



Draft College Council Annual Report 2010-2011

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.

Academic Senate

September 22, 2010: Academic Senate: Fermin Irigoyen, Academic Senate President, reported on topics under discussion including the review of FSAs, R&R 2.80 concerning Recognition and Presidential Medals, the Trust Committee Statement, a two-year term for Academic Senate Presidents, the report on the Plus/Minus Grading study, and the vigil for San Bruno fire victims to be held September 23.

October 27, 2010: Academic Senate: The Academic Senate approved the recommended ranking of the FTEF Allocation Committee. That recommended ranking of 13 proposed positions will now be transmitted by the vice presidents to the president.

January 26, 2011: Fermin Irigoyen reported that the first meeting is on January 28 and no meeting was held in December. Agenda items include:

- Introduction of the Interim Vice President of Instruction, Mike Williamson;
- Discussion/update on establishing the Trust Committee, which is a combination of the Senate and AFT to reexamine evaluation processes. The last time this evaluation was done was in the early 1990s. A final draft will be submitted to the board on the Trust Committee. Sandra Hatzistratis asked about the student surveys and its influence; this is a collective bargaining issue. The district suggested that three people, one from each college, be reassigned time to complete this project. There are some proposals to move past this stalemate. There is no definite timeline. Ray Parenti-Kurttilla asked that students be kept in mind to give input and to keep them engaged in the communication.

February 23, 2011: Fermin Irigoyen reported that the Academic Senate is meeting on February 25 and there will be a SparkPoint presentation. The senate will also review board policies and have some hiring committee updates. Since March 11 is a flex day, the senate will not meet again until March 25. Leigh Anne Sippel said they are able to have some approvals done by email since they will not be meeting.

March 23, 2011: The Academic Senate will meet on March 25 and Fermin Irigoyen reviewed the agenda:

- The faculty marshal for the 2011 commencement will be selected by the senate. The Vice President of Instruction would like a decision by April 18 and Fermin Irigoyen has requested an extension to April 22. Fermin said the senate is meeting later in April because of spring break, but they will try to work around the deadline.
- The senate will review the district vision statements draft submitted by the District Shared Governance Council.
- The policy on handheld and wireless technology in the classroom, which is being submitted by the Educational Policy Committee, will be reviewed. Fermin will send a copy to President Regina Stanback Stroud. It addresses the use of technology of classrooms and what a teacher would prefer. It is designed to limit disruptions in the classroom. Dean Connie Beringer, attending on behalf of Vice President Mike Williamson said there is a concern by some faculty with students using laptops in class and sending text messages, however there are others who feel that they want students to use that technology. She has sent faculty the draft language for their input. Fermin said it is at the instructor's discretion, but is designed to support people who don't want technology in their classroom and also the misuse of it. There is recommended text that faculty can use in their course syllabi. The committee reviewed the draft policy. Leigh Anne Sippel said it would allow teachers to discern between appropriate and inappropriate use. The instructor has to state in the syllabus what is and what is not allowed.

April 27, 2011: Fermin Irigoyen reported on the topics discussed at the April 22 meeting:

- The senate approved the hiring committee for the respiratory therapy program coordinator.
- The senate reviewed distance education guidelines brought to them by DEAC and made modifications, which will be sent to the District Academic Senate. The discussion had a lot to do with the section on timely feedback on the part of online instructors. Vice President Mike Williamson said DEAC is working on effective student contact. The senate feels that it is a guideline only and not a policy and they had recommendations and corrections. President Stanback Stroud has more questions around that. Fermin is concerned that it looked like a policy and not guidelines.
- The senate approved \$1,100 for student scholarships and also \$500 toward textbook rentals.
- Technology in the classroom: The senate looked at the policy being recommended by the Educational Policy Committee on technology in the classroom, specifically on the use of laptops and cell phones. Leigh Anne Sippel read the recommendation. Leigh Anne said the concern with the language was to help determine what is and what is not appropriate in the class. Ray Parenti-Kurttala said the ASSC is concerned about restrictions on having cell phones turned on in class in the event of an emergency. Kathy Fitzpatrick said the Classified Council talked about it and she noted that some faculty do not include that information in their syllabi. Fermin Irigoyen said faculty in the Language Arts division decided to put their stance on technology in their syllabi and discuss it on the first day of class. Vice President Mike Williamson feels there are very few faculty who would not allow it. The senate had a discussion on the reliability of cell phone coverage in the

buildings on campus. President Regina Stanback Stroud will talk to facilities about cell phone reliability. Boosters are being installed in the new buildings to improve coverage. Leigh Anne would like to provide the campus with the state of emergency response here at Skyline including text alerts.

- Academic Senate elections will be held between May 3-13 and Nick Kapp is coordinating. The senate wants to move to a two-year term for the president. They will have electronic and paper ballots.
- The senate has sent a call out for the Meyer Award. The amount is \$2,262.48, but the senate was hoping for more. The award is presented to new full-time faculty within five years of their hire date. The recipient will be selected at the May 13 senate meeting.
- Program review is underway. On April 20, presentations were made by Chemistry, T-Com, Cosmetology and Physical Education. Administration of Justice, Accounting and Paralegal will present on May 4.
- Nick Kapp will serve as Faculty Marshal at Commencement.
- The senate will hold its last meeting of the spring semester on May 13.

May 25, 2011: Fermin Irigoyen reported that senate elections were held. Fermin was elected President for a second term. Leigh Anne Sippel was elected Vice President and Secretary for a second term. Tiffany Schmierer was elected Treasurer.

Accreditation

April 27, 2011: Vice Chancellor Jing Luan met with the college Accreditation Liaison Officers (ALOs) and the former accreditation chairs at all three colleges. Rob Johnstone is Skyline's ALO and the former chairs were Donna Bestock and Ray Hernandez. College of San Mateo is beginning its preparations early. President Regina Stanback Stroud reviewed the timeline for the next cycle:

Accreditation Timeline

Fall 2011: Appoint the chairs and organize the teams
Spring 2012: Conduct college student employee satisfaction survey
Fall 2012: Begin writing self study
Spring 2013: Writing and completion of self study
Fall 2013: Site visit

Associated Students of Skyline College

September 22, 2010: Amanda Parker, Associated Students Vice President reported on student concerns about the intelligibility of the emergency alert system messages. College Vice President Joe Madrigal informed the group that moisture damage to some of the speakers had been found and that repairs would be made. Amanda recommended that in case of emergencies, emails to students should be used along with the other communication tools. Vicki requested that she discuss with the ASSC Governing Council recommendations they might make about how the college can best promote student use of the my.smccd.edu email addresses. The group discussed the importance of a Faculty Handbook and Fermin Irigoyen said that the Academic Senate Educational Policy Committee is working on it.

October 27, 2010: The Associated Students are holding a “Pizza and Political Party on November 1, a canned food and coat drive November 1-5, and a club rush on November 18. The council also continued the discussion from the September meeting concerning faculty syllabi, a topic which will be pursued by the Academic Senate’s Educational Policies Committee and the Instructional Leadership Team. The problem of cars in Lots M and N which roll into the cobbled medians was discussed and will be referred to the Capital Improvement Program discussions by the President’s Cabinet.

January 26, 2011: Ray Parenti-Kurttala reported that the first meeting of the spring semester was held on January 25th. The following topics were discussed:

- The ASSC approved fund requests for: 1. Dean Joe Morello, Coaches v. Cancer for \$300 (the group has raised \$510 and there is a coin drive that is still in progress); 2. Alan Ceccarelli, new theater lighting for \$2,763.
- Elections will be held on March 21-25. Applications will be accepted through March 14. The elections will be held earlier because the student trustee position needs to be filled by the end of March, so it was decided to run both elections simultaneously.
- The ASSC also discussed activities, which will be firmed up by the next meeting. He also mentioned that the college community may be able to participate in Hands across California.
- Ray said a job fair sponsored by the California Community College Association will be held in San Francisco. The organization conducts job searches for people who want to work in community colleges. He is researching and confirming dates/times/website to sign-up for the event and will report to President Stanback Stroud so that she can disburse the information to the campus.

February 23, 2011: Ray Parenti-Kurttala reported on the following topics:

- The ASSC moved the election date to March 28-30.
- Amanda Parker said Skyline College students will participate in an event to protest the budget cuts. Students will join hands across California, beginning in San Diego and coming northward on a Sunday in April. Amanda will confirm the date. Event organizers are hoping to get 1.5 million students involved. It is being sponsored by the state chancellor’s office. The ASSC’s concern is that the event is being held on a Sunday and it will be difficult to get substantial student turnout. Cañada College is participating and Skyline College will be organizing efforts.
- Ray would like to have a new discussion on College Hour. He said there was a Veteran’s event on February 23 and Veteran’s Club President Jarome Vahai was having difficulty getting people to attend and participate. President Stanback Stroud said there was a discussion around this and Rob Johnstone identified times where events could and could not be scheduled. With the added schedule and Measure G, it may be a different pattern now and should be discussed. President Stanback Stroud suggested that Vice President Williamson discuss it in an Instructional Leadership Team meeting.

March 23, 2011: Amanda Parker reported on the following topics:

- There was not enough interest shown by Skyline College students in the statewide Hands Across California so they have decided not to participate.

- Elections for the student trustees are going to be held on March 28, 29 and 30. The general student government elections will be on May 4.
- There will be a Spring Fling on April 12 for all the clubs.
- The ASSC is hoping to also to work with faculty to enlarge textbook rental program on campus. It is a two-year commitment for the teacher to not change their textbook. President Stanback Stroud has asked Vice President Williamson to work with the deans and faculty to ask the chancellor to provide some instructional equipment money. In part, it would be used to increase or expand the text book rental plan. President Stanback Stroud thinks the faculty here would be open to it and are sensitive to the costs of books for students.

April 27, 2011: Ray Parenti-Kurttila reported on the following topics:

- Election applications are being submitted. Elections will take place from May 2-5 and students will be able to vote online.
- Relay for Life is being held on the weekend of April 30-May 1 and it is expected to be a big event.
- The ASSC funded the Women In Transition luncheon, which is taking place a little later this month.
- A new student trustee has been appointed: Barry Jointer of CSM, who is also a veteran. Ray said he has confidence and is looking forward to working with the trustees. He is also interested in the budget. His one-year term begins June 1.

May 25, 2011: Ray Parenti-Kurttila and Amanda Parker were not in attendance and no ASSC report was given.

Board of Governors' Classified Employee of the Year Award

January 26, 2011: In 2009, the State Board started a Classified Employee Award, at which time Barbara Daley was nominated and eventually became recognized by the district board and the State board. In 2010, Pat Carter was nominated and went on to be selected by the district board. This item will be on the district board agenda on February 23, which means that before the next College Council meeting, the process at the college has to be completed. In order give the college community time to submit nominations and still meet the February 16 deadline, the Council will request that nominations be submitted by February 11 and then a special meeting to review nominations be scheduled for February 15 from 12-1 p.m. President Regina Stanback Stroud will include the nomination process in Skyline Shines. She will forward the packets to the group as they are received. Electronic forms of the packets will be submitted to Linda Bertellotti and then forwarded to group. If it turns out that there is only one (1) nomination, President Stanback Stroud will poll the group on support of the nomination.

Budget

September 22, 2010: President Vicki Morrow reviewed the current budget situation and plans for decision making on uses of the Measure G parcel tax funds. In September, the Board of Trustees adopted a budget that included tentative allocations of the Measure G funds

as indicated in the table below, based on FTES. These numbers may change with the Midyear Report to the board:

Canada College	\$853,700
College of San Mateo	\$1,713,400
Skyline College	\$1,432,900
District Central Services	\$2,000,000

Skyline College will use its usual budget process to determine the highest priority uses of those resources and will continue to rely upon the College Budget Committee for crucial advice about the college's budget. The Measure G money will be treated in the same way as the college treats Fund 1 resources and the College Budget Committee will have the same role in making recommendations to the college president about priorities as they ordinarily do. Skyline College will need to appropriately fund its 1310 budget (adjunct faculty), and a big part of what these Measure G resources make possible is the addition of significant numbers of sections beyond what the state will fund. The college is already doing that as it finalizes the schedule for the spring semester, adding even more sections that it did in the fall. In order to ensure that these additional students can be served, the college is continuing to ease the pressure in the One Stop Center. The annual budget process is beginning and this time it will include the potential for resources in the current year as well as planning for the 2011-12 year. There will be opportunities to submit resource requests for new full time faculty, classified staff and other kinds of resources (equipment, supplies, etc.). Measure G funds will be able to assist with the non-recurring needs of the college, and in the current year. As always, the linkage with program reviews, and unit and college plans will be crucial in the decision making.

The board of trustees has a responsibility to ensure that the uses of Measure G funds are consistent with the ballot language and to work with a citizen's oversight committee established for that purpose. President Morrow will keep the chancellor and the board apprised of the college's proposed uses of those funds.

October 27, 2010: President Vicki Morrow provided an update on the college's budget and planning for potential uses of Measure G resources and its consideration of budget scenarios for the 2011-12 year which will affect potential new hiring of faculty and staff.

January 26, 2011: Eloisa Briones, Director of Business Services, provided a budget update and explained the college budget process and how the group decides on expenditures for the fiscal year. Kathy Blackwood, CFO of the district, projected very early budget scenarios. The Measure G ballot was passed and the district is to receive \$6 million a year. The CBC recommended a tentative budget which recommends hiring six (6) faculty and four (4) FTE classified. Requests for classified positions have been submitted from the various departments on campus and Cabinet has prioritized them. The classified hiring priorities have been determined as follows:

- 1 FTE Assistant to the Coordinator of Student Activities
- .52 FTE Instructional Aid, PE
- 1 FTE Lab Technician for Biology/Chemistry

- 1 FTE Instructional Aid, Learning Center
- .48 FTE Library Support Specialist

The deans have been advised to complete the necessary PRFs and PAFs. President Regina Stanback Stroud added that part of the hiring priorities process is to let College Council know the priorities. These positions will start July 1, 2011. Regina gave an explanation of how the budget is constantly changing, but plans are in place to prepare for the swings in the budget. Kathy Blackwood will be at the next CBC meeting on Thursday, January 27 to expand the conversation on the budget scenario for the district. Regina mentioned that the new majority rules voting for the state may help get the budget done on time. Right now, the state is proposing \$400 million in cuts to education, but Kathy Blackwood built in a deficit to the projected budget to prepare for such changes.

Bus Stop and Passenger Drop-Off

March 23, 2011: The bus stop area is in a welcoming, beautiful area and drivers dropping off people tend to linger in that area. SamTrans has trouble making the turns and the only reason the loop road and site work were changed was to guarantee that they could easily access the space. The college has asked Chief Public Safety Officer Brian Tupper to inform people coming to campus that the area is no longer a drop-off space. He will put up signage to let people know it is not a drop-off area and will move the sign to point drivers to the right area. He will also distribute informational flyers. At a certain point, the college would then enforce it once people get used to the idea and have the information they need to find the right spot. The problem is that the entry to the visitor's parking lot is off of the bus circle. The ceremonial circle on the other side of building 4 is a good drop-off space and people need to get used to going there.

Classified Council

September 22, 2010: Kathy Fitzpatrick, Classified Council President, reported on the group's discussion of fundraising ideas in the wake of the current constraints on food sales.

October 27, 2010: The Classified Council will be holding a basket raffle to raise funds for student scholarships.

January 26, 2011: Kathy Fitzpatrick reported on the following topics:

- The first Classified Council of the spring semester will be held February 3. The Classified Executive Board will meet on February 1. The district classified retreat will be in Santa Rosa on March 24-26.
- Kathy questioned classified evaluations and how the reexamination of that process can be initiated. The group response was to talk to CSEA representatives. Whereas the senate has a role in discussions, it is unfair to negotiate labor relations with any other body other than CSEA or AFT. Any inconsistencies would also fall under the purview.

February 23, 2011: Kathy Fitzpatrick reported on the following topics:

- The Classified Council received \$5,000 from BSI funds which can be used for retreats or things that the council would like to do. Of the \$5,000, \$3,200 of it needs to be for BSI

activities and the remaining \$1,600 may be used for activities of the council's choice. Regina said the council will need to submit a report on what the BSI funds were used for, so the activities and topics have to be framed to show how they support student success. At its spring retreat, the council will hold a team-building exercise at Filoli, have lunch at Cañada Vista and then go to the Cañada library where they will learn how to help students with research. In the summer, the council will hold a one-day workshop.

- At its next meeting, the council will tour the SparkPoint Center.
- A See's Candy fundraiser will be held in the spring.

March 23, 2011: Kathy Fitzpatrick reported on the following topics:

- Kathy reported that the council will do a See's Candy fundraiser starting on March 28 and it will be headed by the division assistants. The sales will last for two weeks and orders will be delivered prior to Easter. Proceeds benefit the Classified Council Scholarship Fund.
- Retreat forms were distributed to classified staff for the one day retreat on April 25. The CSEA scheduled a meeting that day, but there is a timeslot mid-morning so people could go to the CSEA meeting at College of San Mateo and return for the afternoon retreat workshop.

April 27, 2011: Kathy Fitzpatrick reported on the following topics:

- Classified Council elections will be held on May 18 and voting will be done electronically. Kathy is stepping down as president and Sandra Hatzistratis will also step down as vice president. The current treasurer, parliamentarian and historian will run for re-election.
- There were 19 attendees at the council's retreat, which was held on April 20. The group met at Cañada Vista and then visited Filoli. They returned for lunch and then attended an afternoon program at the Cañada Library and learned how to do advanced research techniques using the library's website in order to assist students. The next retreat is mid-July and the date will be determined. It will be held at Skyline College.
- The See's Candy fundraiser raised \$540 for the Classified Council scholarship in only one week of selling. Next year, they will set up a table outside to encourage students and administrators to buy.

May 25, 2011: Kathy Fitzpatrick reported that elections are underway and will conclude on May 26. There is one candidate running for each position:

President:	Maggie Baez
Vice President:	Linda Allen
Secretary:	Nancy Lam
Treasurer:	Theresa Tentes
Historian:	Barbara Daley
Parliamentarian:	Pat Tyler

Once voting is finalized on May 26, Kathy will notify the college.

College Council Charter and Bylaws Revision

January 26, 2011: President Regina Stanback Stroud reminded the group that the college included an accreditation planning agenda item related to the regular review of the college governance and decision making structures. In November, Former President Vicki Morrow proposed a revision to the College Council Charter and Bylaws to reflect the regular review. The proposal was reviewed and voted on electronically in November 2010. A motion by Fermin Irigoyen to reaffirm the approval of the changes in the charter was approved without dissent.

College Hour

September 22, 2010: The Council reviewed the history of College Hour discussions which are available in the College Council Annual Reports for 2006-07 and 2007-08 (available at <http://www.skylinecollege.edu/facstaff/GovCommittees/collegecouncil/index.html> under Annual Reports). That history will be shared with the constituent groups, and if any of them are interested in revisiting the subject, it will be brought back to the College Council.

Commencement

August 27, 2010: President Vicki Morrow announced that there are changes to the commencement ceremonies at Cañada and College of San Mateo. In recent years, Skyline College has held Commencement at 5 p.m. in the Gymnasium, and the college has honored those students who earned associate degrees during the year. Cañada College and College of San Mateo had followed similar practices (though at different times) until May 2010. At that time Cañada College made several changes to their Commencement: they honored those who had earned certificates, they moved the event to Saturday morning, and they held it outdoors. College of San Mateo has decided that they would like to honor those who have earned certificates as well, and they are considering when and where to hold their event. For Skyline College, the question of where the event is held is tied to the matter of which awards are honored, because inclusion of certificate holders would roughly double the number of people in the ceremony. Skyline College's Gym cannot hold more people, so adding recognition of certificate holders means that the event must move outdoors at the college or to a rented venue. The Council discussed a variety of options and agreed that the topic will be considered in the constituent groups and brought back to the College Council at the September 22 meeting.

September 22, 2010: At the August meeting, the Council discussed the change in Cañada College's practice relative to Commencement last May, which included honoring certificate holders along with degree holders, and moving the larger event outdoors. President Vicki Morrow reported at that time that College of San Mateo was considering doing something similar. The Council considered whether Skyline should follow suit. The members of the Council reported back on the discussions in their groups, and concluded that this change would not be right for Skyline College at this time. They did recommend that certificate holders be recognized within the divisions, as appropriate.

April 27, 2011: Skyline College will hold its commencement on Friday, May 27 at 5:00 p.m. in the gymnasium. Doors open at 4:15. Participants will check in the same time. Students will line up on the first floor and the graduation order is dependent on when students arrive. The President's Platform will report to the video room at the same time. Faculty arrives for check-in at 4:15 and will line up according to seniority. A reception will follow in Building 6. There are 585 candidates identified and there have been 84 applications so far, which is ahead of schedule. They are expecting more than 200 graduates. Leigh Anne Sippel and Vice President Joe Madrigal will call out the names. There is a rehearsal with students on May 26. Nick Kapp is faculty marshal. The Commencement Committee has been meeting and Joe commended the classified staff who are working hard on the event.

Delineation of Function Map

January 26, 2011: The District Accreditation Coordinating Committee developed and adopted a Function Map for the purpose of delineating the accreditation standards functions of the colleges and district. The College Council reviewed and acknowledged the document and made no recommendations for change. The map can be found on line at the educational services SharePoint site. President Regina Stanback Stroud will find out if the site is accessible to the council and forward the link.

Democracy Committee

April 27, 2011: President Regina Stanback Stroud said college presidents are being invited to be signatories to the Democracy Commitment. Skyline College faculty member Jennifer Mair is doing some work around engaging student voices and is interested in enhancing Skyline College's participation. There are different people in this area and throughout the country who have signed up. The declaration reads, "We believe it is important for student voices to be engaged in democracy." President Stanback Stroud reviewed the commitment and what it asks of participating community colleges. Skyline is already doing a lot of the activities presented in the commitment and there are some things that the college would get involved in. The project connects Skyline College with other colleges and would give Skyline College access to things that are being done by colleges and universities across the country. The motion to approve was made by Fermin Irigoyen and seconded by Leigh Anne Sippel. The council unanimously approved that Skyline College should be a signatory on the Democracy Commitment.

Educational and Facilities Master Plan Project

February 23, 2011: The Educational Facilities Master Plan Project (EFMPP) Task Force will be reconvened to provide feedback on the EFMPP currently under revision and renewal. Vice Chancellor Jose Nuñez will meet with the task force and reveal the process and timeline for the revisions.

March 23, 2011: The EFMPP Task Force met on March 17 and President Regina Stanback Stroud said there were good ideas disseminated from the meeting. The architect, HMC, gave the group a timeline. President Stanback Stroud was pleased that they were able to talk to the task

force first and hear some ideas which will be incorporated into a conceptual document. Future meetings with the task force and the architect are planned in April and May.

April 27, 2011: HMC Architects will meet with the Cabinet on April 28 and will also present their recommendations to the broader EFMPP Task Force in May. Their information was presented to Chancellor Ron Galatolo for all three colleges. He requested it be looked at in two forms: a short-term view of what the college will want to put on the bond and then a long-term vision or larger view of what the college really wants. Leigh Anne Sippel asked about a concern that Cañada College expressed over Skyline College offering a theater arts class. President Regina Stanback Stroud said it was around the set design class, which Skyline College clarified. Ultimately, Skyline College may develop a drama department, but it is not in the college's education plan. Chancellor Ron Galatolo is concerned about the venue being used for large events. That concept can be presented in the long-term plan. Chancellor Galatolo wants to use the bond to also support technology and instructional equipment. The timeline is not set and is dependent upon other bond measures that might be proposed at the same time. They have to test it well too. The next EFMPP task force meeting is May 19 and President Stanback Stroud encouraged the council to participate and have a final look at.

May 25, 2011: Skyline College held three forums and developed an Educational Facilities Master Plan in preparation for a fall 2011 bond measure. Ideas have been incorporated into a conceptual design. Some ideas are immediate and some are long-term and are potential projects. The conceptual design plan has been reviewed and endorsed by the Educational Facilities Master Plan Project Task Force, the Institutional Planning Committee and College Council and Vice Chancellor Jose Nuñez has asked the college to submit a letter outlining the plan to be reviewed and approved by the Board of Trustees. If the bond measure passes, then the user groups will meet and college forums will begin.

End of the Year Celebration

April 27, 2011: Vice President Mike Williamson said the college will hold its annual End of the Year Celebration at the end of May. The event is a means of recognizing classified staff and faculty and retirees and awards are given. The Classified Council and Academic Senate have processes for nominating people for the awards. Typically it is the Wednesday or Thursday of finals week. Money is raised for a faculty-staff scholarship. The President's Office historically has helped support cost of food. There is a committee that does the work, made up of members of the Academic Senate and Classified staff. President Regina Stanback Stroud suggested that Vice President Williamson work with the Events Task Force on it.

Faculty Orientation

May 25, 2011: There will be six new faculty in the fall and Vice President Mike Williamson is updating the faculty handbook and preparing a formal packet in preparation for a fall orientation. Faculty orientation information is on the website and is maintained by the Vice President of Instruction's office. Vice President Williamson is going to develop the site into a useful and coherent resource. President Regina Stanback Stroud said the Mills College Provost Office provides everything needed by faculty members, including a SharePoint site, so they can upload

their syllabi. It is a great resource for faculty and she suggested that Skyline College may want to consider developing a similar resource.

Goals and Strategies Revision

September 22, 2010: The Institutional Planning Committee proposed a minor revision to the college Goals and Strategies to address two issues: assessment of student learning and student equity. The revision was approved by College Council. The Goals and Strategies are scheduled for a complete review in 2012-2013.

Great California ShakeOut Drill

September 22, 2010: President Vicki Morrow informed the group that the college will participate in the October 21 statewide event, at 10:21 a.m. She said she would be alerting the college in her Friday morning edition of *Skyline Shines* and that Chief Public Safety Officer Brian Tupper would be communicating with all employees about how to prepare and how the drill will be conducted.

October 27, 2010: There was a debriefing on the October 21 Great California ShakeOut. Council members provided suggestions for how to improve the college's planning for emergencies, including training for new and reassigned employees in relation to their new locations, ensuring that disabled students are evacuated correctly, including emergency response information in new student orientation, clarifying the locations to which particular buildings should evacuate, and ensuring a full check of each building.

Learning Center Curriculum

April 27, 2011: Leigh Anne Sippel said the Learning Center has been getting a lot of students coming in with serious learning challenges. Students are seeking assistance in the Learning Center due to DSPS cuts. The Learning Center staff does not have proper training and the DSPS staff has been unable to provide training. Leigh Anne thinks a different approach may be needed and it may be around creating curriculum for students who are perhaps not even at a basic skills level. Vice President Mike Williamson said the college may need a different approach to tutoring. Vice Presidents Madrigal and Williamson will talk to Leigh Anne about the possibility of developing curriculum that could be incorporated in the regular class schedule.

Management Council

January 26, 2011: President Regina Stanback Stroud gave a quick summary of the first meeting, at which the discussion centered on the management retreat. She mentioned that in the past, it has been held at Skyline College to save on expenses, however, this year the group is considering holding it at Coyote Point in San Mateo.

Productivity Report on FTES at Skyline College

March 23, 2011: President Regina Stanback Stroud distributed the productivity report, which looks at load, headcount, productivity from year to year. For spring 2011, there are 3,836 FTES, which is about 221 more FTES than College of San Mateo. Skyline is now the largest college in the district and is highest in terms of headcount. It has implications for the college in terms of the averaging out of the resource allocation model and the headcount it wants to have in the future. The resources are averaged out over three years and it is a gradual change, so the colleges are not hurt by that. Leigh Anne Sippel commented on the space and the college's efficiency. President Regina Stanback Stroud said when the college did its planning, it looked at the types of classrooms there are and then determined how many FTES could be accommodated. It was projected out for many years, looking at 1.5% growth each year and the reality is that Skyline College has exceeded those projections. So as the EFMPP planning is done, the college needs to make sure it has adequate classroom space to accommodate, for example, 35 students. José Nuñez has worked with Regina and understands that the Skyline College needs more classrooms to accommodate that enrollment. As a district, we are working to make all of the colleges healthy and it is in Skyline's interest for all of the colleges to be vibrant, healthy institutions. President Stanback Stroud thinks Skyline College has a nice array of programs and services and the college pays attention to the load, although she knows College of San Mateo does that too. It could be the differences in populations in the two areas.

Reflection Room

February 23, 2011: Vice President Mike Williamson requested that the group consider the increasing request for a prayer or devotional room. Students are diverse in their backgrounds and in their spiritual and religious perspectives and are requesting a place for quiet contemplation and devotion.

March 23, 2011: Following up with a suggestion from the February meeting, Vice President Joe Madrigal met with students to talk about creating a reflection room in Building 6. They recommended using a smaller room in Building 6. Currently 16 groups use the room. President Regina Stanback Stroud thanked Vice President Madrigal and the students for their generous recommendation. Given the high use/demand on the rooms, the college may need to think of an alternative. The college will incorporate the concept in the next CIP project and in the meantime, will look for a smaller space such as a faculty office. The room would be an indoor private space for reflection and not necessarily a religious space, although people may use it for such a purpose if that is the form of reflection they prefer. Fermin Irigoyen suggested the EFMPP task force consider adding additional sound-proofing to the space. Leigh Anne Sippel said that the group would need to also consider how the room would be controlled or accessed. President Regina Stanback Stroud said it should be treated as a private area, much like a restroom, and its usage identified with signage and etiquette.

SEED/Student Equity Committee

April 27, 2011: Skyline College's SEED/Student Equity Committee is working with Singhashri Gazmuri who was affiliated with California Tomorrow, the Campus Change Network and Skyline College's First Year Experience project. As a result of that work, California

Tomorrow developed a tool kit and Singhashri is working with Skyline College to help the college develop a holistic diversity framework that focuses on equity. Funding is coming out of the research office budget. The SEED/Student Equity Committee is developing a focus question and groups are looking at the college's various processes to make sure that the college is not putting up barriers to student success and that the programs support success. Some work has been done. The group is applying the model to the various rubrics and is doing some good diversity work. One of the domains that the SEED/Student Equity Committee is looking at focuses on hiring and the application process to make sure that the college has access to a very diverse pool of people. Ray Parenti-Kurttila suggested looking closely at the hiring key response elements used in interviews and perhaps request that candidates submit video presentations in addition to paper applications as it might be a more technological profile. The committee is also looking at communication and collaboration processes, as well as campus climate, through the lens of equity. Vice President Mike Williamson said more classified representation is needed on the SEED/Student Equity Committee.

Shared Governance Structure Evaluation

September 22, 2010: The Council discussed a proposed revision to the College Council Charter and Bylaws to complete the college's response to the Accrediting Commission for Community and Junior College's (ACCJC's) 2007 team recommendation #8 to the college: "The team recommends that the college implement a policy that specifically evaluates the institution's governance and decision-making structures on a regular basis to assure their integrity and effectiveness. The results of these reviews should be widely communicated to the college community and used as the basis for continuous improvement." The proposed revision provides a brief additional section which establishes a six-year cycle for the review which is coordinated with the accreditation cycle. It will be discussed with the constituent groups and acted upon at the next meeting of the Council.

October 27, 2010: President Vicki Morrow reviewed the proposed revision to the College Council Charter and Bylaws to complete the college's response to the ACCJC's 2007 team recommendation #8 to the college: "The team recommends that the college implement a policy that specifically evaluates the institution's governance and decision-making structures on a regular basis to assure their integrity and effectiveness. The results of these reviews should be widely communicated to the college community and used as the basis for continuous improvement." The draft has been approved by the Academic Senate and the Management Council. The Classified Council and the Associated Students will provide feedback electronically and it will be acted upon by the College Council.

February 23, 2011: There is a recommendation to evaluate the college's governance committee structure. The College Council will plan the evaluation process in the fall to coincide with the Accreditation self-study. President Regina Stanback Stroud asked the senate leaders to talk to their constituents and the details will be discussed at a future meeting.

May 25, 2011: In the fall, the College Council will evaluate its shared governance structure to look at the effectiveness and efficiency of meetings. The college wants people to feel engaged and active, yet there is a balance with the volume of meetings and involvement so people are not

overwhelmed. President Regina Stanback Stroud said faculty, staff and administrators are spending many hours in meetings and that will need to be looked at in the evaluation process, yet we don't want to lose the voice for the sake of efficiency. Leigh Anne Sippel asked if the college has consultants to help with the evaluation and President Stanback Stroud said she will ask Rob Johnstone if he has recommendations. This would allow the group to be led by someone who is not closely involved.

Student Fee Policy, Rules & Regulations 8.7

February 23, 2011: Current Board of Trustee Rules and Regulations revisions under consideration would dis-enroll students who cannot pay their fees or are not under a payment plan. The proposal originated in the Enrollment Service Committee in response to the rising number of students who do not pay the fees. Current rules allow the student to stay in and complete the classes but will not allow them to enroll in future classes if they have more than \$200 due on their account. New rules would dis-enroll students from the class before the first day of instruction. Both the Associated Students of Skyline College representatives and the Academic Senate representatives indicated that their respective organizations will be discussing the proposal. President Regina Stanback Stroud expressed serious concern that the proposed policy would significantly impact access for students who are in poverty but do not qualify for the Board of Governors Fee Waiver. The R&R 8.7 Student Fee Policy is being reviewed by the District Shared Governance Committee (DSGC). President Stanback Stroud suggested the College Council ask questions in future DSGC meetings and ask District CFO Kathy Blackwood to explain it thoroughly and get all the information they can so they may discuss it with constituencies. The DSGC next meets on March 7.

Vision Statement Draft

January 26, 2011: The District Strategic Planning committee presented the colleges with a draft vision statement and asked for feedback. Committee members recommended breaking two of the main ideas in the statement including the remaining language as a statement of values because many of the additional items were perceived to be more consistent with a value statement rather than that of a vision statement. The amended vision statement will be going back to the district council and there have been no new actions on this matter. President Regina Stanback Stroud will disburse any new information to the council as it becomes available.