

MEETING MINUTES

April 27, 2005

In Attendance: V. Morrow, I. Barcala, M. Cabrigas, C. Campillo, D. Elliott, N. Kapp, F. Pérez, J. Redwine, R. Stanback-Stroud, Facilities: R. Inokuchi, Swinerton: Z. Conway, D. Henry, Recorder: L. Ghio

Approval of March Minutes

The March 30 College Council minutes were approved as written. A recommendation was made to include page numbers on subsequent minutes.

Mutual Respect Policy

There was not a quorum at the last District Shared Governance Committee (DSGC) meeting so the Mutual Respect Policy was not voted upon. The union reformatted the sub-committee and it was added in the hope of approving a final draft. It will be voted upon at the next DSGC meeting.

Smoking on Campus Update

Judith Redwine reported that the signs have been received and are being placed around the campus. She feels that we will still have problems with people smoking too close to buildings and vents. The committee is continuing to study where designated smoking areas should be. Donna did get responses from students and staff around campus and it will be discussed at the next Health & Safety Committee meeting. She will report on the topic at the next College Council meeting.

Facilities Update

Doug Henry presented a Facilities and Construction Update that lists current information on capital improvement projects and athletic field improvements.

- **Building 3:** Expected to open in time for graduation in 2006. Fencing around the construction zone will impact Lot 3 and six parking spaces will be lost.
- **Building 6 & 7A:** The Department of State Architects approved Swinerton's plan, which will open up construction projects. The building will be completed in spring 2007. Digging and rebar installation begins in three weeks.
- **Building 8:** The project went out to bid and is submitted to the Board of Trustees at tonight's meeting. The Cosmetology re-design is nearly completed. The swing will take place in early June. Construction begins July 1 following haz-mat abatement.
- **Building 5:** Major HVAC repairs on the rooftop will be done this summer. Swinerton is awaiting repair details from Chevron. The mailroom will be moved out of the building. They may reclaim the TV studio eventually. The photo lab will need to swing. Doug is unsure of the construction schedule at this time.
- **Pac Heights:** The move matrix for Building 8 swing is finalized.
- **Building 1:** Facelift projects will be done over summer months. New class furniture will be installed. Haz-mat abatement should not impact administrative offices. Corridors will not be cordoned off on third floor, but will be on first floor.
- **Building 2:** The FPP will be submitted to the state primarily for work on the third floor and reclaiming space for Photography. The third stairwell by counseling is very bad especially near room 2216. There is broken glass, a palette of class schedules near the CTL, and garbage in the stairwell. Carla checked the custodial list, but stairwell custodial work is not listed. She noted that paint is peeling and there are water stains. Doug mentioned that we have put out a bid for painting, so re-painting could possibly be added in. Richard will review maintenance. Zak said

that the stairwells are designed to be exits only, but Carla noted that students do use the stairwell.

- **Building 7:** The design has been put on hold as they are waiting for the state to fund the rest of the projects.
- **Child Development Center:** The FPP proposal will be submitted. New construction will eventually accommodate an infant and toddler center.
- **Athletics:** Weather has been an issue in completing the track resurfacing project. Tennis courts will be resurfaced.
- **Exterior Lighting:** Three new light fixtures were installed in Lot 5 because the parking lot was expanded.
- **Infrastructure:** The bulk of these projects have been completed. Storm drain issues at the College Drive intersection will be addressed and repairs made. Some areas will need to be replaced. Richard hopes this will be done over the summer, but the project will have to go out to bid. There is new handicapped parking in Lot 6.
- **Exterior Painting:** Portables 3 A-E will be painted this summer.
- **Signage:** Evacuation signs are in production. They look like maps and include escape routes. The district has hired a task force to review proposed directional signs on highways. Nick asked if signage could be improved on Highway 35 and I-280. Doug said that it is a Cal Trans discussion and needs to meet their criteria. He eventually hopes that we have an electronic marquis at the College Drive entrance. Ilka said that the ASSC is planning to install an electronic marquis on campus. Regina said that the ASSC report should be incorporated into Facilities planning.
- **Energy Upgrades:** Building 2 will be done late this year.
- **Restroom access for Building 8 occupants:** Doug reported that there will be a 30-foot trailer installed which will have separate men's and women's restrooms. Currently there are about 23 stalls, but the building occupancy will be reduced by 50%. Signage will need to be posted to redirect people.
- **Building 6 Inscription:** The specs are in on Building 6 and Vicki wants to review the timeline for creating an inscription on the building. The letters are 12 inches high and there is space for 100 characters. Donna Elliott designed the poster announcing the request to submit inscription proposals. The proposals and campus-wide voting need to be done before spring term ends so that we can incorporate the quote into the production of the building panels. A special College Council meeting will be held on May 12 to review the Building 6 proposals. *The Skyline View* will advertise the invitation to submit a proposal and Amory Cariadus will set up ballot boxes.

Review of EEOAC draft minutes

College Council was asked to review the draft charge, membership and proposal to rename the Equal Employment Opportunity Advisory Council (EEOAC). The EEOAC committee discussed these recommendations and listed the elements that needed to be in the charge. The EEOAC has drafted a proposed charge and identified possible new names for the committee. The College Council's feedback should be incorporated into the EEOAC proposal and reviewed at the next EEOAC meeting. Vicki recommends that the other campus constituencies be consulted and proposed that the EEOAC meet one more time to polish up the charge and recommend one or two committee names. At the end of the term the recommendations would be presented to College Council for approval. Nick would like the focus to be on Skyline's diversity. He noted that EEOAC committee member Alma Cervantes attended the district EEOAC meeting and she forwarded him the electronic notes. He would like to share them at the next Academic Senate meeting. Vicki will incorporate the EEOAC ideas and share with the Council with the caveat that this is still in a draft stage. Nick will see if Alma Cervantes can present at the district Academic Senate.

Fresh Look Project

Vicki recommended that there be an update of Skyline's look in terms of the website and other publications, such as instructional brochures and event pieces. Vicki said the campus needs some sort of

central quality-control because individual authors are focused on communicating their message and sometimes overlook elements that need to be included. Vicki wants a group of faculty, staff and students and perhaps members of the community to propose some standards. If the Council concurs she would like to appoint a task force to begin this effort in the fall. A flex activity coordinator could be assigned to provide training next spring and a handbook describing the use of the Skyline logo could be distributed. Vicki wants to bring in some professional advice to assist those working on the project.

Campus Change Network

Carla reported that six California community colleges participated in the Campus Change Network retreat. Skyline College's theme is: The Next 35 Years. The goal is to increase access and equity for students. A planning meeting will be held on May 6 and a campus-wide meeting of the Skyline team and invited guests is tentatively scheduled for May 16. The six-college Campus Change Network will meet again as a group in September and in spring 2006.

To [College Council](#)