



## College Council Annual Report 2009-2010

As stipulated in the Charter and Bylaws of the College Council, “an Annual Report summarizing the work of the Skyline College Council will be distributed to the college community.” The topics listed below are arranged alphabetically with brief summaries from all meetings at which that topic was discussed during the year. The summaries are drawn largely from *Skyline Shines*, the president’s weekly email update to the college. College Council activity is summarized there each month on the Friday following the Council’s meeting.

### Academic Senate

**April 28, 2010:** Fermin Irigoyen, current Academic Senate Vice President, reported that he and Sandra Hsu are the candidates for President. There are no candidates so far for vice president, secretary or treasurer. Ray Hernandez is running for District Academic Senate President.

**May 26, 2010:** Ray Hernandez, Academic Senate President, reported that the newly elected President, Fermin Irigoyen, will appoint a vice president, to be confirmed in the fall by the Governing Council.

### Accreditation

**August 26, 2009:** Skyline College is accredited by the Western Association of Schools and Colleges/Accrediting Commission for Community and Junior Colleges (WASC/ACCJC). The college is required to submit a follow-up report to the commission this fall concerning three recommendations from the teams which visited the three colleges in our district in the fall of 2007. Those recommendations concerning district wide matters and a draft follow-up report on them has been prepared. It was presented to the College Council, and the timeline for review and approval of it was discussed. The draft will be disseminated to the college electronically with a deadline for responding to Donna Bestock and Ray Hernandez by September 16. The Council will then take action on the report at its September 23 meeting. The same draft is being circulated at all three colleges. Next fall, Skyline will be submitting a Midterm Report on the five recommendations which the team made to the college. All of them have been completely addressed.

**September 23, 2009:** The co-chairs of the Accreditation Steering Committee, Ray Hernandez, President of the Academic Senate, and Donna Bestock, Dean of the Creative Arts/Social Science Division, led a discussion of the draft report to the Accrediting Commission for Community and Junior Colleges (ACCJC) on three district recommendations from the 2007 visiting team. The draft report will be sent out college wide for additional input, is being reviewed by the Academic Senate, the Management Council, the Classified Council and the ASSC Governing Council, and then the College Council will vote via email.

**October 28, 2009:** Vicki Morrow reported that the college's Follow-up Report had been approved by the Council via email vote, approved by the Board, submitted to the Accrediting Commission and is scheduled for action at their January meeting. The college's Midterm Report is due next fall, at the three year point since the team visit. She noted that the team's recommendations to the college have all been addressed and the college's own planning agendas are well under way.

**February 24, 2010:** Ray Hernandez described the proposed process for preparation of the Midterm Report due to the Accrediting Commission for Community and Junior Colleges in October. The College Council approved the timeline and approach.

**April 28, 2010:** Regina Stanback Stroud reminded College Council that members of the college have until Friday, April 30 to submit revisions to the draft Midterm report. The draft was distributed college wide by Donna Bestock and Ray Hernandez, Accreditation Self-Study Co-Chairs. The final report will be submitted to the Accrediting Commission for Community and Junior Colleges in early fall semester.

**May 26, 2010:** The Council approved the delineation of functions document for the college's Midterm Report, which had been reviewed by the constituent groups.

### ASSC

**January 27, 2010:** Denisse Gonzalez, president of the Associated Students, reported on their plans for advocacy in relation to the budget and their intention to reach out to as many students as possible so that they understand the implications of the state budget for community colleges and Skyline. They will hold a teach-in on February 17, during February 22-26 there will be outreach, information tables, voter registration, a petition drive and a candlelight vigil. There will be a rally on March 4, and on March 22 participation in the statewide community college March in March in Sacramento. She will be sending out an email to all students and employees next week, as well as using a variety of other social media to spread the word.

**January 27, 2010:** Raydan Al-hubaishi was introduced as the new ASSC Vice President.

**February 24, 2010:** College Council discussed the ASSC teach-in panels on the community college budget crisis which had been presented earlier in the day and commented on the high quality of the presentations. The group also discussed ways to improve dissemination of information to students.

**March 24, 2010:** Denisse Gonzalez reported that the three college Associated Students groups are coordinating their elections this year, and seeking to complete them early enough to allow orientation time for the newly elected leaders, as well as to move the elections further away from the final exam period. She requested help from Skyline faculty in encouraging students with leadership potential to consider running for office. She noted that such encouragement from her professors is what got her involved.

**April 28, 2010:** Denisse Gonzalez reported that student elections will be held on Tuesday, May 4<sup>th</sup>. The General Assembly is in Los Angeles this weekend. Elections for Skyline and CSM are the on the same day.

### **Budget**

**August 26, 2009:** Vicki Morrow said that the College Budget Committee (CBC) would be holding its first meeting of the year on Thursday, August 27. She summarized the effects of the state budget cuts on the college, indicating that the college had to cut about \$1.7 million dollars from its budget for this year, 2009-10, leaving a budget of about \$21 million. The CBC was involved in extensive discussion of budget the reduction strategies used, and they will be again as the college plans for the 2010-11 year. Reductions in the 10-15% range are expected, along with likely mid-year cuts this year. The college's ending balance will allow us to weather the latter, but the 2010-11 year will be much more challenging.

**November 18, 2009:** Vicki Morrow updated the Council on the status of the budget discussions in the College Budget Committee (CBC). The Council discussed the Child Development Center (CDC) and the costs, benefits and tradeoffs involved. Vicki reviewed a detailed analysis of it which would be shared with the CBC on Thursday, November 19. She also reviewed the administrative position defunding under way and indicated that details would be shared with the CBC that same day. Student members of the Council expressed their concern about the shrinking availability of classes and the risk of delay for students in completion of their programs. The students also recommended that information be disseminated to students about the budget situation as it relates to availability of classes. They will consider what they think the best ways to communicate that might be and let Vicki know. She recommended a variety of methods of communication.

**January 27, 2010:** Vicki Morrow reviewed the governor's budget and its implications for the community college system, and the issues it raises in terms of the viability of the revenue assumptions. She noted that the College Budget Committee (CBC) had developed a recommendation to her for Skyline's budget reductions for the 2010-11 year. Their recommendation included a 50 percent reduction to the summer schedule, 10 percent reductions to fall and spring, reduction of adjunct counseling by 1.5 FTEF, and elimination of two administrator positions. It also included savings from retirements and post-retirement contracts. The CBC did not recommend elimination of the Child Development Center nor any further reductions to classified staff. She noted the board's core values statement and the priority it places upon maximizing the number of sections offered. She indicated that she was considering the CBC proposal and hoped to respond to it shortly.

**February 24, 2010:** Vicki Morrow said that the board of trustees would be taking action on the budget reduction proposals submitted by the chancellor and the three college presidents at its next meeting on February 24. Here is a follow-up report on that meeting:

**Report on February 24<sup>th</sup> Board Meeting:** President Vicki Morrow had earlier reported that she accepted CBC's budget reductions recommendation for 2010-11 and presented this to the board during its retreat. The board had reservations about the size of the recommended cuts to summer and the non-inclusion of the elimination of the Child

Development Center (CDC) in the list of proposed reduction strategies. In the end, district staff recommended shifting the district's cost of subsidizing Skyline CDC's employee benefits from the general unrestricted fund to redevelopment funds since these can be used for community-based functions. This will allow Skyline to keep the CDC open for the next two years and give the college time to turn the CDC into a self-sufficient operation. If it is not viable by then, the Center will be closed. This amendment resulted in a positive change to Skyline's reduction strategies in that the college will be able to reduce summer offerings by 30%, instead of 50%. At the Feb. 24<sup>th</sup> meeting, the board accepted Skyline's recommended budget reduction strategies, along with the district office, CSM and Cañada.

**March 24, 2010:** Vicki Morrow said that community colleges are awaiting the governor's May revision, and that the district is prepared for the expected cuts and the proposal the college has already submitted reflects that. She answered questions about the proposed parcel tax measure.

**April 28, 2010:** Regina Stanback Stroud reported that Kathy Blackwood, district Chief Financial Officer, is scheduled to attend the next College Budget Committee (CBC) meeting to present the Resource Allocation Model and the tentative site allocations for 2010-11. Lori Adrian also added that new information from Scott Lay, President of the Community College League of California, is that the Governor has said that he will veto any proposals that would further cut funds to higher education.

**May 26, 2010:** Vicki Morrow reported that the state budget process is still underway and that the Co-Chairs of the College Budget Committee (CBC) had determined that there was not sufficient new information to merit another CBC meeting in May.

### **Campus Safety**

**September 23, 2009:** Denisse Gonzalez and Jacqueline Solorzano, ASSC Vice President, reported that the ASSC is interested in a written FAQ (Frequently Asked Questions) piece on promoting safety on campus, including items specific to the recent shooting incident as well as more general topics. Vicki Morrow indicated that she would draft one based on the initial questions that Denisse and Jacquie brought, and that she would welcome additional items. She also offered to attend ASSC and SOCC (Skyline Organization and Club Council) meetings to discuss it further if that would be helpful. The ASSC leaders also indicated that they are planning a Unity Day at Skyline to promote awareness of safety and will be discussing it with SOCC during the week of September 28.

### **Classified Council Updates**

**August 26, 2009:** Adolfo Leiva, Classified Council president for 2008-09, and Linda Herda, vice president for that year, attended the meeting to update the College Council on their efforts to recruit leadership for the Classified Council this year. Vicki Morrow noted how critical their participation is to the college's governance processes.

**September 23, 2009:** The Council will hold an offsite retreat in the spring with PEDAC funding. It will be held in the spring at the Mercy Center in Burlingame.

**April 28, 2010:** Kathy Fitzpatrick, Vice President of the Classified Council, reported that 23 people attended the classified retreat. The Mercy Center was a great venue for the event. Kathy shared that it was nice to learn about what people do outside from work. The focus was on teamwork and keeping up morale. The idea of creating or implementing a project that could help out co-workers, help one another, has been brought up in Classified Council.

**May 26, 2010:** Rakefet Avramovitz, President of the Classified Council, reported that Classified Council elections for next year's officers will take place in June.

### **Delineation of Functions**

**January 27, 2010:** Vicki Morrow reported on the process adopted by the colleges and the district for regularly reviewing the delineation of functions document which is required as part of the accreditation self-study. The Delineation of Functions Review Committee (DFRC) will do this work, prior to subjecting it to review by the various governance groups, is being formed now. She recommended the appointment of Ray Hernandez, as one of the two co-chairs of the college's last accreditation self study. The Council concurred and Ray agreed to serve.

### **District Shared Governance Council (DSGC) Update**

**September 23, 2009:** Ray Hernandez reported on Monday's meeting of the District Shared Governance Council. The DSGC acted on a number of proposed revisions to the district Rules and Regulations and identified several items which needed further discussion at the next meeting. There were also some items identified which are slated for a later DSGC agenda concerning policies and procedures relative to student conduct and discipline that may need to be refined in the wake of recent incidents at Skyline and elsewhere.

**October 28, 2009:** The Council reviewed the feedback to date from the constituency groups concerning the proposed revisions to the Board's Rules and Regulations. Fermin Irigoyen, Vice President of the Academic Senate, described the Academic Senate discussion on a few of the items and Rakefet Avramovitz, President of the Classified Council reported that classified staff are submitting their feedback to Linda Allen, their representative to the District Shared Governance Council.

**November 18, 2009:** Ray Hernandez updated the Council on the proposed revisions to board policies under discussion in the DSGC. He distributed the policies and said that many discussions are being held because the faculty union, AFT, is reviewing them. The Academic Senate's concerns from last time were reflected in the revisions that AFT is studying. Policies 7.21, 7.22, 7.23, 7.69 and 7.70 are being looked at by the student groups. Denisse Gonzalez said Skyline's ASSC has no revisions on those policies. Policy 8.70 (Student Fees) is ready for review by the constituency groups. The next DSGC meeting is December 7. A synopsis showing which are done, which are delayed and which are pending should be written. Jing Luan will send an email about it and Ray will forward it to College Council.

**February 24, 2010:** Ray Hernandez provided an update on the DSGC discussions of the review of the district's resources allocation model which is under way and on the process being used for the regular review the "delineation of functions" document required by the accrediting commission.

**March 24, 2010:** Ray Hernandez reported that the DSGC is considering proposed changes to the Board's Rules and Regulations: a technical revision is proposed for 3.10 (Selection Procedure) and 7.26 (Prevention of Identity Theft) is new. The proposals are being circulated to the constituent groups for review and are slated for action on April 19. The DSGC also heard updates on the college budget reductions for 2010-11 which were proposed and adopted by the board, the Foundation, the parcel tax measure which the district is pursuing for the June ballot (\$34 per parcel, with a senior exemption, for a 4-year period), and the District Strategic Plan.

**April 28, 2010:** Denisse Gonzalez reported that the main items of discussion were on Board Rules and Regulations 3.10, 7.26, 6.24 and 6.425, which are to be brought back to constituencies

### **Food Vending on Campus**

**September 23, 2009:** The three Coordinators of Student Activities across the district are working on issues of compliance with Health Department rules relative to food vending on campus by clubs and other organizations. There is a moratorium in place at present for such vending by student clubs. Details are being investigated and a college wide communication on the subject will go out soon.

### **Haiti Now Task Force Update**

**January 27, 2010:** Rakefet Avramovitz reported that the Classified Council expressed interest in doing something around Haiti earthquake relief. She said they would be discussing it at their next meeting, and would like to partner with the Academic Senate and the Associated Students on it.

**February 24, 2010:** Rakefet Avramovitz reported on the work of the task force, a group formed by the classified staff, the faculty, the students and the administration, to raise funds for Haiti relief. She described plans being made for a fundraising event to be held on Saturday, March 13, in the Theater. It will include a concert which will be sponsored by the Associated Students. She also indicated that there may be a panel on Haitian history presented on March 9.

### **March on March**

**March 24, 2010:** There were about 120 Skyline students, faculty, classified staff and administrator, who went to Sacramento on Monday, March 22, for the annual March on March—the community college budget rally on the steps of the Capitol building. They joined their counterparts from colleges all over the state to express concern about the severe underfunding of higher education and the threat of rising student fees being considered by the Legislature. The Associated Students of Skyline College (ASSC) arranged for buses to carry most of the crowd

from the college to the Capitol, and others drove there to meet at Raley Field. From there, they made the one mile walk across the Tower Bridge, up the Capitol Mall and onto the grounds of the Capitol building itself. Estimates of the crowd size indicate that many thousands of people were there. There was a Skyline banner, the biggest and most visible one at the event. ASSC President Denisse Gonzalez reported on the reaction of the student participants to the event saying that many students expressed feeling inspired to continue advocating on behalf of higher education. Several students were astonished upon realizing the magnitude of the budgetary crisis we face across the state. Students expressed gratitude for the opportunity to experience such a powerful scene. With the May revise around the corner, the ASSC is exploring advocating at both the local and state level. They realize there is still a lot of work ahead of them.

### **Plus/Minus Grading**

**September 23, 2009:** Ray Hernandez described the pilot project going on district wide relative to plus/minus grading.

**November 18, 2009:** Ray Hernandez reported that the project is currently slated to continue through summer and possibly into fall 2010.

### **President and vice president search processes**

**May 26, 2010:** Ray Hernandez indicated that the Senate would like to have one of the faculty representatives on the Presidential Search Committee be a counselor. Vicki suggested that he and the AFT president collaborate in their appointment, and she indicated that she would consult with Harry Joel, Vice Chancellor for Human Resources, to clarify the appointment process and numbers for each constituency. Ray asked about plans for replacing Vice President Lori Adrian. Vicki said that there would be an interim, in order to allow for a search to take place, and that the process would be timed to allow the new president of the college to make the final selection. She said that she would be consulting with Harry Joel and reviewing existing policy concerning how that search process should be structured.

### **Program Improvement and Viability (PIV) Process**

**September 23, 2010:** There was a discussion about the budget reduction planning and the Program Improvement and Viability (PIV) process. It was agreed that as the PIV process proceeds, the College Council will be provided with regular updates, along with general budget updates. Ray Hernandez noted that the Academic Senate will be discussing the process with Curriculum Committee Chair Christine Roumbanis on September 25.

**October 28, 2009:** Fermin Irigoyen, member of the Program Improvement and Viability (PIV) Committee, provided an update on their work. He indicated that Regina Stanback Stroud, Vice President of Instruction, would be meeting with Harry Joel, Vice Chancellor of Human Resources, to discuss HR issues (Vicki noted that this meeting has now taken place) and then Harry Joel will brief the board. Regina will talk next week to faculty whose programs are going into the PIV process and Harry will be present as well to answer questions from the faculty.

There are four programs identified: two are low load and two are non-degree requirements or major requirements. Harry will present the retirement incentive, the faculty's FSAs and their bumping rights. Then the PIV Committee will start working on the programs. The programs will be ranked and the committee will present a recommendation to the President relative to the ranking. The College Budget Committee will focus upon the financial implications of the prospective program cuts and also make a recommendation to the President, who will make the final decision. The PIV Committee also discussed the reduction of 85 sections for spring 2010. This equates to 200 FTES, which represents 14.3 full-time equivalent faculty (FTEF). One full-time faculty member is retiring. It is possible that some of the people in the programs going through the PIV process would take advantage of the retirement incentives.

**November 18, 2009:** Fermin Irigoyen provided an update on the Program Improvement and Viability (PIV) process currently under way, with two programs being reviewed by the PIV Committee and a deadline for reporting to the Curriculum Committee of December 2. Ray noted that there would also be another update provided to the CBC at Thursday's meeting of that group.

### **Quads and Pathway Naming Project**

**November 18, 2009:** Skyline has an opportunity if it wants to develop names for main quads and pathways. Vicki Morrow distributed a map showing the locations. The area between Buildings 6 and 7 can be construed as a quad, so that will be added to the map. Names of the pathways and quads would be posted on metal banners. She described the possible approaches for the naming: descriptive based on the geographical location; thematic or symbolic, out of the college's vision and mission statement; environmentally-focused; or focused on the adjacent buildings. Vicki presented a proposed timeline for the project. If the council decides to take it on, she said she would publish a college-wide request for proposals. Cabinet would look over the suggestions and send them to College Council for consideration at the January meeting. The Council would cull down the list and either decide itself or present them for a college-wide vote. The project needs to be synchronized with the installation of the banners in April. The Council acted to approve taking on the project. Fermin suggested naming a pathway after Skyline's first president, Philip Garlington. Vicki will draft the proposal request and the Council will email their suggestions so that she can include information about the project in the November 20th *Skyline Shines*.

**January 27, 2010:** The College Council considered the suggestions submitted through the e-Suggestion Box, and identified the following names to be recommended to the Board of Trustees for the quads and pathways:

- **Quads:** the proposed quad names are designed to support wayfinding, and in some cases utilizing the landmarks near them. The proposed names for the five quads are Main Quad (near the Student Center), Upper Quad (near Buildings 7 and 8 at the top of the wide staircase), Pasteur Quad (near the Pasteur bust, between Buildings 6 and 7), Theater Quad (between Buildings 1 and 2), and Gymnasium Quad (between the Gym and Building 2).
- **Paths:** the proposed names for the five paths will have an environmental focus. The proposed names are Cypress Path for the main east/west path from Building 8 down to



the athletic fields, Ocean View Path for the path from Building 8 out to the ocean overlook, Mission Blue Butterfly Path for the path from the northern parking lot area across the loop road to between Buildings 6 and 7, Lupine Path for the path from the new north entrance near Building 4 to the bus turnaround, and Raven path for the yet-to-be-created path from Lot F past Building 11 to the center of campus.

These proposed names will be submitted to the Board of Trustees in February.

### **Skyline Shines Awards**

**March 24, 2010:** Vicki Morrow reviewed the criteria and process for the Skyline Shines Awards which are given at Opening Day each fall. There are two awards—one for an employee or group and one for a community member or group. The deadline for nominations in both categories is April 30. The Council will make the selection of the Skyline Shines Award winner in the employee category at the May 26 meeting.

**May 26, 2010:** The college wide nomination process has been completed, and the Council selected the winner of the employee who will be recognized with the Skyline Shines Award. That individual will be given the award at the college's Opening Day event on the morning of Tuesday, August 17. The community member who will be recognized will be selected by the President's Council Executive Committee.

### **Smoking Policy**

**September 23, 2009:** The Masters in Public Health program at San Francisco State University may be sending a group of graduate students to do a follow up study on lung health at Skyline, following the implementation of our new smoking policy. Their research proposal will be considered first by the Research Committee of the Academic Senate, chaired by Michael Moynihan.

### **Student Recognition and Awards Ceremony and Commencement**

**April 28, 2010:** Lori Adrian reported that the Student Recognition and Awards Ceremony will be held on Thursday, May 13<sup>th</sup>, from 4-6 pm. Commencement is on Friday, May 28<sup>th</sup> at 5pm. Lori also announced that Skyline student Stephanie Nale was chosen for the prestigious Pister Scholarship.