

**MEETING SUMMARY
NOVEMBER 26, 2003**

PRESENT: Bernie Blackman, Jim Herndon, Tanya Johnson, Nick Kapp, Jim Keller, Peter Monroy, Phyllis Porcar, Regina Stanback-Stroud, Jeff Westfall, Fran White, Rosemary Ybarra-Garcia

ABSENT: Pablo Gonzalez

RECORDER: Betty Schlaepfer

AGENDA

1. Agenda Building
2. FTEF Allocation Committee Report—R. Stanback-Stroud
3. Facilities Update—F. White
4. Budget Update—F. White
5. Institutional Planning— B. Blackman
6. Reporting—B. Blackman
7. Drop Policy—F. White
8. Policy on Staff Parking—F. White
9. DSGC Report—B. Blackman, N. Kapp, P. Porcar, T. Johnson
10. Academic Senate Report—N. Kapp
11. Classified Council Report—P. Porcar
12. ASSC Report—T. Johnson
13. Next Agenda

MEETING SUMMARY

AGENDA BUILDING

- No changes were made to the agenda.

FTEF ALLOCATION COMMITTEE REPORT

- Regina Stanback-Stroud reported that the FTEFAC has met twice and reviewed processes, revised timelines, and put out a request for positions just in case we are able to fill some. We will have to fill a faculty position in Respiratory Therapy and one in Cosmetology in order to meet safety and legal requirements. President White has asked FTEFAC to make a recommendation

to her to proceed with these positions. The committee has identified our top hiring needs, and President White will take this information to the Chancellor for approval. The hiring freeze has been lifted in our District but justifications and approvals are still needed. ÝÝÝÝ

FACILITIES UPDATE

- President White reported that the Science Annex and Student Union projects are in the sign-off stage. Input has been obtained from user groups, and this process has worked well.

INSTITUTIONAL PLANNING

- Council members approved the 2002-03 Year End Annual Plan. Bernie Blackman then handed out draft copies of the 2004-05 Skyline College Annual Work Plan for review.
- Bernie reported that the second meeting of the Institutional Planning Council (IPC) went very well. He distributed copies of a committee structure model he had created based on input obtained at the IPC meeting. A subcommittee of the IPC will meet to discuss and refine the model and then the whole IPC will provide input.

REPORTINGÝ

- Bernie Blackman distributed copies of a report entitled Unduplicated Count Spring 2004.

DROP POLICY

- President White reported that the Drop Policy is now under discussion at the Chancellor's Council level.

POLICY ON STAFF PARKING

- Jim Herndon reported that Security has been receiving complaints regarding who can use staff parking at Skyline. Some deans, managers and supervisors have been allowing student workers, athletic assistants, etc. to park in staff parking spaces. Jim stated that after researching the issue he found that only Board approved employees are authorized to park in staff parking. Skyline is more impacted by parking problems than the other two campuses. The importance of having enough staff parking for adjunct faculty was emphasized. President White said she would ask the Managers to create a definition of who qualifies for staff parking and bring it to College Council for approval. Jim Herndon stated that he would like to have the new policy implemented by the beginning of the next semester.Ý ÝÝ

BUDGET UPDATE

- Jim Keller, Executive Vice Chancellor, made a presentation on community college funding and budget issues facing our District. He explained that the SMCCCD is heading toward becoming a basic aid district dependent on assessed property taxes and student fees for funding. This will probably happen around 2004-05 depending on a few factors. The State could pump more money into the base revenue calculation by folding in Partnership for Excellence (PFE) funds or equalization funds. The folding in of PFE funds is of concern to our District because that would absorb the financial benefits of higher property tax receipts. ÝWhen we become a basic aid district we will no longer receive money adjustments based on enrollment increases. ÝÝÝÝÝ
- Jim distributed a handout containing information on the history of community college funding, information on our District's budgeting process, diagrams illustrating our path toward basic aid,

and budget figures and simulations for our District. Regina Stanback-Stroud noted that we are down 233 FTES this year.

- Mr. Keller noted that our District Committee on Budget and Finance is discussing a number of issues including enrollment, programs, categorical funds, and allocation models.
- Council members noted that Skyline uses fewer teachers to teach more students than the other two campuses and said they would like to see Skyline rewarded for productivity as part of the District's allocation model.

CLASSIFIED COUNCIL REPORT

- Phyllis Porcar reported that the last Classified Council meeting was held right after the Horizon Line presentation and that much discussion about the presentation took place. Classified Council members think it would be a good idea to open up a room on campus where people can gather to talk and share ideas after events like that. MOT alumni will be discussing this idea.
- Phyllis and other Council members commented on the success of the 1st annual Ice Cream Social sponsored by College Council on November 20.

ACADEMIC SENATE REPORT

- Nick Kapp reported that there have been some lively discussions at Senate meetings this year and that the committees have been working well. He expressed concern about the fact that several people from our campus went to the District Office to discuss Program Improvement and Discontinuance and the District Office representative wasn't there to talk to them.

DSGC REPORT

- It was noted that the DSGC has not accomplished much this year and that there have been some problems with the Chair not being at meetings and minutes and documents not being prepared in a timely manner.

ASSC

- Tanya Johnson distributed copies of the most recent draft of the Policy for Student Participation in District and College Governance. She reported that the ASSC is working on getting a new marquee and ID machine. A new wall has been built near the Student Activities Office in Building 2, and a cyber café will soon be open in the cafeteria. Nick Kapp was given kudos for his efforts in making the cyber café a reality.

NEXT AGENDA , DECEMBER 17

Facilities Update

Budget Update

Institutional Planning

Reporting

Policy on Staff Parking Update

DSGC Report

Academic Senate Report

Classified Council Report

ASSC Report

To [College Council](#)