

College Council
October 27, 2010
Minutes

Present: Kathy Fitzpatrick, Sandra Hatzistratis, Fermin Irigoyen, Joe Madrigal, Vicki Morrow, Ray Parenti-Kurttila, Amanda Parker, Leigh Anne Sippel, Regina Stanback Stroud. Recorder: Linda Bertellotti

Review and approval of September 22 minutes

The minutes were approved as written.

Budget update

The College Budget Committee is considering various scenarios for next year's budget and determining how many classified and faculty hires to recommend to the president. Eloisa Briones develops the scenarios and the CBC reviews them and makes a recommendation to Vicki. They will meet on October 28 to review them. They are also working on the Measure G money and how they will recommend that it be spent at Skyline. The Chancellor put out a draft allocation, but asked each president to propose what they think their college needs. The district will look at all the proposals and decide what goes to each site. At the November CBC meeting, Joe and Regina will present Measure G proposals from their divisions and the College Council will look at those priorities and work on a proposal for Vicki to take to the district. Fermin asked if there were allocation timelines from the district. Vicki said the board will in December.

Policy for the regular review of the college's governance and decision-making structures

College Council discussed a proposed revision to the College council Charter and Bylaws in order to complete the college's response to the ACCJC's 2007 team recommendation #8. The council evaluated the proposed revision in the spring of 2008 but did not create the policy. Vicki developed a proposed revision to the Bylaw which involves inserting one new item. The insertion was considered by the college constituencies. Fermin reported that faculty approved the revision as written. Amanda will forward the revision to the ASSC Governing Council and will report back to the College Council. Kathy said Classified Council did not meet, so it was not presented. Vicki said the response is not urgent and the vote can be done electronically, which Classified Council will do. Information will be sent to Kathy and Ray and their groups will respond by November 5.

Other reports from constituent groups

Classified Council:

- Kathy reported that they are having a Thanksgiving and winter holiday basket fundraiser and the funds will be used for scholarships. The baskets will be donated by the divisions. The opportunity for donations will take place on November 17.

Academic Senate:

- Fermin reported that the senate formally approved the FTEF Allocation Committee priorities. They concurred on the recommended rankings of 13 positions. They also had discussions on course identification, courses being approved at the state level in conjunction with SB 1440, and Fermin will provide further details.

ASSC:

- The ASSC is hosting a pizza and politics party on November 1 from 12:15-1:15 in Room 6202. Ray said they are asking faculty to explain the propositions on the upcoming ballot. There will be time for students to express their issues, as well as tips and tricks on how to fill out a sample ballot. Free pizza and refreshments will be offered.
- Ray reported that the ASSC approved its budget.
- Amanda reported that clubs are holding their annual Second Harvest canned food drive from November 1-5. Drop-off bins will be on the quad. The main event will be held on Friday, November 5 and they are also going to try to hold a coat drive on November 5. The ASSC will award clubs that collect the most food \$500 to be divided between three clubs. The ASSC will also donate \$500 to Second Harvest.
- The ASSC is hosting a Skyline Unites and Club Rush event on November 18 from 9-1 p.m. It will be held on the quad or in Building 6 depending on the weather.
- Amanda and Ray are talking to Jerome in the Veteran's Center about setting up a Veteran's Day event.
- The ASSC is sponsoring next spring's Relay for Life, which will be held April 30-May 1. Joe Morello told Ray that the field is available.

Feedback on earthquake drill

Joe asked about feedback for earthquake drill. Vicki said whenever the college has a real event or a drill, there is a debriefing. The key is to get feedback from people who are in different locations. They are aware of the parts of the campus that do not receive the audible emergency alerts. They are working with the district to solve that problem. Text messages were sent and there was something on the website. She put a request in *Skyline Shines* asking for feedback on what went and where improvements could be made. That information will be sent to Brian Tupper and he will compile it into a debriefing document. The following suggestions were made:

- Information and instructions need to be communicated to new employees.
- Email evacuation instructions to employees ahead of time. Fermin said he received an email from Connie Beringer who provided instructions on where to go during the evacuation drill, which he said was helpful.
- There was a discussion on the evacuation of disabled students and a suggestion was made to publicize the locations of the evacuation chairs in campus building and send out information in advance to disabled students.
- Ray asked if a flyer or other information can be included in the student orientation so students know there is a process.
- Amanda recommended using Gwamail to notify students when the college plans to hold a drill as well as after an actual emergency.
- Leigh Anne said the evacuation areas need to be communicated ahead of time. It was not clear where to evacuate and the quad was filling up. Those in charge were not sure where to send people. Vicki suggested that people could also be evacuated onto the quad between Buildings 2 and 5 and she will add that to the debriefing.
- Sandra said some of the doors in the gym are open all the time. She would like to include something in the training for Building 3 evacuation that those outer doors be shut. There is also a concern about the danger from falling light fixtures outside of Parking Lot R.

- Someone suggested taking roll call after a drill or emergency to make sure that people got out, but Vicki said it is a challenge because people would go in different directions. Fermin instructed his students to meet at a landmark. Regina is concerned about keeping track of people and Vicki said it is the job of the building captains to make sure people are evacuated. Ray said it would help emergency personnel to know if people are not out. Regina said roll would have to be taken ahead of time to know who is missing. Ray proposed that the Technology Advisory Committee consider having computers in the classrooms so that students could swipe a card as they enter.

Syllabi review

Fermin asked the chair of the Ed Policy Committee to review the syllabi and see if there could be a standardized template that would include the CRN and the name of course. Regina said it should be discussed by the Instructional Leadership Team as well since faculty really defines their own syllabus. Kathy thought it should be a uniform template to assist with filing in the division offices. Fermin said Ed Policy is trying to incorporate it into a handbook.

Parking concern

Amanda has heard complaints from students about a parking lot near Pac Heights that has rocks around it. There are no tire stops between the parking stalls to keep cars from rolling into the rocks and students have had to have their cars towed out of the rocks. Vicki said the tradeoff is that low slung cars bash their bumpers into the tire stops. There is a cost factor if the parking lot is completed. Vicki will talk to CIP about it.

Next meeting

A meeting is scheduled for November 24, which is the Wednesday before Thanksgiving. The December meeting conflicts with Curriculum Committee and Regina and Kathy will not be there. The meeting will be kept on the calendar just in case.