

**Skyline College Council**  
January 25, 2006

**MEETING MINUTES**

Attendance: Linda Allen, Lori Adrian, Taylor Angel, Carla Campillo, Donna Elliott, Ray Hernandez, Peter Monrroy, Vicki Morrow, Regina Stanback-Stroud, and guests Donna Bestock, Cathy Hasson, Shelly Hausman and Sandy Irber. Recorder: Linda Ghio

**Approval of minutes**

Minutes from the December 7, 2005 College Council meeting were approved.

**Accreditation update**

Ray distributed a draft list of the writing teams to the council, but it is not for distribution. The deadline for the nominees to respond is January 27. Donna and Ray also plan to send a letter to the deans asking them to encourage people to participate. The council reviewed the letter and recommended that it be signed by Donna as well. Donna asked if Vicki would include something in her next *Skyline Shines* about the importance of having one's voice heard and the importance to the college. On January 27 the faculty list goes to the Academic Senate to approve faculty appointees. On January 30 the writing standard co-chairs review the list and approve the appointees. Ray said they were looking for diversity in all areas for each writing team standard and there are people that have to be on there because of their expertise. The steering committee meets next week and their training occurs in two weeks. The training consists of an overview of the process. Connie Beringer will talk about editing parameters, Cathy Hasson will review research, and then people will break into the individual standards with the co-chairs. The February workshop will probably be held on February 8 and 9.

Ray suggests that separate list serves or chat rooms for the different writing standard teams be created since it will be hard to get everyone together with their schedules. Each standard chair will be the monitor of those list serves/chat rooms. Ray and Donna will email employees on a regular basis and refer them to the website where things are posted. When the surveys are going to be conducted or drafts are going to be sent out, Vicki will announce it in *Skyline Shines*.

**Art on Campus project**

The Art on Campus task force was formed to acquire and display art on Skyline's campus. The task force is chaired by Donna Bestock and Bridget Fischer and includes classified staff, students, and faculty. A set of guidelines for selecting, displaying, and maintaining art objects was developed by the group and it was adopted by College Council. The guidelines state that a standing committee should be formed which includes the same mix of people as well as someone involved in budget and a president's council member. Vicki wants to include those same people that were on the task force, along with the other two, and begin the discussion about the art that should be acquired. Vicki said the timing is good because of the passage of the second bond. Each college is going

about the project in its own way. Canada is interested in a specific sculpture. We want to approach differently so that our selections fit with the particular culture and community at Skyline. In mid-February each college will present briefings on the art on campus project at the board of trustees meeting. Vicki and Donna will present for Skyline. The first project identified at Skyline is the mural project which will be displayed on the chain-link fence around the construction site. The first set of these murals has been created by fall semester art students, and once weatherproofed, will be ready to display. Vicki said she would like to add another faculty member because Bridget is teaching abroad this semester and thinks another art faculty member would be good. Donna recommends Paul Bridenbaugh, who teaches part-time, as he is very involved in the community and exhibits all over the world. The Council approved the approach to the permanent membership of the standing Art on Campus Committee.

### **Institutional Planning update**

**IPC Charter and Bylaws:** Cathy Hasson reported that the Institutional Planning Council (IPC) has held some discussions about revising its charter and bylaws. She presented the current charter and bylaws and proposed revisions to College Council. The revised version is more specific to Skyline and refers to institutional research as part of the planning. She asked if Carla had shared the revisions with Academic Senate and Carla said it was discussed but she will need to get back to Cathy with the senate's recommendation. Vicki asked Carla if we could have a tentative acceptance of it with Carla to check her notes to Vicki and Cathy with any issues. A provisional agreement was made and Carla will check with the senate at its next meeting. (**Note:** The IPC Charter and Bylaws revisions were discussed and approved at the December Academic Senate meeting.)

**Year-End Report, 2004-2005:** Cathy distributed the published 2005-2006 Work Plan and the 2004-05 year-end report of the 2004-05 Work Plan. Both are posted on the Planning and Research department website. The year end report format has been streamlined and gives the highlights of completion and progress of activities in the work plan. The front section summarizes the details, which are included in the back in an Excel spreadsheet. The highlighted report is taken directly from the information in the spreadsheet. Vicki said it will be a great tool for the self-study teams. Cathy also mentioned that we are moving from an annual work plan to a three-year work plan. This year will be a transition year and we are asking all units to submit a three-year work plan starting with 2006-2007 and ending with 2008-2009. We will continue to get an annual year-end report, but the work plan will remain static with the updates submitted annually.

**Skyline Educational Planning Project and District Facilities Master Planning:** Vicki distributed a draft of a letter that she is planning to send to all employees called *Shaping Our Future: An Open Letter to Skyline College*. This letter is designed to communicate the array of projects that are taking place this spring. The district passed the \$468 million facilities bond and now the colleges are deciding what specific work needs will have the highest priority so that Skyline is a state-of-the-art college again. The district will be undertaking a facilities-wide master planning process and at tonight's board meeting they are seeking approval to hire a master planning group to work with the campuses. In

addition, Skyline needs to have a current educational master plan to decide the direction it wants to take, where it wants to grow, how it wants to serve students and what programs it should have. This educational master plan will take into account the college's environment and culture, as well as program review recommendations. Vicki said the college will be conducting a "stripped down" education plan which will dovetail into the facilities master plan. Vicki's letter presents all the ideas at a glance and it will also be posted on the Skyline website. She asked the College Council for any input. Cathy said her document, entitled Project Overview, details a lot of what we need to do for the educational planning portion of this project. Vicki asked if we have specific plans for a briefing on this to the shared governance committees and Cathy said we did not. It is planned now for Cabinet, Management Council, College Budget Committee, and Institutional Planning Committee, but Vicki feels it would be valuable for Academic Senate. Ray and Carla said it could be presented at the February senate meeting, but Vicki said it's too late for the February senate meeting and asked if it could be moved to the January 27 meeting. Carla said they will distribute the information to the senate this Friday and will ask Cathy to attend the February 10 meeting to address questions once they have had a chance to review everything.

Timeline: Cathy Hasson created a timeline on page two that blends both of these processes and outlines what will happen and when. The timeline is still being modified and there will be opportunities for input. Ray asked who will be working on this project since we don't have department chairs. Regina said the deans will be involved and other people will be targeted (people that are normally looked to for faculty leadership). Groups under the leadership category are: SC – Skyline College, VG – Voorhees Group, the educational planning project consultant, and SA – Steinberg Architect. Voorhees Group will also be conducting both an external and an internal environmental scan. There will be a single educational and master planning task force that will serve as the key group on campus that people connect with. The task force will include the following: all campus constituent groups including College Council, IPC, and Management Council (because they have the broadest program expertise), ASSC, Classified Council, Academic Senate and a representative from DSPPS. Approximately 50 people will be involved, but this will ensure that any crucial issues will be considered. The council approved the recommendation that this task group be formed. The task force will be involved in presentations of these planning sessions as we go along. There will be a sub-group or focus group to work with the Voorhees Group, including of about 20-25 people (adding in business/community groups). This would help integrate the priorities between educational planning and facilities planning and that is why it would be represented by this group of leaders and supplemented by a sub-group.

Facilities Planning: Vicki said Steinberg Architects will interview the President and Vice Presidents to get their impressions of what the main issues and problems are with facilities. Then they will meet with the EFMP task force to get their impressions, which is why we want so many people on the task force. Steinberg will take all that information and recommend a number of options and present them to the task force. They will go away with the feedback, hone it down to one recommended option, and bring it back for presentation again. It will be approved and acted on by the board in June. Carla wanted

it clarified that the facilities master planning will be guided by the educational planning and Vicki assured the council that Steinberg Architects job is not to change the college's wishes, but rather to study the data and interact with the task force. They will not deliver something that the college does not want. Vicki thinks the consultants fees will be paid for by bond funds. Their work will help the college maximize the opportunity to get the right building and facilities. Because constructions costs continue to rise and it will take time to get these built, it is critical that the process begins as soon as possible to ensure that the college gets the best possible construction costs. The group felt that they would like to get a very defined and stripped down plan so that the college's facility choices can be totally in line with the educational plan. Vicki said the college does not want to build something only to outgrow it right away, so the college is thinking beyond its needs of today and looking ahead 10-20 years so the configurations make sense down the road. She noted that the accreditation self-study will also complement the master planning and this is happening at the front end of the self-study process, which will help us. It will be challenging for faculty and staff to make all these projects happen. The college will review its mission, goals, and values next fall and the EFMP planning will help us with this study of the college's mission. Regina said the benefit of doing this plan is that when the last bond was approved the campus set priorities based on people's institutional memories of what they thought should be done. Since the college did not have an educational master plan, there were a lot of ideas that were expressed, but organized discussions were not held. This EFMP planning is intense and fast but if it is not done, the facilities group will go ahead and operate on discussions that have been held, but not on systematic processes that are essential for the college to get it right. While it is intense, we have implemented a shared governance process.

### **Fresh Look Project**

Sandy Irber introduced Shelly Hausman, who is replacing Jerry Peel as Public Information Officer. Sandy distributed the final recommendations from the Fresh Look Advisory Group. The group concluded its discussions at the end of last semester with standards for communication, which include a creative brief and visual identity standards. The college wants everything it does to reflect "Excellent Education" and establish Skyline's reputation as a serious academic institution. Vicki added that this recommendation from the consultant provides advice on how the college can present a consistent visual identity. It is up to the college to determine how it wants signage to look, how the logo is used, and what the catalog likes like, and these details have yet to be discussed. She wants the college to move toward a more consistent, readily recognizable view of Skyline. Skyline posters will have a Skyline logo, a tagline and department name. Campus email signatures should also have consistent information included. Vicki wants the Management Council to review this recommendation first. Sandy will give Jeff Acidera a briefing, along with Carla, in preparation for Jeff's presentation to Academic Senate on Friday. Vicki noted that our email signatures should also have consistent information included. The advisory group will look at an array of existing logos next week and we will ultimately want to select one that matches the goal of communicating that Skyline offers excellent education. Mission Minded will conduct focus groups in March to provide input on designs. Faculty and staff will be recruited for these focus groups. Mission Minded will incorporate the logo in mock schedules and

documents during this “testing” phase. In April, Skyline will have a new logo design and visual identity. College Council will discuss how it is presented to the larger college community for implementation.

### **Smoking Policy:**

Based on a recommendation from the December College Council meeting, the Designated Smoking Areas were implemented at the beginning of the spring semester. Ashtrays around the campus were moved to the designated locations and signage was prepared. Lori commended Donna Elliott for preparing and displaying the signs. Lori said there have not been very many complaints and faculty and students have been seen in the new smoking areas. She said there is a possibility that there are other areas where people smoke (such as near the automotive department) and those spots won't be eliminated. She noted that additional smoking areas may be established. Carla and Donna would like to hold the forum in early March. Carla is still concerned about enforcement. Lori is asking College Council members to help in terms of educating faculty, staff and students where the designated areas are. Donna said people who may be unaware of the rule are still smoking by vents. She suggests that a sign alerting smokers to the proximity of the vent be posted at eye level. It should also tell smokers where the closest designated area is. Fermin Irigoyen is willing to facilitate the forum. A date in early March gives the campus a full six weeks to see if it is working. Ray provided the American Lung Association (ALA) contact information to Lori and she, Sherri and Donna will initially meet with them and then schedule a larger presentation. The ALA is planning to form a grass roots effort to move forward. Rather than presenting to a class, Donna said one of the outreach workers from ALA is going to see students on a one-on-one basis at the health center and give them the smoking patch.

### **Parking**

Lori reported on the student drop off/pick up area that was added in Parking Lot 1. Staff spots were eliminated, but it provides people with a safe place to drop off away from loading docks and bus zones. Security officers are doing traffic counts throughout the day to see how the lots are filling up.

### **Skyline Shines Awards**

A discussion at a recent Chancellor's Cabinet meeting was held regarding a recognition awards program for the three colleges. The other colleges like the idea but are not ready to go forward at this time. Therefore, Skyline will move ahead with the program. Vicki will publish the criteria, timeline and selection process in a letter to all employees. Staff will be selected through College Council and the selection of a person in the community would be made through President's Council. Vicki said we can't plan a stand alone event this year, given all that is going on, and she proposed that the awards be presented at the opening day ceremony. College Council approved this proposal.

### **Governance Model**

Vicki updated the thematic governance model and prepared the Skyline committee reporting form. She thanked Donna Elliott for designing both diagrams. The reporting form tells who the campus committees advise which will be valuable for the self-study.

The reporting form was taken to the SEED committee, and adjustments were made and incorporated into these two documents. Vicki asked the council to review the documents and make recommendations. Regina said that the flow of some of the work of the committees is strictly providing inform back to College Council. Recommendations will be reviewed at the next meeting.

**College Council Agenda Planning Table**

This table was designed for the council to use as a checklist for their own agenda that they might use in planning work with their constituent groups. The table will be reviewed at the next meeting.

**Construction Update**

The January 20 campus construction update was prepared by Richard Inokuchi and distributed to College Council. The council may email Richard with any questions.

**Next Meeting: March 22**

The next College Council meeting that was scheduled for February 22 will not be held. College Council will instead join with IPC and constituent groups to participate in the first round of EFMP focus groups on that date. College Council will hold its next regular meeting on March 22, 2006.