



College Governance Council
Wednesday, January 25, 2023
Zoom Video

Approved Minutes

Voting Members in Attendance: Lindsey Ayotte, Chris Gibson, Martin Marquez. Kenny Ruiz, Cassidy Ryan-White, Chad Thompson, Win Shwe Yee

Ex-Officio Non-Voting Members in Attendance: Cherie Colin, Joe Morello, Dr. Melissa Moreno, Dr. Newin Orante, Dr. Vinicio Lopez, Dr. Oyame KenZoe Brian Selassie-Okpe, Ingrid Vargas

Recorder: Theresa Tentes/Muang Pharn

I. Call to Order/Establishing a Quorum/Roll Call

All voting members were in attendance except for Jonathan Scott.
All non-voting members were in attendance.
A quorum was established.

II. Public Comment * - 15 Minutes

No comment

III. Consent Items

Approval of Minutes – November 16, 2022
(M/S Win Shwe Yee/Lindsey Ayotte)
Aye, 6 out of 7 and 1 abstention

IV. Informational, New Business and Action Items

Associated Students of Skyline College – 15 minutes

a. ASSC Report

WinShwe Yee
Jonathan Scott

Win Shwe Yee, President of ASSC, reported that ASSC will be handing out welcome packages for students during Welcome Week. Win stated that next month, ASSC will be celebrating Black History month with a block party and will post the date for it on Instagram. ASSC is also planning for Women History month. ASSC will be having a retreat at Disneyland for spring training. ASSC is working with MCPR to send out a statement regarding the recent shootings in California.



Classified Senate – 10 Minutes

a. Classified Senate Report

Martin Marquez/Kennya Ruiz

Kennya Ruiz, Vice President of Classified Senate, reported that Classified Senate has started planning their second cohort of CLI (Classified Leadership Institute).

Martin Marques, President of Classified Senate, informed CGC that all of Classified Senate monthly meetings scheduled have been sent out and it will take place every second Wednesday of the month from 11:00am to 12:00pm. Martin welcomes any agenda items that would be beneficial to Classified Senate to be submitted.

Academic Senate - 15 Minutes

a. Academic Senate Report

Lindsey Ayotte/Cassidy Ryan-White

Lindsey Ayotte, President of Academic Senate, reported that the Academic Senate met for the first time for the Spring semester last Thursday. A Flex Day session was held before the first Senate meeting.

In response to a public comment made during a district Senate meeting last fall, Academic Senate drafted a letter of support for non-instructional faculty members to serve in Academic Senate leadership.

During the next Academic Senate meeting, PRIE will present the latest version of the Education Master plan (EMP).

Because Academic Senate meetings are governed by the Brown Act, the Senate will reconvene in-person starting in March.

ACTION ITEM: To create a task group, create a charge and membership for a new campus wide constituent committee titled “Skyline Procedure Committee”.

Motion to create a task group – “Skyline Procedure Committee”

(M/S Chris Gibson/Cassidy Ryan-White)

Aye. Unanimous.

Discussion: Cassidy Ryan-White, Vice President of Academic Senate, hopes to move forward with forming a constituency group in CGC to oversee Skyline processes - how they are created, if they are efficient, sustainable, and based on process rather than people.

Dr. Melissa Moreno, President of Skyline College, stated that Cabinet is looking



to codify processes that have never been written down so that everyone understands how things are supposed to be done and what those steps are to follow.

Dr. Moreno proposes that the College Governance Council authorize a task group to make recommendations on how the campus might go about codifying processes and procedures, what kind of group it is, what the membership is, what the charge is, and the correct language to make it clear to everyone about process and procedures.

Cassidy Ryan-white will serve on the task group. Joe Morello, Chris Gibson, Martin Marquez volunteers for the task group as well. Dr. Newin Orante stated that he will be available for the task group if needed.

Management Council – 10 Minutes

a. Management Council Report

Chris Gibson/Chad Thompson

Chris Gibson, Co-Chair of Management Council, stated that Management Council dedicated a portion of their time last meeting to share opportunities for professional development and growth for faculty and classified professionals.

Chad Thompson, Co-Chair of the Management Council, added that the professional development discussion included increased communication among managers about the types of training and conferences taking place this spring and summer, as well as the extension of that knowledge to other colleagues, not just managers.

Administration – 45 Minutes

a. President's Update

Dr. Melissa Moreno

Dr. Melissa Moreno, President of Skyline College, requested a moment of silence to honor the victims and those affected by the recent California shootings. She welcomed everyone back for the spring semester. She expressed her gratitude for faculty, managers, and classified professionals for a smooth start to the semester.

Dr. Moreno expressed her excitement for the work she and Cherie Colin are doing to improve their communication with what is happening in CGC, Cabinet, and with the Deans. She also commended Ingrid Vargas and SPARC for their meticulous work on the EMP.

- Full Time Equivalent Faculty Allocation Committee (FTEFAC) Information

Dr. Moreno stated that the FTEFAC process led by Dr. Vinicio Lopez and Cassidy Ryan-White, has been completed. She notified FTEFAC of her final decision regarding full-time ranking. She reiterated that no new faculty positions are being funded and the ranking concentrated on replacement

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To transform and empower a global community of learners



positions. She approved seven of the eight replacements, with the exception of cooperative education, which has been put on hold due to uncertainty changes in leadership in Strategic Partnership and Workforce Development. The funding for this replacement position will stay secure with SPWD until a decision is made by new leadership to move forward with a plan for measurable outcomes for this position. If no plan is in place, this position will revert to the FTEFAC process in Fall, 2023.

A rubric for ranking was discussed.

b. Administrative Services Update

Joe Morello

- Classified Professional/Management Position Requests for FY 22-23 (10 minutes)

Joe Morello, Vice President of Administrative Services, updated CGC on the classified and Management positions requests. He walked through the solicitation process of what would be the 22-23 FY needs. He explained what types of funds there are, where the funds come from and where they can be used. In summary, there are no new funds for new positions.

c. Instructional Update

Dr. Vinicio Lopez

Dr. Vinicio Lopez, Vice President of Instruction, announced that Enrollment strategies Committee (ESC) will meet for the first time this semester on Friday.

Dr. Lopez shared that the Evaluation Committee orientation is going to be happening next Wednesday at 10:00AM and there will be a recording for it.

He reiterated Dr. Moreno's remarks on the SPWD replacements. He stated that during the transition, any questions or concerns will go to him. He is hoping to fill the interim Dean role in SPWD by March 1st. He also announced that his office is filling a detailed position of Administrative Assistant.

d. Student Services Update

Dr. Newin Orante

- Program Updates: PSP, EOPS, TRiO (5 minutes)

Dr. Newin Orante, Vice President of Student Services, announced that every Thursday at 3:00PM, starting February, there will be a film screening in the Intercultural Center.



Dr. Orante stated that Student Services have been providing support for students who experience food insecurity under the SparkPoint program led by Chad Thompson. This semester, however, the program has less funding so steps are taken in tiers to prioritize needs.

Dr. Orante shared that PSP, EOPS, and TRiO has begun some level of integration. EOPS had a target of serving 250 students for 2020-2021, however, they served 116 students. For TRiO, federally funded to serve 330 students, but were able to serve 211 students. For PSP, the target was 750 students, 575 were served. For 2022-2023, there have been an increase in numbers. EOPS served 175 students. For TRiO, they served 264 with applications still being processed, and PSP served 740 students with a goal of 950.

Dr. Orante stated, while numbers are growing, he hopes that SB 893 continues to allow access to the college. He also stated that he can share the 2022 legislation report, which are all legislations that are coming down from the State Chancellor's Office.

e. Planning Research and Institutional Effectiveness Update (PRIE)

Ingrid Vargas

- Education Master Plan (EMP) Update

Ingrid Vargas, Dean of PRIE, stated that the first draft of the Education Master Plan is up on the website. Some information is not on the website yet however, the details of the goals and strategies are up. SPARC is soliciting feedback for the draft. The next SPARC meeting is tomorrow, January 26th. It will be about the draft EMP.

- Spring 2023 Enrollment Update

Ingrid Vargas shared that enrollment is up by 14% compared to last spring which was down 17%. She shared enrollment numbers by residence cities and by race/ethnicity. She also shared that we are up by student type, e.g., first-time student, continuing student, returning student, etc.

The information can be found below:

<https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:ca7330f8-419f-346c-af9e-405141b4951b>



f. Equity Institute Update

Dr. O'KenZoe Brian Selassie-Okpe

Dr. O'KenZoe Brian Selassie-Okpe, Executive Director of the Skyline Equity Institute, shared that on April 07th, there will be an Equity Summit. The Equity Institute is looking for persons who can participate in the context of registration. He requested that if anyone wants to participate or engage in any way, shape, or form, please direct them to the Equity Institute. He also shared that Equity Academy Level 1 and 2 will be announced soon.

g. Marketing, Communications,
Public Relations (MCPR) Update

Cherie Colin

Cherie Colin, Director of Marketing, Communications, and Public Relations, reiterated Dr. Moreno's remarks regarding communication. There is a new banner for Cabinet communications. The Deans have an opportunity to suggest their work as well.

She reported that the college has four new potential logos. Everyone in the community will be able to provide feedback on the logos through a survey.

She announced that the President's Breakfast has been scheduled for March 16, 2023, and this year's proceeds will support the President's Innovation Fund.

MCPR is coordinating with ASSC and WLMA to determine a date for Lunafest.

Cherie also shared that there is a vacancy in the MCPR office for Staff Assistant.

Constituent Committee Reports

V. Adjournment – Next Meeting February 22, 2023

**Public Comment. Members of the Skyline College community and the public may address the College Governance Council on items appearing on the agenda by submitting a request in the chat box (Zoom) or a comment slip (in person) at the start of the meeting. Speakers must limit their remarks to a maximum of three minutes. If there are a large number of speakers, the President may use discretion to reduce the comment time in order to keep all public comment time to 20 minutes or less, in order to be able to have enough time for the Council to conduct its business. In accordance with the Americans with Disabilities Act, the Council will make reasonable efforts to accommodate persons with qualified disabilities. If you require accommodation, please contact Theresa Tentés at tentes@smccd.edu at least 48 hours in advance of the meeting.*