



**Victoria P. Morrow, President**  
September 25, 2009

### **President's Report to the Board of Trustees**

Last Wednesday night I delivered my monthly report to the Board. It is available at <http://www.skylinecollege.edu/facstaff/PresidentsOffice/index.html>. At the meeting Skyline student Virginia Medrano Rosales was sworn in for her second term as Student Trustee. Also, as part of the board's interest in hearing from the student leadership of each of the three colleges, Denisse Gonzalez, President of the Associated Students of Skyline College, described ASSC's impressive goals for the year.



### **New Building 4 reaches a landmark**

Many, many people braved the dense fog yesterday morning in order to sign the topmost beam of Building 4 before it was hoisted into place. It was very cold and windy, but that did not slow us down much. I was joined by several wonderful speakers: Karen Schwarz, President of the Board of Trustees; Josie Glenn, Coordinator of the Cosmetology program; Nate Nevado, Kababayan; and Katharine Harer, Honors Transfer Program; they all spoke about all the people who made this building possible, and what it means to us to look forward to a wonderful Cosmetology facility, a Multicultural Center, and many new classrooms. And the fireplace that will come with it all could not have seemed more fitting! The Children's Center staff brought all the children over, and they were enthralled with the proceedings, particularly when the big machinery went to work. Thanks to Virginia Medrano Rosales for documenting the whole event with her camera; here are a few of her shots to give you the sense of the day. Virginia and I were both surprised and pleased to see that the last shot—the white, signed beam safely landed in its new home—came out in spite of the fog, and it shows the two workers who placed it shaking hands upon successful completion of that vital step. And then the fog landed solidly on top of them and they

disappeared! The building is slated to open in spring 2011, but we can now see clearly its size and shape and location on the campus.



**Program Improvement and Viability (PIV) Forum provides opportunity to learn about how it will work**

The Curriculum Committee is hosting the forum as an information session for the whole campus next Wednesday, September 30, 2:30-4:00 pm in Room 1111.

  
**Skyline**  
COLLEGE  
40 YEARS OF ACHIEVEMENT

***Program Improvement &  
Viability Process  
Information Session***

The Curriculum Committee will host an open meeting discussing the **Program Improvement & Viability Process**. This information session is open to the entire campus.

**Please join us**

**Wednesday, September 30, 2009**

**Building 1, Room 1111**

**2:30-4:00 p.m.**



### **An update on the H1N1 virus and what to do about it**

Our district is in communication with the San Mateo County Health System which has established the San Mateo County Superintendent of Schools Office as the single point of contact for information and guidance related to H1N1 virus. Questions that arise related to H1N1 influenza should be directed to this office, either via the e-mail address established for this purpose ([swineflu@smcoe.k12.ca.us](mailto:swineflu@smcoe.k12.ca.us)), or by phone at (650) 802-5554. Here are some key facts and advice about dealing with H1N1:

- Major symptoms include a fever higher than 100.4 F (37.8 C) and one or more of the following: cough, sore throat, headache or muscle ache.
- Staff with these symptoms should not come to work, and staff who exhibit symptoms at work will be sent home.
- Students or staff who have had flu-like illnesses should remain at home until at least 24 hours after they are free of fever (100.4 F).
- Those who belong to high risk groups for the H1N1 virus, such as pregnant women, individuals with asthma, diabetes, or heart disease and people who are immuno-suppressed, should consult with their medical providers regarding steps they should take to prevent and/or treat the illness.
- It is recommended that individuals get seasonal flu shots from their health providers or other sources of their choice, as soon as possible.
- The H1N1 vaccine is expected later in the fall (see the item below in *Skyline Shines*).
- Everyone should take appropriate steps to prevent the spread of disease by teaching students about and practicing frequent hand washing, coughing or sneezing into a tissue or the bend of the elbow, and avoiding touching their eyes, nose or mouth to avoid the spread of germs.

The county office has created the following list of Frequently Asked Questions, generated from inquiries they have received. I am including those relevant to us at the college level.

**Q: If the Health System knows of a student with H1N1, will schools be notified? If a school has a student with H1N1, should the County Health System be notified?**

A: Current protocol does not require that the Health System notify schools/districts of cases of confirmed or probable H1N1, nor are schools required to notify the Health System if they learn of confirmed or probable cases in their schools.

**Q: Are private physicians required to report a confirmed or suspected case to the school?**

A: No, their responsibility is to the patient and the family.

**Q: When a school administrator becomes aware of a case of H1N1, what obligation does s/he have to report it to other parents?**

A: There are no reporting requirements. In the interest of protecting the privacy of the student and family, notification to the parent community in general is not recommended. We know that the H1N1 virus is in the community and we need to encourage prevention of the spread of the virus, using the same measures recommended for the prevention of the spread of seasonal flu.

**Q: Should the sibling of a child with confirmed or probable H1N1 attend school?**

A: If the sibling is symptom-free, s/he should attend school. Any child with influenza flu-like symptoms as described below should be kept home.

**Q: What guidelines can parents use to determine if their child should be kept home from school?**

A: Students should be kept home if they have a fever of 100 degrees F or higher, and one or more of the following symptoms: cough, sore throat, headache or muscle ache. These same guidelines apply to staff.

**Q: When is it safe for students/staff to return to school?**

A: Recently revised (August 13, 2009) guidelines from the Centers for Disease Control recommend that anyone with flu-like illness remain at home until at least 24 hours after they are free of fever (100 degrees F) or signs of a fever without fever-reducing medications.

**Q: What kind of surgical masks should schools purchase? Who should wear them and for how long before they are replaced?**

A: Preliminary guidance from the County Health System is that any type of surgical mask will suffice; it is not necessary to purchase N95 masks. The Health System is currently developing comprehensive guidelines on the use of masks. We will notify you when the guidelines are available and provide a link to the resource.

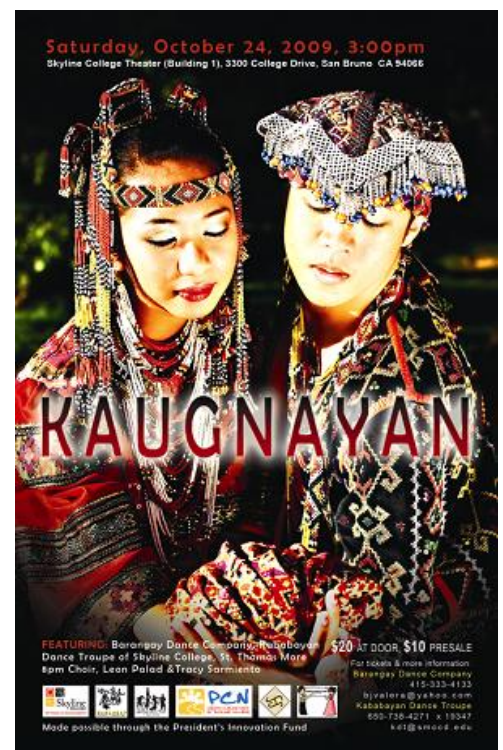
**Flu vaccines are coming**

The Student Health Center is part of a county-wide effort to provide both the swine flu vaccines and regular flu vaccines in a timely manner, especially to those who are considered to be most at risk. The Health Center will be giving seasonal flu vaccinations beginning the first week in October. Priority will be given to students who are most at risk, but all students are encouraged to visit the Health Center if interested in a flu vaccination. Swine flu vaccines have been ordered and are expected to be available the week of October 19. Students should check on the availability of the vaccine at the Health Center around this time. The Health Center has submitted a vaccine order that adequately meets the needs of both students and employees; however, the availability of requested quantities is not known at this time. The District Human Resources Office recommends that employees check with their health care providers first for availability of both the regular flu and swine flu vaccines. Many of the health care providers, such as Kaiser and Blue Cross Anthem, will provide the vaccine for free or pay for flu vaccines at participating pharmacies such as Safeway.

**Kaugnayan means connection or unity**

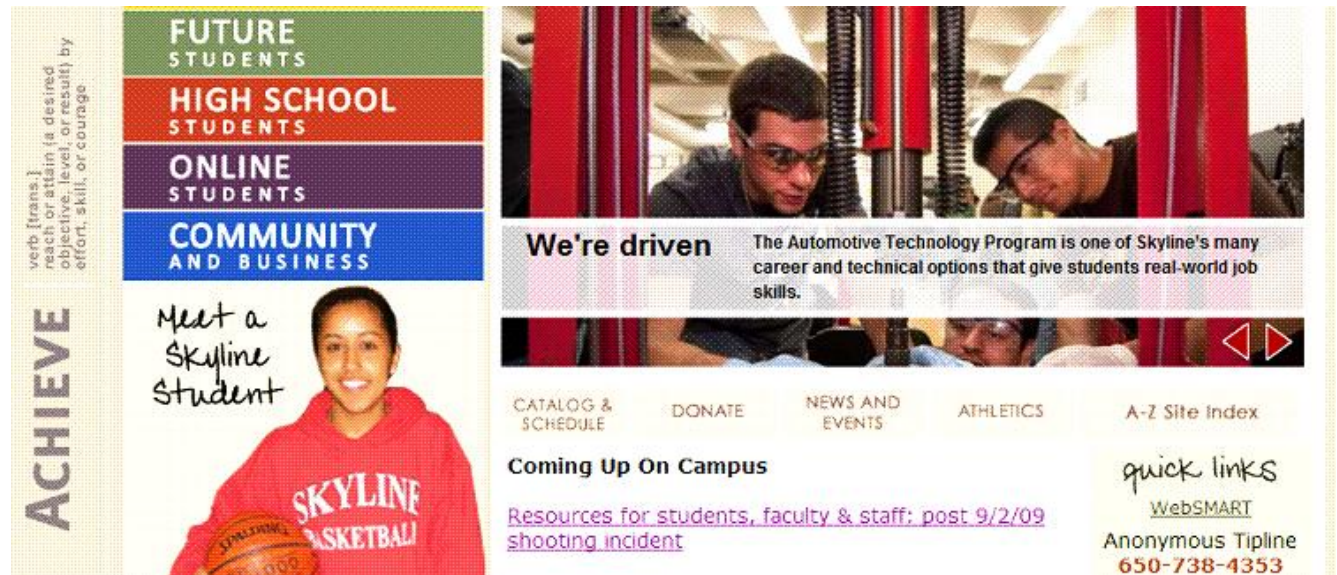
The Kababayan Program proudly presents an afternoon of Philippine folk dance and music featuring the Kababayan Dance Troupe of Skyline College and Barangay Dance Company, under the direction of artistic and dance directors Bonifacio Valera and Vickie Hafalia, at the Skyline Theater on Saturday, October 24 at 3 pm.

Appropriately entitled “Kaugnayan,” which means connection or unity, the show reflects the interrelationship between the participants of this event, coming together to achieve the common goal of preserving and promoting the Filipino cultural heritage through the arts, folk dancing, and music. The two groups will present various regional dances of the Philippines, from the dances of the lowland Christian groups to the dances of the Cordillera and Mindanao tribes. They will be joined by the St. Thomas More 8 pm Choir who will render choral arrangements of popular songs and tribal chants from the Philippines. Tenor Leon Palad and soprano Tracy Sarmiento will interpret *kundimans* or classic songs of the Philippines. This is the first full folk dance concert co-produced by the Kababayan Program and is sponsored in part by the President’s Innovation Fund. Tickets are \$10 presale and \$20 at-the-door. For tickets and more information, please contact the Kababayan Dance Troupe at (650) 738-4271 ext. 19347 or [skykdt@smccd.edu](mailto:skykdt@smccd.edu) or Liza Erpelol at (650) 738-4119 or [erpelol@smccd.edu](mailto:erpelol@smccd.edu).



**Tipline phone number is on the front page of our Web site—650-738-4353**

Skyline has had an anonymous tipline for people to provide an anonymous communication vehicle for students and staff to report suspicious activities on campus as well as to provide information that could help the Public Safety Department in their efforts to keep the campus secure. That number is now right on our front page.



**College Council update**

- 1. ACCJC October 2009 Follow up Report:** The co-chairs of the Accreditation Steering Committee--Ray Hernandez, President of the Academic Senate, and Donna Bestock, Dean of the Creative Arts/Social Science Division--led discussion of the draft report to the Accrediting Commission for Community and Junior Colleges (ACCJC) on three district recommendations from the 2007 visiting team. The draft report will be sent out college wide for additional input, is being reviewed by the Academic Senate, the Management Council, the Classified Council and the ASSC Governing Council, and then the College Council will vote via email.
- 2. Plus/Minus grading update:** Ray Hernandez described the pilot project going on district wide relative to plus/minus grading.
- 3. Leadership Retreat update:** Vicki Morrow reviewed plans for the annual Leadership Retreat, during which the College Council joins the Management Council for dinner on Thursday, October 15 and then for a workshop on the following Friday.
- 4. District Shared Governance Council (DSGC) update:** Ray Hernandez reported on Monday's meeting of the District Shared Governance Council. The DSGC acted on a number of proposed revisions to the district Rules and Regulations and identified several items which needed further discussion at the next meeting. There were also some items identified which are slated for a later DSGC agenda concerning policies and procedures relative to student conduct and discipline that may need to be refined in the wake of recent incidents at Skyline and elsewhere.
- 5. Promoting a safe Skyline College campus:** Denisse Gonzalez and Jacqueline Solorzano, ASSC President and Vice President, reported that the ASSC is interested in a written FAQ (Frequently Asked Questions) piece on promoting safety on campus, including items specific to the recent shooting incident as well as more general topics. Vicki Morrow indicated that she would draft one based on the initial questions that Denisse and Jacquie brought, and that she would welcome additional items. She also offered to attend ASSC and SOCC (Skyline Organization and Club Council) meetings to discuss it further if that would be helpful. The ASSC

leaders also indicated that they are planning a Unity Day at Skyline to promote awareness of safety and will be discussing it with SOCC next week.

6. **Budget reduction planning and the Program Improvement and Viability (PIV) process:** It was agreed that as the PIV process proceeds, the College Council will be provided with regular updates, along with general budget updates. Ray Hernandez noted that the Academic Senate will be discussing the process with Curriculum Committee Chair Christine Roumbanis this Friday.
7. **Food vending on campus by clubs and other organizations:** The three Coordinators of Student Activities across the district are working on issues of compliance with Health Department rules relative to food vending on campus. There is a moratorium in place at present for such vending by student clubs. Details are being investigated and a college wide communication on the subject will go out soon.
8. **Classified Council Retreat:** The Council will hold an offsite retreat this year with PEDAC funding. It will be held in the spring at a Mercy Center in Burlingame.
9. **Smoking policy research:** The Masters in Public Health program at San Francisco State University may be sending a group of graduate students to do a follow up study on lung health at Skyline, following the implementation of our new smoking policy. Their research proposal will be considered first by the Research Committee of the Academic Senate, chaired by Michael Moynihan.
10. **Next meeting:** October 28.

#### **College Budget Committee (CBC) update**

The College Budget Committee met on September 24, 2009 led by Academic Senate President Ray Hernandez and Director of Business Services Eloisa Briones as Co-chairs.

1. **Budget Open Forum debrief and reports:** At the committee's invitation, district Chief Financial Officer Kathy Blackwood came to the college for a Budget Open Forum on September 10, 2009. Linda Whitten reported from the District Committee on Budget and Finance on the impact of workload reduction measures which essentially reduced the base FTES at which the district is funded. With the surge in enrollment at the three campuses, it is expected that the district will exceed its enrollment cap this year resulting in unfunded FTES. Effective 2010-11, the resource allocation will recognize the cap so that the colleges will be funded only up to their FTES goal. Dean of Planning, Research and Institutional Effectiveness Rob Johnstone presented the latest Productivity and Efficiency Report which shows Skyline's FTES to-date at 5,116 which is only 3,010 FTES away from this year's FTES goal, and an amazing load of 641 for the fall. The Instructional Leadership Team has already reduced sections for spring and will continue to monitor FTES counts.
2. **Mission, Vision, Goals & Strategies:** Rob Johnstone, in his role as Chair of the Institutional Planning Council, reviewed the college's mission, vision, goals and strategies. As the college makes decisions, proposed reduction strategies should be evaluated in consideration of these. Rob presented a proposed Rubric to Evaluate Proposed Budget Reductions which was developed as a tool for assessing each budget reduction proposal using various criteria and arriving at a recommendation to either support (partly or fully) or not support the proposal.
3. **Budget e-Suggestions:** Eloisa showed the committee the long list of budget-related e-suggestions that were submitted by the college community over the spring and summer and asked the committee to review the list in preparation for the next meeting and identify suggestions that the CBC should consider.
4. **Budget Reduction Strategies for 2010-2011:** Eloisa presented an updated version of the Budget Reduction Strategies to Consider for 2010-2011 which was developed as a tool to assist the conversation about areas where budget reductions might be made. The college has an FTES goal for next year, so each strategy must take into account the impact on FTES. The college needs to reduce its general unrestricted fund by approximately \$1.3 to \$2.2 million (about 10% to 15% of the site allocation). President Morrow suggested that the budget reduction will need to be achieved by a combination of the different strategies and the CBC will be advising her on what the strategies should be and what share of the total reduction should come from each.
5. **Program Improvement & Viability (PIV) Process:** The Curriculum Committee, chaired by Christine Roumbanis, formed a sub-committee to undertake the PIV process. Christine and Ray described the Suggested, Approved Process to Determine Program Viability which includes

discussion criteria using both qualitative and quantitative indicators and possible outcomes. The task force has a tight timeline and aims to submit recommendations for program discontinuance in December to the President, Office of Instruction and Academic Senate. Christine invited the CBC to attend the Program Improvement and Viability Process Information Session on September 30, 2009.

6. **Budget process:** The Committee will have three more meetings before December when the budget reduction recommendation to the President is due. The PIV process is underway. The CBC requested for detailed analysis of some strategies. VP Lori Adrian suggested an analysis of the effect of severe cuts to categorical programs.
7. **Next Meeting:** CBC will meet on October 8, 2009.

#### Coming up...

##### Friday, September 25

- Women's Soccer vs. Canada College, Skyline, 2pm

##### Saturday, September 26

- China Dance School and Theater Performance, Theater, 7:30pm

##### Tuesday, September 29

- Women's Soccer vs. Ohlone College, Ohlone (43600 Mission Blvd., Fremont), 4pm

##### Wednesday, September 30

- Program Improvement & Viability Process Information Session, Bldg. 1 (Rm. 1111), 2:30-4pm

#### Do you have a suggestion?

One way to submit it is through our general **e-Suggestion Box**, via the hyperlink in the box below, or via the same box on the front page of our website at <http://www.skylinecollege.edu/general/surveys/index.html>



Here is the **Website Redesign Project e-Suggestion Box**, for feedback on the new website,



For suggestions specific to the **budget**, here is the link:



And for ideas about Skyline's 40<sup>th</sup> Anniversary celebration next year, here is the link:



**For state level information on community colleges, see these websites:**

- The Chancellor's Office in Sacramento: <http://www.cccco.edu/>
- The Community College League of California: <http://www.ccleague.org/>
- The Research and Planning Group: <http://www.rpgroup.org/>

**Skyline Shines** is archived at <http://www.skylinecollege.edu/facstaff/PresidentsOffice/skyshines/>

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President

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