

Skyline College Council
January 23, 2008

MEETING MINUTES

Attendance: Carla Campillo, Linda Herda, Adolfo Leiva, Vicki Morrow and Regina Stanback-Stroud. Guest: Phyllis Taylor. Recorder: Linda Ghio.

Approval of Minutes of November 28

Several corrections were made to the November 28 minutes including a revision of the District Shared Governance Council update. The minutes were approved with these corrections.

Budget update

Some or all of the budget deficit may be offset by state-level savings in various programs; if that is not possible, there will be a deficit for our district. There is still one-time money that can be used for this year, but next year is unknown. Vicki has communicated to the College Budget Committee and Management Council about full-time faculty hiring for next year. District-wide, Skyline is at a point in its faculty hiring that the college has to fill two positions to stay level with the Full Time Faculty Obligation. The CBC recommended that the college hire enough faculty to replace any who depart, plus two more, and one classified staff, but Vicki believes that there is not the budget to do that, given the fiscal emergency declared by the governor. Skyline will hire two faculty, one in art and one in biology. The long term picture for Skyline's budget is tied to growth and the college is doing well. Linda asked if rolling back the summer FTES would be enough to fill the current year deficit if that were necessary, and Vicki said it is. She hopes that the district does not have to use the full amount. Linda asked if, when the college does reevaluate the budget, more faculty and staff could be hired and Vicki said the college will not have enough information before the end of this academic year to do that. The state budget will not be developed until summer and it will be too late to hire. The next chance will be in the next budget cycle. Regina said she is frequently asked why the college starts all over with establishing the faculty allocation priorities each year and she had a FTEF Allocation Committee meeting to discuss it. As the budget changes, priorities may change as retirements come in. She has some ideas that she will present at the next FTEF Allocation Committee meeting.

Proposed advisory committee for professional development

Phyllis updated the group on the proposal to establish the Professional Enrichment and Development Advisory Committee (PEDAC), which Phyllis and Regina presented to the College Council on October 24. Phyllis presented the topic to the Academic Senate on November 16 and to the Classified Council on December 6. The discussion at each group was followed by a Question & Answer session. Both the Academic Senate and the Classified Council unanimously approved forwarding the proposal to the college council. She and Regina met and updated the mission based on the Q&A feedback they received. Phyllis distributed the revised version of the committee charge and mission. Items A and B are direct language from the accreditation report. Regarding item D, Phyllis is asking for a more, concise, precise and varied flex calendar and this comes up at each meeting

on the topic. The membership structure is listed and Phyllis has five positions filled at this time. Regina said the position listed as the district office liaison for Classified Professional Development is the person that works with the district to implement the professional development program for classified staff that is run by the Human Resources Office. The current liaison is Theresa Tentes. Phyllis said the Classified Council rep mentioned that they were very enthusiastic about coming on board with this project. Phyllis provided clarification on the one-stop professional development resource center. A website for the committee would need to be developed and as chair Phyllis would need to bring someone on board who would do that. This was requested by both senates. So the one-stop resource center is not a physical center but it is a website. Because this would be a standing committee it needs to be included in the compendium of committees. In response to questions about the very specific time element listed in item E relative to one-time state funding available in the current year, Regina proposed changing the language to from “2007-2008 one-time funding” to “new state funding” to avoid confusion with other existing professional development funds. Phyllis thinks there is a possibility that more funding could come. Skyline is at the forefront of all the colleges on planning for the overall coordination of all of the professional development efforts. The wording was changed on item E so that it keeps them from coming back next year and reinventing the charge. Regina asked the Council to for their recommendation to approve PEDAC and the proposal was approved. It will be added to the Compendium of Committees right away.

Fall Flex Days

Connie Beringer was thinking ahead to Fall Flex Days and remembered that the college changed the schedule last year. The college wide meetings were moved to the morning of the second day and Connie’s concern was that it made it impossible for her to hold a day-long retreat that she had planned. Vicki would like the Council to consider the options for this year’s Fall Flex Days. Phyllis has been talking to faculty, two managers and classified staff and the interest is very high in developing onsite flex activities here at Skyline. The activities pertain to faculty but, unfortunately, classified staff are often unable to participate because of their job duties. Vicki said they could participate if they got release time. Phyllis said she will have a flex day activity In March 2009 and she is starting to work on that now. Also, there is renewed interest in spring flex activities before the term begins. One of the things that Vicki liked about last year was that there was a college-wide lunch in the cafeteria between the morning presentation and the afternoon meetings. It was well-attended and people enjoyed it. This year, the District Opening Day is on Thursday and will be held at Cañada. People will go to Cañada for the Chancellor’s presentation, followed by lunch at Cañada and then return to Skyline for the college-wide meeting. Phyllis said the college wide lunch could still be on Friday. Vicki said that on Friday, there could be flex activities, other workshops or meetings and then the lunch, with additional time available in the afternoon. Regina said that division meetings are also held on Flex Day so the college needs to work with the divisions on this. Linda said following the Cañada event that Classified Council and Academic Senate could hold their meetings. She asked if any of the Flex Day workshops would be of interest to classified staff and Phyllis said there will probably be workshops on SLOs, Basic Skills, possibly a workshop on Emergency Preparedness, and one on DSPS issues which has a tie-in to Basic Skills. There might be a topic on Basic Skills for non native

speakers of English and working with communication skills on campus. Phyllis repeatedly hears about the need for this from faculty, registration staff and students. Regina said it is a campus issue and diversity issue that we are interested in. Vicki said it should be scheduled so that it can be readily accessible by all groups. Vicki asked the Council if it wanted to act on this today, or return to their constituent groups to discuss it. It was agreed that discussion with the constituent groups would take place and that the Council would take action in February. Vicki will also put something on this topic in this week's *Skyline Shines*.

Design/Build Project update

Vicki provided a briefing on the Design/Build Project in the January 18 *Skyline Shines*. The college learned late in the fall semester that as the project has gotten more specific, there are more dreams and ideas than money. The college needs to do another round of crunching down the scope and to do this an Open Forum has been scheduled for Wednesday, January 30 at 2:00 p.m. in Room 2306. Vicki has been talking with Hensel Phelps about ways that the college can trim the project with minimum damage to the project content and maximum effect on the cost. She hopes that a few scenarios will be developed. The difference between the budget and the proposal is \$14 million. There has been some feedback from the website and the drop box in the cafeteria. The comments are about the general design. The board heard a briefing from Vicki which is what she included in *Skyline Shines*. Regina said that one thing that helped her understand the issues was that Vicki said there is a distinction between the old design-bid-build process, which was to design a building and send it out to bid, which could take years before it was finally built, and the new design-build process, in that the college conceptualizes generally and as the details flush out, the college gets closer and closer to the real cost. Carla is concerned that drawings are put up and people get excited about the project and then the college has to trim \$14 million. Vicki said that she is inviting the EFMPP group and College Council to the forum and the group will discuss all the issues and options. There will be a discussion about what is going into the buildings and what are the program requirements. There may be the same things included, but just on a smaller scale. She encouraged the Council to look at the briefing on Skyline's website. The purpose of the forum is to put ideas out. Scenarios will be developed this week based on costs. Regina said the college may need to reevaluate how it wants the multicultural center to be and is it a mix of resource center and faculty offices. Carla asked if this is the last \$14 million that will have to be cut and Vicki said she does not know yet and will not know. This round is designed to come up with a contract with the bidder.

Accreditation Planning Agendas on governance and communication

Skyline's planning agendas and draft team report recommended that the college looks at how its governance structure works and how to make communication work better. The Council, in a previous meeting, thought it would be a good idea hold discussions in the form of either a college wide forum or focus groups to flush out what is working well and what issues need to be addressed. Vicki asked the group to consider what would be the appropriate time for those discussions. Linda said they discussed it in Classified Council and there is not a good time for classified staff to attend, although generally Thursday or Friday afternoons are better. Regina proposed that the college hold breakfast discussion groups which may only cut into people's time minimally. Linda and Adolfo feel that this

may be a possibility. Carla asked if these would be focus groups or for just one group meeting and Regina said that Cathy Hasson could define it better. She could help with the structuring in order to facilitate conversation and help people focus. She imagines that there will be more than one focus group. Linda would like to see one for classified staff only and then she would like to be invited to a bigger group discussion. Regina said there may possibly be five groups. It might be better for faculty to attend an afternoon meeting or Carla suggested that one of the Friday afternoon Academic Senate meetings be devoted to a focus group. Regina thought that a focus group for managers could be handled in a Management Council meeting. Carla feels it will have to be held in March after spring break, or possibly April. Classified Council has two retreats at that time: on March 27-28 (Skyline classified only) with maybe 20-25 people attending and April 10-11 (the district-wide classified retreat) attended by 10-12 people. Adolfo and Linda think it may be a possibility that they could address the planning agenda items at this meeting. He thinks capturing people for a one to two hour segment, however, would be more effective so a different date might be better. He thinks it could piggy back onto a Classified Senate meeting, which is held on the first Thursday of each month.

District shared governance council update

- a. Update Adolfo and Carla reported that the DSGC did not meet in December so there was no update.
- b. Is the relative timing of DSGC and College Council a problem? The issue is that DSGC meetings are the first Monday of every month, but by the time of the College Council meeting, three weeks have passed and the DSGC reps have already met with their constituencies. Carla and Adolfo asked if the date of the College Council meetings could be changed and Regina said it would impact other standing meetings held throughout the month. Otherwise, it is left as is and Adolfo said it is always reactive that way. Regina said if Carla and Adolfo were going to use College Council to provide information to them before they go to DSGC then they would want to meet with the Council before and if they instead want to report back to the Council, then meeting after is better. Regina said the Council is trying to figure out a more timely way to get the information. It could be that the solution could be in changing the timing of the reporting. Reports that were shared with constituent groups could be shared with Council before DSGC. Regina said the group discussed what it is trying to accomplish and tried to make a distinction between communication to constituencies and reporting back to College Council. Adolfo sees DSGC as a method of bringing back information as opposed to using it to present ideas. As a result of this discussion, College Council is not recommending a change in the way the information is reported, but the individual constituency reps can work with communicating with their shared governance reps to gain information if they want it before the College Council updates.

Next meeting: February 27

A date for the Open forum on Safety Cameras will be selected at the next meeting. Jose Nuñez is coming to present at Academic Senate on February 8.