

**Skyline College Council  
December 10, 2008**

**Meeting Minutes**

Attendance: Linda Herda, Mauricio Flores Hernandez, Ray Hernandez, Sandra Hsu,  
Adolfo Leiva, Vicki Morrow, Regina Stanback-Stroud

Absent: Lori Adrian, Brittany Piccolotti

**Review of minutes of October 22, 2008**

The minutes were approved with one correction.

**District Shared Governance Committee (DSGC) update**

Ray reported that the DSGC is reviewing district rules and regulations. The general language of Rule 1.0, relating to communication with the media, is being reviewed by all of the college constituencies. The DSGC talked about the ramifications of someone who represents themselves as speaking for the district when they are not. Barbara Christensen wanted something put in for any employee who is speaking to the media. Vicki asked what the sanction is for violation. Adolfo said that Jing Luan spoke with Harry Joel and it would be referred back to the administrator for action. The constituencies will review the language and bring it back to the February DSGC meeting. Following that discussion, Jim Keller gave an update on the district's financial situation.

**Tech plan update**

The Technology Advisory Committee (TAC) has prepared a technology plan, including a philosophy statement, which is being shared with the constituent groups prior to presentation to the College Council. Here are some of the highlights:

- The plan involves the entire tech infrastructure of Skyline, which is funded by the institution through either the budget process or as instructional equipment.
- The funding also includes the tech aids, network people and other staff.
- It includes the college's existing infrastructure in the funding and plans for the future. Future smart classrooms will be funded by this.
- Eventually, there will be rotation of obsolete equipment and that approach is included.

The TAC prepared the plan as if money is no object; however, given budgetary issues, they want to look at February, March and April for areas of focus in the context of an adopted tech plan. There may or may not be money for the college to do everything planned for the future. The TAC sees the plan as a vision for the future, which would provide for certain standards of technology, certain processes and Smart classrooms. They are asking the College Council to adopt the vision for the next five years.

Regina will ask for adoption of the plan at the January 28 College Council meeting. Nick Kapp presented it to the Academic Senate and Ray said they discussed it and he would be ready to take action on January 28. Regina, Nick and Jim Petromilli can attend the ASSC and Classified Council meetings to address concerns. There have been classified and student reps on the committee for two years. She reminded the group that the content is

not new, only the format. Regina will present to Classified Council on January 15. Either Nick or Jim will attend the ASSC meeting on January 26.

#### **40<sup>th</sup> anniversary planning**

Vicki said there is no update at this time. There is a link on the front page of the Skyline website and planning will start in the spring.

#### **Website redesign update**

The plan had been that the soft launch of the new website would take place on December 10, changes to the site would be frozen until then, and at that point the two sites would run simultaneously. The PIO office has asked for an extension to January 12 for the soft launch so that everything is ready. The two sites will run simultaneously for awhile and then the new site will run with a link to the old site. The freeze was going to end with the soft launch, and it will persist until the new date, January 12. If there are urgent needs, the PIO office can post items. There will be a temporary person filling in for Shelly to help with the migration.

#### **Student email accounts**

Sandra said she is finding that a lot of students are unaware of the urgency of activating their SMCCCD email accounts. Regina said the TAC and the Instructional Leadership Team (ILT) have discussed it. They realized that students started using their regular email when communicating with faculty; however since the shift to GoogleMail happened in the middle of the semester students have not made the shift. The deans are now reminding faculty to read the announcement to their students in the spring semester and that should make a big difference. The reminders are going out to the students now, and also wait listing notification is going out to students this way. Regina said it is not easy to log on the first time. They are discussing ways to increase the use of the email and will post notices in Building 6 and the One Stop. Flyers will eventually be distributed in the Learning Center. The deans are not getting the classes filled on the wait list. District IT is trying to do some process, single site entry, so students can go into the portal one time, and that should make a difference. Students can still register without the SMCCCD, which is why it is not being used just yet, but that will be changed. Regina said students shared that the email address taxonomy is not “cool” which is why they don’t care for it. Vicki said they can forward the email to their account, but Sandra said students don’t know how to do that and Regina said that needs to be addressed. Vicki said Cabinet talked about having some tables set up in the cafeteria to demonstrate to students how to do it. Linda also said the issue is that students cannot get help because they are not logged in. They have to send an email from their personal account, but Regina and Linda said IT will not help them. It was suggested that training be held in the One Stop, CTL or the Library. Training sessions can be scheduled for people and for evening students too. This is urgent because of the wait listing for classes.

#### **Budget update**

Ron Galatolo will present a budget update at Skyline on December 11 at 2:10 p.m. in the main theatre so that everyone gets the same information. It will include a question and answer session. At the December 10 Board Meeting, he will ask the board to adopt a

retirement incentive plan for managers, AFSCME, and CSEA. On December 11, Harry Joel will send a district wide email, with the board's decision and informational links for the various employee groups. The retirement plan has three levels depending on an employee's years of service and age and all the packages will be posted. Decisions for retirement must be made by the end of March. Eloisa and Ray, as co-chairs of the College Budget Committee, have been leading conversations to review the 2008-09 possible budget cuts.

There are two issues: are there going to be cuts in the current year and what will happen next year. Scenarios have been mapped out based on potential percentages of cuts. The legislature may not make a decision by the end of the year. The college is going through cut drills with the senior administrators and their deans. If the cut is 5%, Skyline can get there in the current year because there are savings from last year, current year savings in the hourly instruction budget, and there will be limited evening service a couple of nights a week. For next year, because of the resource allocation model, Skyline's productivity and FTES growth, Skyline will get a much bigger pot of money than the other colleges. Skyline will not have the \$1 million subsidy, and may be able to weather the cuts if managed hiring works and there are retirements, but Skyline will also have to defund some positions. The board will only consider layoffs as a last result. Last time, they were able to avoid that because of managed hiring.

There is another issue that may affect the college and that is there is a certain level of cut that could drive Skyline into basic aid, which means that the college does not get money from the state, but from the county, which gives the college a funding floor, limiting the degree of budget reduction we would face. Skyline's focus would be to fulfill its mission and serve its community, but not on growth because the college would not be able to use growth to provide additional revenue under the basic aid paradigm. Skyline is addressing the problem early and Vicki said it is in the college's favor that it has done managed hiring before and the resource allocation model is in place. Regina said some of the colleges in the district are making changes or cuts to the schedule and it is because they have a ways to catch up in terms of load and Skyline has been doing responsible scheduling all along and the faculty was willing to take those shifted students into their classes. Vicki said there should be a sense of responsibility at all levels to instill confidence and not panic.

**Next meeting: January 28, 2009**

Agenda topics will be:

- Budget update
- Tech plan
- 40<sup>th</sup> Anniversary
- Website update
- Program review resource needs presented as an FYI to constituent groups
- DSGC update (postponed until February)