

**Skyline College Council
September 26, 2007**

MEETING MINUTES

Present: Lori Adrian, Carla Campillo, Linda Herda, Ray Hernandez, Anastasia Kuzina, Adolfo Leiva, Vicki Morrow and Regina Stanback-Stroud.
Guest: Cathy Hasson. Recorder: Linda Ghio

Absent: Lauren Hernandez

Approval of minutes of May 23, 2007

The minutes were distributed electronically to the Council, but Vicki reviewed them and realized they needed further editing. Revised copies were distributed to the Council at this meeting. Regina thought there was more of a discussion on the District Shared Governance Council discussion on parking fees. The council asked to include the following sentence under this section that reads: "The skyline students reported that they had initially supported the fee increases but then they learned that there was some student opposition to the fee increase and then they took a position that they would not support it but not oppose it." Some corrections were made to the College Hour discussion and under the Health & Safety update. The minutes were approved with these corrections.

Approval of minutes of August 29, 2007

Ray requested that a sentence under Accreditation Planning Agendas be amended to read: "Ray asked if the College Council makes the recommendations or oversees the Planning Agendas and said that some of the summaries point to other groups that are responsible." The minutes were approved with this correction.

Fresh Look Project update

Vicki reported that a group from the Fresh Look Project interviewed three firms for the website redesign project. One firm was selected and the group is negotiating with them now to get the most important things that the college needs in the web redesign within the available budget. In the meantime, the District ITS Department has agreed to help with parts of the project, so it will be a joint project between Skyline, the District ITS, and the web designer. Vicki is confident that Skyline will end up with a great website. She estimates that the timeline will be finished this year so by next fall the new site will be in place.

Facilities Master Plan

The August 30 Education and Facilities Master Plan Project (EFMPP) meeting was held and Vicki communicated the results of that meeting in *Skyline Shines*. The meeting was very well attended with 40-45 people and there was good discussion. Seven different scenarios were presented. Vicki and members of Cabinet took the information and drafted a final scenario that was responsive to the dialogue in the room. It was presented to the Construction Planning Department and was then sent out to the vendors and bidding competition is underway. The vendor deadline was pushed back to November

16. Carla asked if the same team will evaluate it and Vicki said while the college has not worked out that process, other college people will evaluate it once the design/build firm comes up with a design. The key elements that will be included in the Design/Build project are:

- The College will eliminate the Multicultural/Administration Building but move some components of it over into the Wellness Building.
- The College will retain the Automotive Transmission Building.
- The College will retain the Wellness Building and include in it the following:
 - Multicultural Center to include space for our Learning Communities, the International Students Program and the Asian Studies Program.
 - Cosmetology
 - Fitness/Training Room
 - Sports Medicine
 - 3 general classrooms
 - A classroom for Dance, Yoga and Pilates
 - Administrative offices
- There will be some simplification to the Sitework but the College will still have the disabled access improvements it hoped for, greatly enhanced parking, more well defined entrances to the college and the landscaping for the interior of the campus.

The College will establish a new name for the Wellness Building which better reflects its broader overall purpose. Other functions the College had hoped to house in the Multicultural/Administration building will be located elsewhere on campus.

Last year, the College Council went through a process of identifying building names. When the proposals are returned and the Council knows which functions are to be housed in the new building, it will determine the final name. For now, it is to be referred to as Building 4N. Regina said the removal of the building and the combining of the functions, keeps the building number more logical in relation to other buildings around the campus.

Accreditation Planning Agendas:

Several of the Accreditation Planning Agenda Summaries have recommendations concerning governance. Excerpts from the Self Study Standard IV relating to governance, Substandards A.1 and A.3, were distributed to the Council. The Planning Summaries recommendations have a letter and number which point to the Self Study text. The text on Standard IVA.1 provides a description of what Skyline does such as the College Council, governance structure, district shared governance, and education and facilities master planning. Following the description is the self-evaluation, which Vicki read to the Council, and it suggests the College should develop strategies to better communicate the planning and budget processes. She would like the Council to discuss and consider how to address it. Regina said she is having trouble putting the two Substandards together. The College indicates it meets this, but the planning agenda does not match. Vicki said that may be true and her view is that if A1 and A3 are read

together then it all aligns. It may be how it is structured and that there is an overlap between the two Standards that makes it confusing. She said it makes sense to talk about them together as a package.

Communication strategies discussed: Lori said in an Institutional Planning Committee meeting there was a question about how the College disseminates information effectively to the constituent groups and she also had a discussion about this with the Student Services Leadership Team. There is a lot of web based communication and the challenge is to find out how faculty and students want the information. The information is out there, but is not clear how the constituent groups want it to be received. Lori suggested that a focus group be formed to review this issue and Vicki thought it might be a good strategy. Regina does not think more information needs to be disseminated, but the information needs to be summarized so that it can be easily communicated in the governance processes. When minutes are taken in governance meetings, there should be a brief summary of the topics. People can dig deeper if they want, but at least they can keep up with what is happening without having to read the details of the minutes. Vicki said that when College Council meetings conclude she writes a condensed report that describes the topic and action taken. This can be done for all the shared governance groups, and would be good for the technical committees such as College Budget and Institutional Planning.

Lori suggested the Council think about multiple formats and multiple forms of delivery when communicating information. One of the suggestions she has learned from the First Year Experience project is to consider reinforcing what people learn in meetings. Vicki said the problem is that some of the groups that meet do not always have time to review all these issues. They have departmental business and issues to address. Vicki thinks information cannot be communicated in a systematic way. Ray and Carla said that is happening in Academic Senate. Vicki said in some of the complex, technical committees it is hard to communicate the subtle details of information. Lori said that depending on the time of the year, issues that are important at that time (faculty hiring, budget decisions) should be focused on. Vicki said it is probably already happening and Regina agreed. Ray asked if the Council needs to respond to this know since people are involved with Accreditation, SLOs and First Year Experience (FYE). Regina said some of these are high points now. It is the front loading of all these issues that is happening and taking time, but these are longer term projects. Ray said people are so overloaded with information technology, how does the College consolidate the communication of information. He feels Lori's suggestion to form a focus group to find out how people want to receive information is good and is better than a survey. Linda and Adolfo said the Classified Council is struggling to get representation on standing committees. Lori suggested that staff be released from their duties to participate on committees. Vicki said this could happen next semester. It is important to know who the college needs to hear from other than the usual groups who attend the meetings. Ray suggested that the Council prioritize the planning agenda items. Regina said the big picture is that the College is going to work to serve the communities, both internally and externally. The struggle that she has is that it sounds like the College is complaining because it has these

responsibilities. She said the College does need to figure out how to prioritize issues. She said it should be less about us and more about how do we serve students. Ray appreciates the shared governance process that Skyline has and suggested having a discussion about getting everyone to participate in this process. Lori noticed that some of the Self Study evaluations parallel the FYE project. Regina said there is an impact on this for the ASSC. Lori said we need to then include the students in the discussion and not just faculty and staff. She said that it is the role of administrators to support classified staff and release staff to participate in these discussions. Vicki said the college can determine when there is a relative lull during the year when scheduling a discussion would work better for faculty, staff and students. There would probably need to be separate discussions for each group based on that timeline. It could be publicized and hopefully the college could recruit people who are not the usual attendees. Ray said this is the proper event for a College Hour. Carla said Flex Day may be a day to get people other than the usual group. She asked Adolfo and Linda if they feel that they do not get the release time and Linda said some employees feel that if they go away from the work, it will still be there when they get back. It would be helpful if people could be brought in to provide coverage. Adolfo said they are trying to increase participation and the feeling among classified staff that they are an important part of the community here. Linda suggested it would be good to offer something at the first part of the year before spring semester begins. Lori said there is also a lull in their workload in October.

Vicki said the Council is in agreement that there should be focus groups on this topic and that they need to be timed uniquely for students, faculty, and classified staff. Constituent groups need to decide what would be the right time to hold the focus groups over the next year. Lori thinks it should not be more than 15 people or we may want to hold more than one focus group. Regina said she likes that process. Vicki thinks it would be a good thing to do and it can be done quickly. She would like CBC and IPC to generate a very brief synopsis in lay speak of their meetings so she can include it in *Skyline Shines*. Regina said these can be connected to the Planning Agendas and it will help with the interim accreditation report. The Council can work on the summaries and the constituent groups can meet to see what times may work for focus group. Vicki assumed that there would be a separate conversation for each constituent group. Ray suggested that while it is easier for people to talk among their groups, it would be good to hold one joint conversation. Vicki suggested three separate meetings and one joint meeting.

Substandard Item IVB: Vicki said some members of the Accreditation visiting team may join the College Council at its October 25 meeting. They will likely want to interview each of the constituent leaders. Vicki encouraged the constituent leaders to try to connect with them so they get the information they need. Ray said that Tuesday, October 23 will probably be the main day that they will want to talk to the constituent leaders. Lori asked if they will schedule the meetings ahead of time and Vicki said they may or may not. While they are here they will want to meet people on the fly, but some meetings will be scheduled ahead of time. The College will get some idea of when they will want to meet but it will need to be decided by senior administration.

College Hour

The ASSC was interested in reviving the college hour and College Council approved it. The ASSC was asked to present some models, but they have not had a chance to meet yet to come up with some ideas. Regina said it will be important to know as the College develops the fall schedule, but Vicki said it may not happen in time. She is going to do some analysis. There used to be a college hour and some divisions do not schedule during this time out of past practice. She asked Regina if the College did a classroom analysis of classes held at noon, would it show that classes are lighter on Friday? Regina has not fully checked into this, but in talking to the instructional deans about it, some of them have still not scheduled classes during this time. Anastasia said that they will have some models ready by the next meeting. Lori suggested that there could be a discussion about the time and day. The models will be important because Amory Cariadus indicated it might be mid-week. Regina thought it might be later from 1:00-2:00 p.m. It would be better then because 11:00 is prime time for enrollment. The topic will be agendized for the October meeting.

Leadership retreat

The Asilomar Leadership Retreat is on October 11-12. Members of the constituent groups were encouraged to attend. Adolfo will come as Classified President and Ray Hernandez is coming on Friday morning. Anastasia cannot go and Lauren Hernandez will notify Linda Ghio if she can go. Lori suggested that the ASSC send another delegate.

Meeting schedule

The meeting schedule for College Council was reviewed and there were no conflicts.

Update on Ray Hernandez' Smoking Project

The title of his project has been determined and it is, "Skyline College: reducing environmental tobacco smoke on campus." He changed the language to reflect discussion held during the August meeting. The target population is now all students and all employees. San Francisco State University is still concerned about how Ray is going to realistically manage the project. He met with Cathy and he thinks he has a good plan. He wants approval from the Student Services division to hold a census, and Lori approved. Student surveys will be done early next year. When he spoke to Cathy, she mentioned that Skyline is already doing a survey for Health & Safety, and Ray thinks it would be a good opportunity to do them together. His job is going to keep it very pointed to what is needed, and what the project is trying to do, and limit it so it is well thought out and would have substance to it. It will take place early in the spring semester 2008. Vicki thinks it makes good to collapse the Health & Safety survey into this. Regina said it should not conflict with program surveys. Ray said Cathy has a master list of what is going on around campus. The employee survey is in the fall, the student survey is in the spring and a follow-up in mid-spring. Vicki said he addressed all the issues raised in the August meeting and the group approved him going forward on it.

Next meeting: October 25, 2007