



## COMPENDIUM of COMMITTEES MEMBERSHIP SPRING 2007

**COUNCIL**     *An elected or appointed advisory group.*  
**COMMITTEE**     *A body of persons delegated to consider, investigate, take action on, or report on some matter.*

1. Academic Senate Governing Council
2. Art on Campus Committee
3. Associated Students Governing Council
4. Cabinet (Council)
5. Campus Auxiliary Services Advisory Committee
6. Classified Council
7. College Budget Committee
8. College Council
9. Commencement Committee
10. Curriculum Committee (Academic Senate)
11. Educational Policy Committee (Academic Senate)
12. Emergency Response Plan Committee
13. Fresh Look Advisory Group
14. Full Time Equivalent Faculty Allocation Committee
15. Health and Safety Committee
16. Institutional Planning Committee
17. Management Council
18. President's Council
19. President's Council Advisory Board
20. Professional Development Committee
21. Professional Personnel Committee (Academic Senate)
22. Research Committee (Academic Senate)
23. Scholarship Committee
24. Stewardship for Equity, Equal Employment and Diversity (SEED)  
Advisory Committee (formerly called Equal Employment Opportunity  
Advisory Committee)
25. Student Access and Success Committee
26. Student Organizations and Clubs Council (Associated Students)
27. Student Recognition and Awards Ceremony Committee
28. Technology Advisory Committee

# **1. ACADEMIC SENATE GOVERNING COUNCIL**

Serves as policy making body for the Academic Senate; promotes the general welfare of Skyline College, its faculty, and the San Mateo County Community College District; represents the faculty in making recommendations to the administration of the College and the District Board of Trustees with respect to academic and professional matters; works toward the development and improvement of professional standards; provides for continuous study of faculty and College problems.

<b>2005-2006</b>	<b>2006-2007</b>
<u>Membership (elected by faculty)</u>	<u>Membership (elected by faculty)</u>
Carla Campillo, President Ray Hernandez, Vice President Kathleen Feinblum, Secretary Fermin Irigoyen, Treasurer Shari Bookstaff, Professional Personnel Chair Garrett Nicol, Educational Policy Chair Arthur Takayama and Christine Roumbanis, Curriculum Committee Co-Chairs Jon Freedman, Research Committee Chair Jacqueline Escobar, EEOAC Chip Chandler, P.E./Athletics and AFT rep for ½ year Rick Hough, Science, Math, Technology and AFT rep for ½ year Dennis Eadus, Language Arts James Wong, Social Science/Creative Arts Shann Chu, Business Chuck Leach, classified staff, ex officio Taylor Angel, ASSC President	Carla Campillo, President Ray Hernandez, Vice President Dennis Eadus, Secretary Fermin Irigoyen, Treasurer Shari Bookstaff, Professional Personnel Chair A.J. Bates, Acting Professional Personnel Chair Lynne Douglas, Student Services Garrett Nicol, Educational Policy Chair Christine Roumbanis, Curriculum Committee Chair Jon Freedman, Research Committee Chair Melissa Komadina, SEED Chip Chandler, P.E./Athletics and AFT rep for ½ year Rick Hough, Science, Math, Technology and AFT rep for ½ year James Wong, Social Science/Creative Arts Sita Motipara, Business Chuck Leach, Classified representative Luis Padilla, ASSC President Silvia Cervantes, ASSC Vice President
<u>Meeting Date/Time/Location</u> 2 <sup>nd</sup> and 4 <sup>th</sup> Fridays 1:10 p.m. Room 5131	<u>Meeting Date/Time/Location</u> 2 <sup>nd</sup> and 4 <sup>th</sup> Fridays of each month 1:10 p.m. Building 5, Room 5131

## **2. ART ON CAMPUS COMMITTEE**

The Art on Campus Committee is charged with developing and reviewing proposals for acquisition of art works for both indoor and outdoor display at Skyline College that are appropriate to the mission of the college, broadly interpreted, and express the college's commitment to access and respect for all, regardless of "level of preparation, socio-economic status, cultural, religious, or ethnic background, or disability." The committee will make recommendations to the College President. The committee shall consist of at least one representative each from administration, faculty, staff, and students. Members shall include representatives from the art department, the budget office and facilities. Members shall serve in staggered three-year terms (except student representatives) and may be reappointed.

<b>2005-2006</b>	<b>2006-2007</b>
<p><b>Membership</b> (representatives from management, faculty, staff, and students)</p> <p>Donna Bestock, Co-Chair, management            Bridget Fischer, Co-Chair, fall 2005, faculty            Paul Bridenbaugh, Co-Chair, spring 2006, faculty            Doria Bernard, classified            Eloisa Briones, management            Kathy Fitzpatrick, classified            Richard Inokuchi, management            Linda Kisich, classified            Judy Lariviere, faculty            Sue Lorenzo, classified            Julene Rhoan, classified            Arthur Takayama, faculty</p>	<p><b>Membership</b> (representatives from management, faculty, staff, and students)</p> <p>Donna Bestock, Co-Chair, management            Bridget Fischer, Co-Chair, faculty            Paul Bridenbaugh, faculty            Eloisa Briones, management            Kathy Fitzpatrick, classified            Jessica Hui, ASSC            Richard Inokuchi, management            Linda Kisich, classified            Judy Lariviere, faculty            Sue Lorenzo, classified            Julene Rhoan, classified            Nikki Santiago, ASSC            Arthur Takayama, faculty</p>
<p><u>Meeting Date/Time/Location</u>            To be Determined</p>	<p><u>Meeting Date/Time/Location</u>            Meetings held as needed</p>

### **3. ASSOCIATED STUDENTS OF SKLINE COLLEGE GOVERNING COUNCIL**

Represents all Skyline students; maintains student body facilities; plans activities; adopts and supervises the ASSC budget; participates in College committees; shares in the development of College policies.

2005-2006	2006-2007
<p><u>Membership (officers elected by students)</u></p> <p>Taylor Angel, President            Peter Monrroy, Vice President            Valerie Demicheva, Senator            Charles Lee, Senator            Victoria Sorkina, Commissioner of Public Records            Amory Cariadus, Advisor</p> <p style="text-align: center;"><u>Meeting Date/Time/Location</u>            Thursdays at 3:00 p.m.            Location to be determined</p>	<p><u>Membership (officers elected by students)</u></p> <p><u>Executive Council Officers</u>            Luis Padilla, President, Chair            Silvia Cervantes, Vice President            Lindsey D'Amico, Commissioner of Publicity            Melody Hisatake, Commissioner of Finance</p> <p><u>Senators</u>            Kiiasha David            Cirilo Espanoza            Lauren Hernandez            Jessica Hui            Jonathan Vasquez            Amy Windley            Renee Wong            Lisa Yee</p> <p>Advisor: Amory Cariadus</p> <p style="text-align: center;"><u>Meeting Date/Time/Location</u>            Weekly on Friday afternoons            Time and location to be determined</p>

#### **4. CABINET**

The Cabinet is an appointed advisory body to the College President. The Cabinet provides institutional oversight of operations.

2005-2006	2006-2007
<p><u>Membership</u> (President; Vice Presidents; College Business Officer; Director of Planning Research and Student Success; Director of Development, Marketing and Public Relations)</p> <p>Victoria Morrow, President Loretta Adrian, VP of Student Services Regina Stanback-Stroud, VP of Instruction Eloisa Briones, College Business Officer Sandy Irber, Director of Development, Marketing and Public Relations</p> <p style="text-align: center;"><u>Meeting Date/Time/Location</u> Every Wednesday 9:00 a.m. President's Office</p>	<p><u>Membership</u> (President; Vice Presidents; College Business Officer; Director of Planning, Research and Institutional Effectiveness; Director of Development, Marketing and Public Relations)</p> <p>Victoria Morrow, President Loretta Adrian, VP of Student Services Regina Stanback-Stroud, VP of Instruction Eloisa Briones, College Business Officer Cathy Hasson, Director of Planning, Research and Institutional Effectiveness Sandy Irber, Director of Development, Marketing and Public Relations</p> <p style="text-align: center;"><u>Meeting Date/Time/Location</u> Every Wednesday 9:00 a.m. President's Office</p>

#### **5. CAMPUS AUXILIARY ADVISORY COMMITTEE**

Identifies concerns and makes recommendations regarding the cafeteria, bookstore, vending, and some facilities to the President or the Chancellor's Office. This is a college committee that interfaces with the District Auxiliary Services Advisory Committee (DASAC).

2005-2006	2006-2007
<p><u>Membership</u> (representatives from bookstore, cafeteria, Student Activities Office, Business Services office, Student Services)</p> <p>Amory Cariadus, Student Activities Coordinator, Chair Loretta Adrian, VP of Student Services Eloisa Briones, College Business Officer Taylor Angel, ASSC President Peter Monroy, ASSC Vice President Kevin Chak, Bookstore Sandy Song, Fresh &amp; Natural</p> <p style="text-align: center;"><u>Meeting Date/Time/Location</u> Meetings held as needed</p>	<p><u>Membership</u> (representatives from bookstore, cafeteria, Student Activities Office, Business Services office, Student Services)</p> <p>Amory Cariadus, Student Activities Coordinator, Chair Loretta Adrian, VP of Student Services Eloisa Briones, College Business Officer Kevin Chak, Bookstore Amy Windley, ASSC Senator School Chef representative to be determined</p> <p style="text-align: center;"><u>Meeting Date/Time/Location</u> Meetings held as needed</p>

**6. CLASSIFIED COUNCIL**

Represents the needs, concerns and viewpoints of the classified staff with respect to the District Shared Governance Agreement, excluding all matters related to collective bargaining. It is one of the constituent groups of Skyline College's shared governance organizational structure. The officers are elected by Classified Council membership.

2005-2006	2006-2007
<p>Membership (all classified employees at Skyline College: CSEA, AFSCME and non-represented classified employees including classified supervisors and management positions. All are voting members and are encouraged to attend Classified Council meetings).</p> <p>Donna Elliott, President            Linda Allen, Vice President            Linda Herda, Secretary            Theresa Tentes, Treasurer            Barbara Daley, Historian            Pablo Gonzalez, Parliamentarian</p> <p><u>Meeting Date/Time/Location</u>            1<sup>st</sup> Thursday            2:00 p.m.            Room 5131</p>	<p>Membership (all classified employees at Skyline College: CSEA, AFSCME and non-represented classified employees including classified supervisors and management positions. All are voting members and are encouraged to attend Classified Council meetings).</p> <p>Linda Allen, President            Linda Herda, Vice President            Barbara Lamson, Secretary            Theresa Tentes, Treasurer            Barbara Daley, Historian            Pablo Gonzalez, Parliamentarian</p> <p><u>Meeting Date/Time/Location</u>            1<sup>st</sup> Thursday of each month            2:00 p.m.            Building 5, Room 5131</p>

## **7. COLLEGE BUDGET COMMITTEE**

The Skyline College Budget Committee is the primary budget recommendation group for the College, thereby establishing recommendations to the College administration on College budgetary matters. The Committee is responsible for reviewing the revenues and expenditures of the College.

<b>2005-2006</b>	<b>2006-2007</b>
<p>Membership Members of the College Budget Committee (CBC) include the following: the Vice Presidents of the College, one dean from instruction, and one dean from student services, the Academic Senate President, two faculty members from each college division including student services, appointed by the Academic Senate, three classified staff appointed by the Classified Council, 2 students appointed by the ASSC.</p> <p>Eloisa Briones, College Business Officer, Co-Chair            Carla Campillo, Counseling, Academic Senate President, Co-Chair            Vicki Morrow, President            Lori Adrian, VP of Student Services            Regina Stanback-Stroud, VP of Instruction            Cathy Hasson, Director of Planning, Research and Student Success            Jennifer Hughes, Dean, Student Services Division            Margery Meadows, Dean, Instructional Division            Soodi Zamani, Science/Math/Technology            Nick Kapp, Science/Math/Technology            Fermin Irigoyen, Language Arts            Félix Pérez, Language Arts            George Wright, Social Science/Creative Arts            Rosie Bell, Social Science/Creative Arts            Linda Whitten, Business            Richard Escalambre, Business            Virginia Padron, Counseling            Mike Fitzgerald, P.E./Athletics            Dino Nomicos, P.E./Athletics            Salah Webb, Classified Representative            Barbara Lamson, Classified Representative            Taylor Angel, ASSC President</p> <p style="text-align: center;"><i>Meeting Date/Time/Place</i>            Second and Last Thursday            2:10 p.m.            Room 5132B</p>	<p>Membership Members of the College Budget Committee (CBC) include the following: the Vice Presidents of the College, one dean from instruction, and one dean from student services, the Academic Senate President, two faculty members from each college division including student services, appointed by the Academic Senate, three classified staff appointed by the Classified Council, 2 students appointed by the ASSC.</p> <p>Eloisa Briones, Director of Business Services, Co-Chair            Carla Campillo, Counseling, Academic Senate President, Co-Chair            Vicki Morrow, President, ex officio            Loretta Adrian, VP of Student Services            Regina Stanback-Stroud, VP of Instruction            Cathy Hasson, Director of Planning, Research and Student Success, ex officio            Margery Meadows, Dean, Instructional Division            Nick Kapp, Science/Math/Technology            Soodi Zamani, Science/Math/Technology            Fermin Irigoyen, Language Arts            Jeff Westfall, Language Arts            George Wright, Social Science/Creative Arts            Jeff Diamond, Social Science/Creative Arts            Rick Escalambre, Business            Linda Whitten, Business            Virginia Padron, Counseling            Mike Fitzgerald, P.E./Athletics            Dino Nomicos, P.E./Athletics            Anyta Archer, Classified representative            Barbara Lamson, Classified representative            Félix Pérez, Classified representative            Melody Hisatake, ASSC Commissioner of Finance            Dean of Counseling, vacant</p> <p style="text-align: center;"><i>Meeting Date/Time/Place</i>            2<sup>nd</sup> and last Thursday of each month            2:10 p.m.            Building 5, Room 5131</p>

## **8. COLLEGE COUNCIL**

The College Council is the primary planning and policy formulation group for the College, thereby establishing the charges to other units and committees in accomplishing specific tasks including, but not limited to, the following areas: budget, programs, student equity, accreditation, and program review. The Council is responsible for reviewing the progress and accomplishments of the units and committees. The Council serves as the umbrella shared governance committee for the College and is a major participant in decision making for the College.

<b>2005-2006</b>	<b>2006-2007</b>
<p>Membership (College President and Vice Presidents, Academic Senate President and Vice President, Classified Council President and Vice President, Associated Students President and Vice President)</p> <p>Victoria Morrow, President, Chair            Loretta Adrian, VP of Student Services            Regina Stanback-Stroud, VP of Instruction            Carla Campillo, President, Academic Senate            Ray Hernandez, VP of Academic Senate            Donna Elliott, President, Classified Council            Linda Allen, VP of Classified Council            Taylor Angel, ASSC President            Peter Monrroy, ASSC Vice President</p>	<p>Membership (College President and Vice Presidents, Academic Senate President and Vice President, Classified Council President and Vice President, Associated Students President and Vice President)</p> <p>Victoria Morrow, President, Chair            Loretta Adrian, VP of Student Services            Regina Stanback-Stroud, VP of Instruction            Carla Campillo, President, Academic Senate            Ray Hernandez, VP of Academic Senate            Linda Allen, President, Classified Council            Linda Herda, VP of Classified Council            Luis Padilla, ASSC President            Silvia Cervantes, ASSC Vice President</p>
<p><u>Meeting Date/Time/Place</u>            Fourth Wednesday            2:10 p.m. – Room 1319</p>	<p><u>Meeting Date/Time/Place</u>            4<sup>th</sup> Wednesday of each month            2:10 p.m.            Building 1, Room 1319</p>



## **9. COMMENCEMENT COMMITTEE**

This committee plans, coordinates and implements all activities for Commencement. The committee meets regularly during the spring semester until the day of graduation. Meetings focus on all logistical aspects of the graduation and the commencement ceremony.

<b>2005-2006</b>	<b>2006-2007</b>
<p><u>Membership</u> (Representatives from Buildings and Grounds, Campus Bookstore, Multi-Media, Student Services)</p> <p>Amory Cariadus and Loretta Adrian, Co-Chairs  Doria Bernard  Roxanne Brewer  Larisa Cosmineanu  Linda Ghio  Sherri Hancock  Shelly Hausman  Belinda Ho  Richard Inokuchi  Persis Morrice  Tommie Phillips  Theresa Tentes  Rich Tidd  Salah Webb  Sally Welch  Andreas Wolf  ASSC Representative to be determined in the Spring</p> <p>Other members of the campus community are invited to meetings that cover specific planning areas as it relates to their department, program or division.</p> <p><u>Meeting Date/Time/Location</u>  Meetings held as needed</p>	<p><u>Membership</u> (Representatives from Buildings and Grounds, Campus Bookstore, Multi-Media, Student Services)</p> <p>Amory Cariadus, Chair  Loretta Adrian  Connie Beringer  Roxanne Brewer  Golda Gacutan  Linda Ghio  Sherri Hancock  Shelly Hausman  Belinda Ho  Interim Chief of Security  Richard Inokuchi  Joe Morello  Persis Morrice  Nikki Santiago  Theresa Tentes  Rich Tidd  Sally Welch  Renee Wong</p> <p>Other members of the campus community are invited to meetings that cover specific planning areas as it relates to their department, program or division.</p> <p><u>Meeting Date/Time/Location</u>  Meetings held as needed</p>

## **10. CURRICULUM COMMITTEE (Academic Senate)**

The Curriculum Committee carries on a regular review of the entire College curriculum; considers for recommendation all matters of administrative policy concerning the curriculum; considers for recommendation proposals for new courses and programs; recommends action on all deletions, classifications and changes in courses and programs.

2005-2006	2006-2007
<p><u>Membership</u> (one elected faculty representative from each division)</p> <p>Arthur Takayama, Co-Chair, Social Science/Creative Arts            Christine Roumbanis, Co-Chair, Business            Daisy Araica, Science/Math/Technology            Jim Bowsher, Language Arts            Jan Fosberg, P.E./Athletics            Imelda Herмосillo, Counseling</p> <p><u>Ex Officio Members</u>            Regina Stanback-Stroud, VP of Instruction            Sherri Hancock, Dean of Enrollment Services            Jennifer Hughes, Dean of Counseling            Linda Rosa Corazon, Counseling, Articulation Officer            Persis Morrice, Classified representative            Peter Monroy, ASSC rep, ex officio            Maria Norris, Recorder, ex officio</p> <p><u>Meeting Date/Time/Location</u>            1<sup>st</sup> and 3<sup>rd</sup> Wednesday            2:10 p.m.            Room 1319</p>	<p><u>Membership</u> (one elected faculty representative from each division)</p> <p>Christine Roumbanis, Chair, Business            Leigh Anne Sippel, Language Arts            Daisy Araica, Science/Math/Technology            Imelda Herмосillo, Counseling/Student Services            Jan Fosberg, P.E./Athletics            Dennis Wolbers, Social Science/Creative Arts</p> <p><u>Ex Officio Members</u>            Regina Stanback-Stroud, VP of Instruction            Sherri Hancock, Dean of Enrollment Services            Carlene Gibson, Interim Dean of Counseling            Linda Rosa Corazon, Counseling, Articulation Officer            Persis Morrice, Classified representative            Lindsay D'Amico, ASSC representative            Maria Norris, Recorder</p> <p><u>Meeting Date/Time/Location</u>            1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month            2:10 p.m.            Building 1, Room 1319</p>

## **11. EDUCATIONAL POLICY COMMITTEE (Academic Senate)**

This committee considers for recommendation all matters of educational policy including academic standards, probation, disqualification, readmissions policies, grading procedures, matriculation, student behavior, and student grievance procedures; considers for recommendation all matters of administrative policy concerning educational policy, including policies of the Office of Instruction and the Office of Student Services.

<b>2005-2006</b>	<b>2006-2007</b>
<p><u>Membership</u> (one elected faculty representative from each division)</p> <p>Garrett Nicol, Chair, Language Arts/Learning Resources            George Buckingham, Social Science/            Creative Arts            Tadashi Tsuchida, Science/Math/Technology            Cindy Moss, Science/Math/Technology            Lynne Douglas, Counseling, Student Services            Kevin Sullivan, Business            Char Wulbers, Classified Representative            Taylor Angel, ASSC            Peter Monrroy, ASSC</p> <p><u>Ex Officio Members</u>            Lori Adrian, VP Student Services            Donna Bestock, Dean of Social Science/            Creative Arts            Sherri Hancock, Dean of Enrollment Services            Jennifer Hughes, Dean of Counseling</p> <p><u>Meeting Date/Time/Location</u>            1<sup>st</sup> Tuesday            1:30 p.m.            Room 5131</p>	<p><u>Membership</u> (one elected faculty representative from each division)</p> <p>Garrett Nicol, Chair, Language Arts/Learning Resources            Johannes Masare, Social Science/            Creative Arts            Tadashi Tsuchida, Science/Math/Technology            Cindy Moss, Science/Math/Technology            Jacquie Escobar, Counseling, Student Services            Kevin Sullivan, Business            P.E./Athletics: vacant            Chuck Leach, Learning Center, Classified representative            Second Classified representative to be determined            Melody Hisatake, Commissioner of Finance, ASSC</p> <p><u>Ex Officio Members</u>            Lori Adrian, VP Student Services            Donna Bestock, Dean of Social Science/            Creative Arts            Sherri Hancock, Dean of Enrollment Services            Carlene Gibson, Interim Dean of Counseling and Matriculation Coordinator</p> <p><u>Meeting Date/Time/Location</u>            1<sup>st</sup> Tuesday of each month            1:30 p.m.            Building 5, Room 5131</p>

## **12. EMERGENCY RESPONSE PLAN COMMITTEE**

The Emergency Response Committee develops strategies for disaster preparedness and recovery for the campus. The committee is charged with maintaining the campus Emergency Response Plan, updating contact information and the evacuation plan, providing training for the campus on emergency procedures.

<b>2005-2006</b>	<b>2006-2007</b>
<p><i>Membership</i> (Representatives from Security Office, Health Office and Administration)</p> <p>Loretta Adrian, Chair  Eloisa Briones  Donna Elliott  Jan Gersonde  Linda Ghio  Manny Granillo  Tony Gulli  Sherri Hancock  Judy Heldberg  Linda Herda  Belinda Ho  Jon T. Holloway  Sarah Husary  Richard Inokuchi  Tommie Phillips  Regina Stanback-Stroud  Vicky Takayama  Andreas Wolf</p> <p><u>Meeting Date/Time/Location</u>  4<sup>th</sup> Friday of each month  2:00 – 3:00 p.m.  Room 1319</p>	<p><i>Membership</i> (Representatives from Security Office, Health Office and Administration)</p> <p>Loretta Adrian, Chair  Eloisa Briones  Donna Elliott  Jan Gersonde  Linda Ghio  Manny Granillo  Tony Gulli  Sherri Hancock  Judy Heldberg  Linda Herda  Interim Chief of Security  Jon T. Holloway  Richard Inokuchi  Joe Morello  Leigh Sata, Swinerton  Regina Stanback-Stroud  Vicky Takayama</p> <p><u>Meeting Date/Time/Location</u>  4<sup>th</sup> Friday of each month  2:00 – 3:00 p.m.  Building 1, Room 1319</p>

### **13. FRESH LOOK WEBSITE ADVISORY GROUP**

2005-2006	2006-2007
<p><u>Membership</u>  Victoria Morrow, President, Chair  Loretta Adrian, VP Student Services  Regina Stanback-Stroud, VP Instruction  Sandy Irber, Director of Development/  Marketing and Public Relations  Cathy Hasson, Director of Planning,  Research and Student Success  Jennifer Hughes, Dean of Counseling  Sherri Hancock, Dean of Enrollment  Services  Richard Inokuchi, Facilities Operations  Manager  Jeff Acidera, Academic Senate  Representative  Ray Hernandez, Academic Senate  Representative  Kathy Fitzpatrick, Classified Representative  Mary Anne Leary, Classified Representative  Greg Cochran, President's Council  Bonnie Wells, President's Council  Jennie Winton, Mission Minded  Zach Hochstadt, Mission Minded  Taylor Angel, ASSC President  Peter Monrroy, ASSC Vice President</p> <p style="text-align: center;"><u>Meeting Date/Time/Location</u>  To be Determined</p>	<p><u>Membership</u>  Victoria Morrow, President, Chair  Loretta Adrian, VP Student Services  Regina Stanback-Stroud, VP Instruction  Cathy Hasson, Director of Planning, Research  and Student Success  Sandy Irber, Director of Development/  Marketing and Public Relations  Shelly Hausman, Public Information Officer  Luis Padilla, ASSC President</p> <p>Other representatives to be determined</p> <p style="text-align: center;"><u>Meeting Date/Time/Location</u>  To be determined</p>

### **14. FULL TIME EQUIVALENT FACULTY ALLOCATION COMMITTEE**

The FTEFAC is charged with developing and recommending to the Academic Senate for endorsement and to the College President for approval, a prioritized list of strategic allocations of *Full Time Equivalent Faculty (FTEF)* in order for the college to meet its mission of serving the educational needs of the community.

2005-2006	2006-2007
<p><u>Membership</u>  Regina Stanback-Stroud, VP Instruction,  Chair  Pat Deamer, Science/Math/Technology  Jennifer Hughes, Dean of Counseling  Virginia Padron, Counseling  Cal Robinson, Business  Mike Williamson, Dean of  Science/Math/Technology  Eloisa Briones, College Business Officer  (Resource)  Nina Floro, Language Arts  Masao Suzuki, Social Science/Creative Arts  Dino Nomicos, P.E./Athletics</p> <p style="text-align: center;"><u>Meeting Date/Time/Place</u>  As needed</p>	<p><u>Membership</u>  Regina Stanback-Stroud, VP Instruction, Chair  Eloisa Briones, College Business Officer (Resource)  Mike Williamson, Dean of Science/Math/Technology  Virginia Padron, Counseling  Cal Robinson, Business  Masao Suzuki, Social Science/Creative Arts  Dean of Counseling, Vacant</p> <p style="text-align: center;"><u>Meeting Date/Time/Place</u>  Meetings held as needed</p>

## **15. HEALTH AND SAFETY COMMITTEE**

The Health and Safety Committee promotes a healthful and safe environment for staff and students, educating and training personnel in safe work practice. The committee conducts safety inspections and recommends corrective action to the College. The Committee is charged under CSEA contract (article 13. 13.6) to meet at least quarterly. A district Safety Management Committee will meet at least twice each fiscal year. The committee is to include two representatives appointed by CSEA.

<b>2005-2006</b>	<b>2006-2007</b>
<p><u>Membership</u>            Sherri Hancock, Dean of Enrollment Services, Chair            Loretta Adrian, VP of Student Services            Ann Burns, Business            Amory Cariadus, Student Activities            Dennis Eadus, Language Arts            Donna Elliott, Classified Council President            Alice Erskine, Science/Math/Technology            Linda Ghio, President's Office rep            Anthony Gulli, Buildings &amp; Grounds            Sandra Hatzistratis, P.E./Athletics            Richard Inokuchi, Facilities Operations Manager            Johannes Masare, Social Science/Creative Arts            Edmund Ortiz, Bookstore            Vinesh Samujh, Buildings &amp; Grounds            Tommie Phillips, Security            Linda Van Sciver, Counseling            Andreas Wolf, Dean of P.E./Athletics            Char Wulbers, Admissions &amp; Records, Classified Representative</p>	<p><u>Membership</u>            Sherri Hancock, Dean of Enrollment Services, Chair            Loretta Adrian, VP of Student Services            George Buckingham, Social Science/Creative Arts            Amory Cariadus, Student Activities            Donna Elliott, Health Center            Alice Erskine, Science/Math/Technology            Linda Ghio, President's Office representative            Josie Glenn, Business/Cosmetology            Anthony Gulli, Buildings &amp; Grounds            Sandra Hatzistratis, P.E./Athletics            Matt Hernandez, Bookstore            Richard Inokuchi, Facilities Operations Manager            Joe Morello, Interim Dean, P.E./Athletics            Vinesh Samujh, Buildings &amp; Grounds            Interim Chief of Security            Linda Van Sciver, Counseling            Classified representative to be determined            Amy Windley, ASSC</p>
<p><u>Meeting Date/Time/Place</u>            Third Tuesday – 1:00 p.m.            Room 5131</p>	<p><u>Meeting Date/Time/Place</u>            3<sup>rd</sup> Tuesday of each month            1:00-3:00 p.m.            Building 5, Room 5131</p>

## **16. INSTITUTIONAL PLANNING COMMITTEE**

The Institutional Planning Committee was created by the College Council in September 2003 and is governed by charter and By-Laws of the College Council. The task of the IPC is to formulate and recommend to the College Council a plan for the IPC as a standing committee and implementation timeline for the integration of the IPC into the governance structure of the College. The IPC will be the primary body responsible to coordinate, communicate and integrate College-wide planning at Skyline.

<b>2005-2006</b>	<b>2006-2007</b>
<p><i>Membership</i> (President and Vice Presidents, Director of Planning, Research, and Student Success, representatives appointed by constituent groups: Academic Senate, Classified Council, Management and ASSC)</p> <p>Cathy Hasson, Chair Director of Planning, Research, and Student Success            Vicki Morrow, President            Loretta Adrian, VP of Student Services            Regina Stanback-Stroud, VP of Instruction            Eloisa Briones, College Business Officer            Nick Kapp, Science/Math/Technology            Pat Deamer, Science/Math/Technology            Dennis Eadus, Language Arts            Fermin Irigoyen, Language Arts            Tony Jackson, Social Science/Creative Arts            Justin Piergrossi, P.E./Athletics            Judy Lariviere, Counseling            Maria Escobar, Director, Financial Aid, EOPS and CalWorks            Sherri Hancock, Dean of Enrollment Services            Tom Hewitt, Director, Library Services            Richard Soyombo, Director, CITD (Resource)            William Watson, Director, Workforce Development (Resource)            Amory Cariadus, Coordinator, Student Activities            Anyta Archer, Classified Representative            Kathy Zbikowski-Taylor, Classified Representative            Taylor Angel, ASSC President            Peter Monrroy, ASSC Vice President</p>	<p><i>Membership</i> (President and Vice Presidents, Director of Planning, Research, and Student Success, representatives appointed by constituent groups: Academic Senate, Classified Council, Management and ASSC)</p> <p>Cathy Hasson, Chair Director of Planning, Research, and Institutional Effectiveness            Vicki Morrow, President            Loretta Adrian, VP of Student Services            Regina Stanback-Stroud, VP of Instruction            Eloisa Briones, College Business Officer            Connie Beringer, Dean, Language Arts            Maria Escobar, Director, Financial Aid, EOPS and CalWorks, Student Services            Tom Hewitt, Director, Library Services            Richard Soyombo, Director, Center for International Trade Development            William Watson, Director, Workforce Development            Carla Campillo, Student Services, Academic Senate            Judy Lariviere, Student Services, Academic Senate            Amory Cariadus, Coordinator, Student Activities            Dan Ming, Business representative (Spring 2007)            Hui Pate, Business representative (Fall 2006)            Justin Piergrossi, P.E./Athletics            Pat Deamer, Science/Math/Technology            Nick Kapp, Science/Math/Technology            Jeff Westfall, Language Arts            Fermin Irigoyen, Language Arts            Bridget Fischer, Social Science/Creative Arts            Robert Millar, Social Science/Creative Arts            Anyta Archer, Classified representative            Ira Lau, Classified representative            Silvia Cervantes, ASSC</p>
<p><u>Meeting Date/Time/Place</u>            2<sup>nd</sup> Wednesday            2:15-3:30 p.m.            Room 5131 (November in 1319)</p>	<p><u>Meeting Date/Time/Place</u>            2<sup>nd</sup> Wednesday of each month            2:15-3:30 p.m.            Building 5, Room 5131</p>

## **17. MANAGEMENT COUNCIL**

The Management Council is an appointed advisory to the College President and primarily meets to facilitate communication among Managers regarding College operations.

2005-2006	2006-2007
<p><i>Membership</i> (President, Vice Presidents, Deans, Academic Supervisors, Directors, and Classified Supervisors)</p> <p>Victoria Morrow, Chair Loretta Adrian Susan Andrien Connie Beringer Donna Bestock Eloisa Briones Kevin Chak Maria Escobar Sherri Hancock Cathy Hasson Tom Hewitt Jennifer Hughes Richard Inokuchi Sandy Irber Margery Meadows Tommie Phillips Richard Soyombo Regina Stanback-Stroud William Watson Mike Williamson Andreas Wolf</p>	<p><i>Membership</i> (President, Vice Presidents, Deans, Academic Supervisors, Directors, and Classified Supervisors)</p> <p>Victoria Morrow, Chair Loretta Adrian Connie Beringer Donna Bestock Eloisa Briones Kevin Chak Maria Escobar Carlene Gibson Sherri Hancock Cathy Hasson Shelly Hausman Tom Hewitt Interim Chief of Security Richard Inokuchi Sandy Irber Sue Lorenzo Margery Meadows Joe Morello Leslie Shelton Richard Soyombo Regina Stanback-Stroud William Watson Mike Williamson</p>
<p><u>Meeting Date/Time/Location</u> 2<sup>nd</sup> Tuesday 2:00-4:00 p.m. Room 5131</p>	<p><u>Meeting Date/Time/Location</u> 2<sup>nd</sup> Tuesday of each month 2:00-4:00 p.m. Building 1, Room 1319</p>





## **19. PRESIDENT'S COUNCIL ADVISORY BOARD**

Charge to be determined

2005-2006	2006-2007
<p><u>Membership</u></p> <p>Victoria Morrow, President            Sandy Irber, Director of Development,            Marketing and Public Information            Mark Benton            Susan Brissenden-Smith, Liaison            Tony Clifford            Cydney Crampton            Gayle Dee            Hon. Helen Fisicaro            Hon. Larry Franzella            Jeanne H. George            Denise Kelly            Hon. Julie Lancelle            Anne LeClair            Hon. Karyl Matsumoto            David Mineta            Hon. Gene Mullin            Barbara Olds            Mario Panoringan            Mary Griffin Ramseur            Hon. Jackie Speier            Hon. Adrienne J. Tissier            Richard Van Doren            Mona Lisa Yuchengco</p>	<p><u>Membership</u></p> <p>Victoria Morrow, President            Sandy Irber, Director of Development,            Marketing and Public Information            Dr. Kim Benton            Mark Genton            Susan Brissenden-Smith            Tony Clifford            Cydney Crampton            Gayle Dee            Jenny Erwin            Hon. Helen Fisicaro            Hon. Larry Franzella            Ellis Garlington            Jeanne George            Mary Griffin Ramseur            Denise Kelly            Hon. Julie Lancelle            Anne LeClair            Hon. Karyl Matsumoto            David Mineta            Hon. Gene Mullin            Barbara Olds            Mario Panoringan            Hon. AdrienneTissier            Richard Van Doren            Hon. Jackie Speier            Mona Lisa Yuchengco</p>

## **20. PROFESSIONAL DEVELOPMENT COMMITTEE**

Evaluates and makes recommendations for funding faculty proposals for long-term and short-term professional development projects.

2005-2006	2006-2007
<p><u>Membership</u>            (one elected faculty representative from each division)</p> <p>Rick Hough, Chair, Science/Math/Technology            Joyce Lee, Counseling, Academic Senate            Claire Muller-Moseley, Business            Linda Vogel, Language Arts            Andreas Wolf, Dean, P.E./Athletics            Margery Meadows, Dean, Business</p> <p><u>Meeting Date/Time/Place</u>            Meetings held as needed</p>	<p><u>Membership</u>            (one elected faculty representative from each division)</p> <p>Rick Hough, Science/Math/Technology, Chair            Donna Bestock, Dean of Social Science/            Creative Arts            Margery Meadows, Dean, Business            Joe Morello, Dean, P.E./Athletics            Laurie Biagi, Business            Joyce Lee, Counseling, Academic Senate            Linda Vogel, Language Arts</p> <p><u>Meeting Date/Time/Place</u>            Meetings held as needed</p>

**21. PROFESSIONAL PERSONNEL COMMITTEE (Academic Senate)**

This committee promotes staff development and professional growth; considers questions of professional ethics; reviews and makes recommendations concerning Trustees' Grant Proposals and other faculty proposals as necessary; makes recommendations concerning faculty awards; reviews and recommends faculty development programs such as Flex Day activities.

2005-2006	2006-2007
<p><u>Membership</u> (one elected faculty representative from each division)</p> <p>Shari Bookstaff, Chair, Science/Math/Technology Jerry Ciralo, Business Nina Floro, Language Arts Jude Navari, Social Science/Creative Arts Guillermo Ortiz, Business Linda Van Sciver, Counseling Chip Chandler, P.E./Athletics Donna Bestock, Dean, Social Science/Creative Arts, ex officio</p> <p style="text-align: center;"><u>Meeting Date/Time/Location</u> Meets three to five times per year</p>	<p><u>Membership</u> (one elected faculty representative from each division)</p> <p>Shari Bookstaff, Science/Math/Technology, Chair A.J. Bates, Science/Math/Technology, Acting Chair Don Biederman, Counseling Chip Chandler, P.E./Athletics Katherine Harer, Language Arts Tony Jackson, Social Science/Creative Arts Guillermo Ortiz, Business Donna Bestock, Dean, Social Science/Creative Arts, ex officio</p> <p style="text-align: center;"><u>Meeting Date/Time/Location</u> Meets three to five times per year</p>

**22. RESEARCH COMMITTEE (Academic Senate)**

The Academic Senate Research Committee aids faculty doing institutional research; acts as a resource to the Senate in matters of institutional research; performs institutional research under the direction of the Academic Senate Governing Council.

2005-2006	2006-2007
<p><u>Membership</u> (one elected faculty representative from each division)</p> <p>Jon Freedman, Chair, Science/Math/Technology Dennis Eadus, Language Arts Dan Ming, Business Michael Moynihan, Social Science/Creative Arts Linda Van Sciver, Counseling</p> <p style="text-align: center;"><u>Meeting Date/Time/Location</u> To be determined</p>	<p><u>Membership</u> (one elected faculty representative from each division)</p> <p>Jon Freedman, Chair, Science/Math/Technology Betty Lindgren-Young, Language Arts Michael Moynihan, Social Science/Creative Arts Steve Aurilio, Social Science/Creative Arts Linda Van Sciver, Counseling, Student Services Vacant: Business Division representative Vacant: P.E./Athletics representative</p> <p style="text-align: center;"><u>Meeting Date/Time/Location</u> Meetings held as needed</p>

### **23. SCHOLARSHIP COMMITTEE**

The Scholarship Committee serves as a general policy advisory group to the scholarship program and as a selection committee for general scholarships and awards that may be assigned to their jurisdiction. The primary source of scholarships for which this committee selects scholarship recipients are Skyline and District Foundation and Skyline Organization funds.

<b>2005-2006</b>	<b>2006-2007</b>
<p><i>Membership</i> (members appointed by constituent groups)</p> <p>Sherri Hancock, Chair            Maria Escobar, Co-Chair, EOPS, Financial Aid, CalWorks            Alma Cervantes, Business            Lori Slichton, Social Science/Creative Arts            Chris Case, Science/Math/Technology            Cindy Moss, Science/Math/Technology            Nina Floro, Language Arts            Kevin Corsiglia, P.E./Athletics            Jacqueline Escobar, Counseling            Linda Allen, Classified Representative            William Watson, Director, Workforce Development</p> <p style="text-align: center;"><u>Meeting Date/Time/Place:</u> Meetings held as needed</p>	<p><i>Membership</i> (members appointed by constituent groups)</p> <p>Sherri Hancock, Co-Chair, Dean of Enrollment Services            Maria Escobar, Co-Chair, EOPS, Financial Aid, CalWorks            Lori Adrian, VP of Student Services            Shann Chu, Business            Lori Slichton, Social Science/Creative Arts            Kevin Corsiglia, P.E./Athletics            Linda Allen, Classified Representative            William Watson, Director, Workforce Development            Cindy Moss, Science/Math/Technology            Katharine Harer, Language Arts            Student Services representative to be determined</p> <p style="text-align: center;"><u>Meeting Date/Time/Place:</u> Meetings held as needed</p>

**24. STEWARDSHIP FOR EQUITY, EQUAL EMPLOYMENT AND DIVERSITY (SEED) ADVISORY COMMITTEE (formerly called EEOAC)**

This committee assists Skyline College in fulfilling its commitment to celebrate the intellectual, educational, and social benefits of diversity. In doing so, the committee will provide stewardship for the college's value related to campus climate; oversee the college's equality in employment opportunities and make recommendations to the district EEOAC regarding fair and effective hiring policies; support, provide or promote training in cultural proficiency; provide support and assistance to equity and diversity-related projects and activities, and facilitate engagement in campus issues related to equity and diversity; and support and promote educational initiatives that result in intercultural awareness and respect for diversity in students, faculty and staff.

2005-2006	2006-2007
<p><b>Formerly called Equal Employment Opportunity Advisory Committee (EEOAC)</b>  <i>Membership</i> (appointed by constituent groups: Academic Senate, Classified Council and Management)</p> <p>Victoria Morrow, Chair            Lori Adrian, VP of Student Services            Linda Allen, Classified Representative            Susan Andrien, Director, Language Arts/Learning Resources            Donna Elliott, Classified Representative            Jacquie Escobar, Academic Senate, Counseling            John Chavez, Science/Math/Technology            Amory Cariadus, Coordinator, Student Activities</p> <p><u>Meeting Date/Time/Location</u>            3<sup>rd</sup> Monday            2:15 p.m.            Room 1319</p>	<p><i>Membership</i> (appointed by constituent groups: Academic Senate, Classified Council and Management)</p> <p>Victoria Morrow, Chair            Lori Adrian, Management representative            Linda Allen, Classified representative            Amory Cariadus, Student Activities representative            John Chavez, Academic Senate representative            Donna Elliott, Classified representative            Melissa Komadina, Academic Senate representative            Richard Soyombo, Management representative</p> <p><u>Meeting Date/Time/Location</u>            3<sup>rd</sup> Monday of each month            2:15 p.m.            Building 1, Room 1319</p>

**25. STUDENT ACCESS AND SUCCESS COMMITTEE**

The Student Access and Success Committee develops a Student Equity Plan as prescribed by the Chancellor's Office of California Community Colleges. The Committee examines student access and success indicators and determines, through review of research prepared by our Director of Planning, Research and Student Success, how Skyline students are performing. The Committee formulates recommendations if there appear to be any barriers that are preventing students from accessing the College or succeeding in these identified areas.

2005-2006	2006-2007
<p><i>Membership</i> (members appointed by constituent groups)</p> <p>Jennifer Hughes, Chair            Lori Adrian, VP of Student Services            Susan Andrien, Director, Language Arts/Learning Resources            Maria Escobar, Director, Financial Aid, EOPS and CalWorks            Cathy Hasson, Director, Planning, Research, and Student Success            Linda Allen, Classified Representative            Anyta Archer, Classified Representative            Sandra Kirkpatrick, Classified Representative</p> <p><u>Meeting Date/Time/Place:</u>            Meetings held as needed</p>	<p><i>Membership</i> (members appointed by constituent groups)</p> <p>Lori Adrian, VP of Student Services            Maria Escobar, Director, Financial Aid, EOPS and CalWorks            Cathy Hasson, Director, Planning, Research, and Student Success            Leslie Shelton, Learning Resources Director            Linda Allen, Classified Representative            Anyta Archer, Classified Representative            Sandra Kirkpatrick, Classified Representative            Faculty Representatives to be determined            Dean of Counseling, vacant</p> <p><u>Meeting Date/Time/Place:</u>            Meetings held as needed</p>

**26. STUDENT ORGANIZATIONS AND CLUBS COUNCIL (ASSOCIATED STUDENTS)**

This group meets to share information about the events and programs that they sponsor on campus. They also share information about volunteer projects, student outreach and how to recruit new members.

2005-2006	2006-2007
<p><u>Membership</u> (one representative from each student organization and club on campus)</p>	<p><u>Membership</u> (one representative from each student organization and club on campus)</p>
<p>Peter Monrroy, Chair Amory Cariadus, Chair</p>	<p>Silvia Cervantes, ASSC Vice President, Chair Amory Cariadus, Advisor</p>
<p>Representatives to be appointed from the following clubs and organizations:</p>	<p>Representatives to be appointed from the following clubs and organizations:</p>
<p>American Medical Student Association Anthropology Club Black Student Union Catholic Club Cheerleading Club Cosmetology Club Filipino Student Union Gay, Straight Alliance (GSA) Honors Transfer Club Journalism Club Phi Theta Kappa (Academic Honor Society) Photography Club Polynesian Club Psychology Club Latino American Student Organization Respiratory Therapy Club Science and Math Club Society of Hispanic Professional Engineers (SHPE) Skyline Fellowship Club (Christian Fellowship) Skyline Hoops Students' and Parents' Association for Children's Enrichment (SPACE) Women in Transition</p>	<p>American Medical Student Association Anthropology Club Black Student Union Catholic Club Cosmetology Club Filipino Student Union Gay, Straight Alliance (GSA) Honors Transfer Club Journalism Club Phi Theta Kappa (Academic Honor Society) Photography Club Polynesian Club Latino American Student Organization Respiratory Therapy Club Science and Math Club Skyline Fellowship Club (Christian Fellowship) Skyline Hoops Students' and Parents' Association for Children's Enrichment (SPACE) Women in Transition</p>
<p><u>Meeting Date/Time/Place:</u> 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays 2:00 p.m. Location to be determined</p>	<p><u>Meeting Date/Time/Place:</u> 2<sup>nd</sup> Monday and 4<sup>th</sup> Thursday of each month 1:00 p.m. Building 6, Room 6203</p>

## **27. STUDENT RECOGNITION and AWARDS COMMITTEE**

This committee is charged with planning and implementing the annual Student Recognition Awards Ceremony and the Donor Appreciation Reception.

2005-2006	2006-2007
<p><i>Membership</i> (interested faculty, staff and administrators)</p> <p>Loretta Adrian, Co-Chair            Amory Cariadus, Co-Chair            Roxanne Brewer            Karen Chadwick            Sherri Hancock            Belinda Ho            Sandy Irber            ASSC Representative to be determined in the Spring            Academic Senate President *            Classified Council President *            Honors Transfer Program Coordinator *            Phi Theta Kappa Coordinator *            Transfer Center Coordinator *            Master of Ceremony *</p> <p>*Representative who may choose to only attend those meetings which directly affect their area</p> <p><u>Meeting Date/Time/Place:</u>            Meetings held as needed</p>	<p><i>Membership</i> (interested faculty, staff and administrators)</p> <p>Loretta Adrian, Co-Chair            Amory Cariadus, Co-Chair            Roxanne Brewer            Karen Chadwick            Jerry Ciraolo            Golda Gacutan            Sherri Hancock            Shelly Hausman            Sandy Irber            Kiausha David, ASSC Representative            Lauren Hernandez, ASSC Representative            Academic Senate President *            Classified Council President *            Honors Transfer Program Coordinator *            Phi Theta Kappa Coordinator *            Transfer Center Coordinator *            Master of Ceremony *</p> <p>*Representative who may choose to only attend those meetings which directly affect their area</p> <p><u>Meeting Date/Time/Place:</u>            Meetings held as needed</p>



## **28. TECHNOLOGY ADVISORY COMMITTEE**

Serves as a viable forum through which faculty, staff and administrators discuss, plan and implement ideas and strategies that will best utilize advances in technology to enhance instruction, student support services and administrative services as the College moves into the 21<sup>st</sup> century.

2005-2006	2006-2007
<p><u>Membership</u> (interested faculty, staff and administrators)</p> <p>Nick Kapp, Chair, Science/Math/Technology            Tom Hewitt, Social Science/Creative Arts            Tom Broxholm, Business            Judy Lariviere, Counseling            Sherri Hancock, Dean of Enrollment Services            Mike Williamson, Dean of Science/Math/Technology            Susan Andrien, Director, Language Arts/Learning Resources            Anyta Archer, Classified Representative            Richard Golz, Classified Representative            Félix Pérez, Classified Representative</p> <p><u>Pending:</u>            Other reps as named by chair</p> <p><u>Meeting Date/Time/Place:</u>            1<sup>st</sup> Tuesday at 1:00 p.m.            Locations on an ad-hoc basis</p>	<p><u>Membership</u> (interested faculty, staff and administrators)</p> <p>Nick Kapp, Science/Math/Technology, Co-Chair            Regina Stanback-Stroud, VP of Instruction, Co-Chair            Sherri Hancock, Dean of Enrollment Services            Margery Meadows, Dean of Business            Mike Williamson, Dean of Science/Math/Technology            Tom Hewitt, Social Science/Creative Arts, Faculty representative            Leslie Shelton, Learning Resources Director            A.J. Bates, Science/Math/Technology, Faculty representative            Tom Broxholm, Business, Faculty representative            Norm Del Prado, Science/Math/Technology, Faculty representative            Leigh Anne Sippel, ESOL, Faculty representative            Judith Lariviere, Counseling, Student Services            Virginia Gianoli, Classified representative            Ana Castro, Classified representative            Anyta Archer, Classified representative            Richard Golz, Classified representative            Félix Pérez, Classified representative</p> <p><u>Pending:</u>            Other reps as named by chair</p> <p><u>Meeting Date/Time/Place:</u>            1<sup>st</sup> Tuesday of each month            2:00 p.m.            Locations on an ad-hoc basis</p>