerning outdoor smoking policies, 51 institutions have gone beyond California law and have stronger policies but the definition of "smoke free" vary. Page 10 includes best practices and he found one great case study, which is Ohlone College. On Page 11, he found that enforcement is crucial and the college needs support from stakeholders. His recommendation on Page 12 is to address the cultural beliefs, determine what the college's policies are from micro to macro, determine how the constituent groups can work together to move forward, what are realistic steps that can make a policy effective, and how to use enforcement. Vicki suggested describing the history of it at Skyline in that the college made a decision to handle it in a specific way. The college did not commit to making it a smoke free campus but agreed to have designated smoking areas. Regina asked if Ray is going to be able to get all the answers to these questions and he said his work plan timeline, which runs over the next two semesters, is listed on Page 16. Lori said the college needs to be careful in how this is framed so there is no stereotyping. She asked how the college would generalize from a specific group to a larger campus problem. Ray will check with the Council on it as he goes along. The Council discussed whether the focus should be on a specific population group or should it have a more comprehensive approach. It needs to be a more explicit connection or a broader population. Ray will go back and defend making it a more comprehensive view, provided it works for his thesis. He will also work on the title. Grant funding will be available and he thinks it will be \$500 to \$1000. Vicki will email President's Innovation Fund criteria. Regina said this is the type of work that the Health Center does and it may

mean that the college can augment it through their department. Lori will check into it. She will email Ray information about laws/enforcement in other cities in the county.

September 26, 2007: The title of Ray's project has been determined and it is, "Skyline College: reducing environmental tobacco smoke on campus." He changed the language to reflect discussion held during the August meeting. The target population is now all students and all employees. San Francisco State University is still concerned about how Ray is going to realistically manage the project. He met with Cathy and he thinks he has a good plan. He wants approval from the Student Services division to hold a census, and Lori approved. Student surveys will be done early next year. When he spoke to Cathy, she mentioned that Skyline is already doing a survey for Health & Safety, and Ray thinks it would be a good opportunity to do them together. His job is going to keep it very pointed to what is needed, and what the project is trying to do, and limit it so it is well thought out and would have substance to it. It will take place early in the spring semester 2008. Vicki thinks it makes good to collapse the Health & Safety survey into this. Regina said it should not conflict with program surveys. Ray said Cathy has a master list of what is going on around campus. The employee survey is in the fall, the student survey is in the spring and a follow-up in mid-spring. Vicki said he addressed all the issues raised in the August meeting and the group approved him going forward on it.

Proposed Student Equity Committee

April 23, 2008: Background: Previously, Skyline used to have a Student Equity Committee and its job was to respond to state regulations to prepare a student equity plan and send it to the state chancellor's office. This was completed in January 2005 and then the committee stopped meeting. From this plan, Skyline formed the Campus Change Network, and from that grew the First Year Experience Project and, in some ways, the Basic Skills Initiative. The SEED Committee is also thinking about issues of diversity. The proposal to form the Student Equity Committee came out of Cabinet. There is no group on campus that watches data and advises the college on how to serve students better in terms of equity issues. This proposal provides for that group, with a charge to identify barriers and promote institutional changes. If College Council wants to take this proposal under consideration, they would need to take it to their constituent groups for their feedback.

- **Structure:** This committee would be a sub-committee of College Council. It would replace the current Student Access and Success Committee, which has not met for three years.
- **Membership:** The membership structure would pull together people from the different initiatives that have some relationship to equity and diversity. This membership could be revised annually depending upon the issues. Lori asked if membership is a balance of faculty and staff from the FYE and BSI groups, one rep for each initiative and Vicki said it has not been specified. The expertise is more important than the position people have. She sees it as faculty, classified and administration. Lori would like to make sure there is a balance and thinks there should be a number of reps associated with it so it is not heavily faculty or

- administrative. She would like to see the Matriculation Coordinator added to the roster. Regina recommends adding reps from the shared governance groups. Linda is concerned that there may not be classified staff available who could serve on it. An appointee could represent more than one area and there could be reps from the constituency groups with experience/interest in the various areas. Vicki will work on it. Carla is concerned about tapping into the same people who are already serving on other committees. Vicki would like College Council to think about the array of people who could bring something to the table.
- Carla is concerned about adding one more committee and would like to incorporate this committee with SEED. Vicki said SEED did not want to merge with the Student Equity Committee because they have other things to do and cannot add another meeting a month. Regina acknowledged that the committee charges sound like they would be similar, but they are not. SEED addresses cultural activities initiatives and the Student Equity Committee would look at instruction, services and pedagogy. It would focus on student achievement and performance for diverse groups and address the achievement gap and curriculum. Vicki said this group could provide ideas and direction to SEED. She would like to see the committees run separately for a year or two and perhaps the college could consider folding them together in the future.
 - Carla asked if more new faculty could participate in committees. She feels that the college is losing good leadership because the same people are doing the work and may be burned out. Vicki recommends framing this committee as a piece of work the college should do. She would like to have the campus groups review the compendium and see if some of the committees can be streamlined.

Thematic Governance Model and Committee Reporting Lines

August 29, 2007: College Council refined these two documents in March 2006 and decided to wait until the College got closer to the Accreditation self study deadline before final approval was made. Nothing flowed out of the self study that would indicate a change needed to be made to either document. The Council reviewed the Planning Agenda Summary and Vicki pointed to the topics that have to do with governance under Standard IV. The first three topics relate to the governance structure, and Vicki would like to add a discussion of that to the September agenda. Vicki asked if the Council thought that there was anything implied in the diagrams that would require a change or could they be approved as they are. Ray said they were cited directly both in reporting lines and the shared governance process. They worked very well and he could easily use them to demonstrate the recommendation. Vicki said Skyline has really established a robust governance system. Regina said the recommendations that came out this time pertained to streamlining communication and she said that she was surprised because the Council designed these in a graphic form to better communicate the structure. She feels that it should stay a draft but today's date could be put on them. Vicki said if the Council looked at the prior self study and interim report it is a clear story of a lot of development and evolution of the process. Vicki suggests a different strategy and she recommends not calling them draft documents. It does not mean that the Council cannot change them, but

calling them draft documents indicates that they are still in motion. She thinks the Council's conversation will now need to go beyond this tool and move into more of the heart of how the College communicates. The Council approved the documents. They will be posted on the Skyline website with the August 29, 2007 date. The documents can be changed if needed and the College can invent something else in its place. Carla asked if the Campus Change Network should be changed to First Year Experience and Regina said they are different in that the Campus Change Network is still the umbrella and First Year Experience came out of that recommendation. Vicki suggested that the Council look at the diagrams on an annual cycle beginning at the end of this year following Accreditation.