

MEETING SUMMARY
OCTOBER 22, 2003

PRESENT: Bernie Blackman, Pablo Gonzalez, Tanya Johnson, Nick Kapp, Peter Monrroy, Regina Stanback-Stroud, Jeff Westfall, Fran White, Rosemary Ybarra-Garcia

ABSENT: Phyllis Porcar

RECORDER: Betty Schlaepfer

AGENDA

1. Agenda Building
2. Faculty/Staff Housing Project—B. Christensen
3. Facilities Update—F. White, L. da Silva, M. Granillo
4. Budget Update—F. White
5. Institutional Planning—B. Blackman
6. Reporting—B. Blackman
7. Approval of College Budget Committee Charter and Bylaws—F. White
8. Policy on Staff Parking—F. White
9. Review of Drop Policy—F. White
10. Degree Audit—J. Westfall
11. Ice Cream Social—N. Kapp
12. Campus Beautification—T. Johnson
13. DSGC Report—B. Blackman, N. Kapp, P. Porcar, T. Johnson
14. Academic Senate Report—N. Kapp
15. Classified Council Report—P. Porcar
16. ASSC Report—T. Johnson
17. Next Agenda

MEETING SUMMARY

AGENDA BUILDING

- Degree Audit was removed from the agenda.

FACILITIES UPDATE

- Linda da Silva introduced Manny Granillo, who is serving as both Interim Supervisor of Campus Facilities and supervisor of the custodial staff until a replacement for Paula Bray is found. She noted that the information presented at the October 21 campus forum on facilities and bond projects is on the District Facilities website. The Facilities Department has been conducting a Program Review of their services and has published a list of custodial service levels provided in light of staff reductions. They are working on developing an online service request system.
- Manny Granillo stated that his staff will be paying more attention to Building 7 after comments made at yesterday's forum. He wants to hear feedback so that he can respond and take care of problems. Linda da Silva stated that Manny is doing monthly quality control assessments and that she is doing monthly campus walks. Beginning in January she wants to include someone from the college on the Skyline walks. Rosemary Ybarra-Garcia suggested that the Facilities Department work with the Health & Safety Committee which has a request form for problems that need to be addressed. Council members were informed that they can communicate their facilities and custodial requests by calling extension 4115 or sending an e-mail to skyfac@smccd.net.

BUDGET UPDATE

- President White stated that our new Governor will be presenting his budget in January. Our District Committee on Budget & Finance has met and is looking at a variety of scenarios that the colleges will have to address. Jim Keller has been invited to the November College Budget Committee meeting, November Managers meeting and December College Council meeting to provide an update on our District budget situation. We do not know yet if there will be mid-year cuts as it is hard to predict what the new Governor will do.
- Dr. White noted that the SAIF Task Force wiped out vacant positions and that this decreased our ending balance. Our College administration wants any remaining money to go into the 1310 budget category so that we can add class sections. Y

FACULTY/STAFF HOUSING

- Barbara Christensen updated the Council on the District's Faculty/Staff Housing Project. She stated that the complex will consist of 44 units and a community center that can be used by District staff for retreats. Rents will be well below the market rate. We are anticipating a 95% occupancy rate. The units have to be rented to school district employees in order for us to maintain our property tax exemption. First priority will be given to SMCCCD faculty and staff, followed by SMCCCD adjunct faculty, employees of the San Mateo Union High School District, and finally employees of other school districts. Barbara will work with representatives of the Academic Senate to develop income eligibility requirements. There are no environmental issues with the project but three neighbors are fighting the project and have hired an attorney.
- It is expected that all District expenses except Barbara Christensen's time will be reimbursed to the District by the rental income. To fund the project (at an estimated cost of \$8,800,000) the District will issue a Certificate of Participation (COP), a 30 year debt instrument. The COP will be floated for \$24 million to include the cost of athletic field upgrades. Redevelopment funds will be used to pay back the athletic upgrade expenses.
- Ms. Christensen stated that she would like to present information on the Faculty/Staff Housing project at a campus forum in the late fall or spring. She asked the Council to take a position to

endorse this project. After discussion Council members reached consensus on endorsing the project.

APPROVAL OF COLLEGE BUDGET COMMITTEE CHARTER AND BYLAWS

- After reviewing a few changes to the membership section, Council members reached consensus on approving the Charter and Bylaws of the College Budget Committee.Ÿ

INSTITUTIONAL PLANNING

- Dr. Bernie Blackman reported that the Institutional Planning Council (IPC) had a successful first meeting on October 8. The Council divided into two groups and started classifying our campus committees. An IPC web page will be set up so that information on the work of the Council can be accessed by the campus community.

REPORTING

- Bernie Blackman reported that he had e-mailed a draft of the 2003-03 Year-End Annual Plan Report to Council members for review. It is approximately 75% complete as not all divisions have submitted their progress reports to the Research Office.

ŸPOLICY ON STAFF PARKING

- President White stated that we have a problem with student workers using staff parking spaces. We do not have a policy on who qualifies for staff parking and this is creating problems for Security.Ÿ College Council needs to deal with this issue. Rosemary Ybarra-Garcia stated that Security can do some footwork and find out how other colleges in the area handle staff parking.

REVIEW OF DROP POLICY

- President White stated that she and Rosa Perez have placed Review of Drop Policy on the Chancellor's Council agenda. The Chancellor is looking at policy changes and this will be discussed. No other Bay 10 students are being dropped for non-payment of fees. Their records are flagged and they can't register the next semester or get transcripts. ŸTanya Johnson said that the students have discussed what should be done and have come up with two proposals: 1) having two drop dates or 2) letting payment slide until the end of the semester.

ICE CREAM SOCIAL

- Tanya Johnson reported that she had contacted some ice cream companies and found that some are not willing to give donations and discounts. Council members suggested having ASSC, Academic Senate, Classified Council and Management Council each supply containers of ice cream for the event. A date in November will be selected for the activity.

CAMPUS BEAUTIFICATION

- Tanya Johnson stated that she and Amory Buisch had noticed (before they heard that campus buildings would be painted) that some of our buildings are peeling and wondered if we could paint murals to brighten up the campus. Other Council members noted that a campus beautification discussion could include other items such as landscaping. Pablo Gonzalez mentioned that there is already one Campus Beautification Committee which obtained the yellow banner near the Gallery Theater. This committee had other ideas (benches, a Walk of Fame honoring retirees) but ran into a money problem. It was suggested that the students start talking about beautification

projects in their meetings on the Student Union with Doug Henry and KMD to see if their ideas can be incorporated into some of our upcoming construction projects.

DSGC REPORT

- Discussion at the last DSGC meeting focused on a proposal to increase the membership of the DSGC from 16 to 20.

ACADEMIC SENATE REPORT

- Nick Kapp reported that the Senate agreed to endorse the District's Faculty/Staff Housing Project at its last meeting. Governing Council members also expressed their support of the Trustees Resolution opposing Proposition 54 and the efforts of our students and the District Academic Senate to address the policy of dropping students due to non-payment of fees. Nick reported that three Program Reviews would be presented on October 29 and that the Curriculum Committee is working on making the Program Review process more systematic.ŸŸ

CLASSIFIED COUNCIL REPORT

- Pablo Gonzalez reported that the Bake Sale sponsored by the Classified Council on October 8 raised \$245.01.

ASSC REPORT

- Tanya Johnson shared copies of a letter to Governor Elect Schwarzenegger from Associated Student Body Presidents who attended a recent conference in Sacramento. The letter expresses opposition to community college budget cuts and the continual under-funding of the community college system. Tanya reported that the ASSC was planning Halloween activities and events to celebrate Native American Heritage Month.

NEXT AGENDA

- Facilities Update
- Budget Update
- Institutional Planning
- Reporting
- Drop Policy
- Policy on Staff Parking
- DSGC Report
- Academic Senate Report
- Classified Council Report
- ASSC Report

To [College Council](#)