



College Governance Council

Wednesday, January 25, 2023

2:00-4:00 p.m.

Zoom Link:

<https://smccd.zoom.us/j/89336822917?pwd=clE0L0RjR2FpaUwrOENMTUptSn5QT09&from=addon>

(669) 900-9128, Meeting ID: 893 3682 2917, Passcode: 659707

Voting Members:

- | | |
|---|--|
| <input type="checkbox"/> Lindsey Ayotte | <input type="checkbox"/> Cassidy Ryan-White |
| <input type="checkbox"/> Chris Gibson | <input type="checkbox"/> Jonathan Scott (Unable to Attend) |
| <input type="checkbox"/> Martin Marquez | <input type="checkbox"/> Chad Thompson |
| <input type="checkbox"/> Kennya Ruiz | <input type="checkbox"/> WinShwe Yee |

Ex-officio Members (Non-Voting):

- | | |
|---|---|
| <input type="checkbox"/> Cherie Colin | <input type="checkbox"/> Vinicio Lopez |
| <input type="checkbox"/> Joe Morello | <input type="checkbox"/> Oyame KenZoe Brian Selassie-Okpe |
| <input type="checkbox"/> Melissa Moreno | <input type="checkbox"/> Ingrid Vargas |
| <input type="checkbox"/> Newin Orante | |

AGENDA

- I. Call to Order/Establishing a Quorum/Roll Call
- II. Public Comment * - 15 Minutes
- III. Consent Items
Approval of Minutes – November 16, 2022
- IV. Informational, New Business and Action Items

Associated Students of Skyline College – 15 minutes

- a. ASSC Report

WinShwe Yee
Jonathan Scott

Classified Senate – 10 Minutes

- a. Classified Senate Report

Martin Marquez/Kennya Ruiz

Academic Senate - 15 Minutes

- a. Academic Senate Report

Lindsey Ayotte/Cassidy Ryan-White

- Create a task group, create a charge and membership for a new campus wide constituent committee titled “Skyline Procedure Committee”.

Mission Statement

To transform and empower a global community of learners



Management Council – 10 Minutes

a. Management Council Report

Chris Gibson/Chad Thompson

Administration – 45 Minutes

a. President's Update

Dr. Melissa Moreno

- FTEFAC Information

b. Administrative Services Update

Joe Morello

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

c. Instructional Update

Dr. Vinicio Lopez

d. Student Services Update

Dr. Newin Orante

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

e. Planning Research and Institutional Effectiveness Update

Ingrid Vargas

- Education Master Plan Update
- Spring 2023 Enrollment Update

f. Equity Institute Update

Dr. O'KenZoe Brian Selassie-Okpe

g. Marketing, Communications, Public Relations Update

Cherie Colin

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 Tentes at tentes@smccd.edu at least 48 hours in advance of the meeting.*



College Governance Council
Wednesday, November 16, 2022
Zoom Video

Draft Minutes

Voting Members in Attendance: Lindsey Ayotte, Martin Marquez, Kennya Ruiz, Cassidy Ryan-White, Win Shwe Yee

Ex-Officio Non-Voting Members in Attendance: Dr. Vinicio Lopez, Joe Morello, Dr. Melissa Moreno, Dr. Newin Orante, 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 Chris Gibson, Chad Thompson, and Jonathan Scott.

All non-voting members were in attendance except for Cherie Colin.
A quorum was established.

II. Public Comment * - 15 Minutes

Dr. Vinicio Lopez shared with CGC the Skyline College Soccer Team's current game score.

III. Consent Items

Approval of Minutes – October 26, 2022
(M/S Win Shwe Yee/Lindsey Ayotte)
Aye. Unanimous.

IV. Informational, New Business and Action Items

Associated Students of Skyline College – 10 minutes

a. ASSC Report WinShwe Yee /Jonathan Scott

Win Shwe Yee, President of ASSC, reported that ASSC is currently preparing for spring programming as fall semester wraps up. ASSC will be giving out care packages to students. Welcome Week will be in January, Black History Month in February along with Lunar New Year, and March will be Women's History Month. ASSC will be inviting speakers for these upcoming events. Several suggestions from members of CGC for guest speakers came up for

Win. She also reported that there will be a few retreats coming up – on-campus and off-campus.

Classified Senate – 10 Minutes

a. Classified Senate Report

Martin Marquez/Kennya Ruiz

Martin Marquez, President of Classified Senate, provided an update regarding their End-of-the-Year Senate meeting. Discussions be held about Flex Day sessions. Classified Senate is in the process of finalizing its own Classified Leadership Institute (CLI) topics.

Kennya Ruiz, Vice President of Classified Senate, announced that the campus will be closed for classified professionals on Opening Days in hopes that more classified professionals feel enthusiastic to participate.

Dr. Moreno added that a conversation with Dr. Rolin Moe regarding training on technology software would be possibly attract more classified professionals.

Academic Senate - 10 Minutes

a. Academic Senate Report

Lindsey Ayotte/Cassidy Ryan-White

Lindsey Ayotte, President of Academic Senate, reported that Academic Senate leaders attend the California Community Colleges Fall Plenary, and Cassidy Ryan-White, Vice President of Academic Senate, was the delegate for Skyline College.

A number of resolutions and amendments were voted on, with thirty-eight resolutions adopted, three referred, one withdrawn, and five not passed. In the coming months, the Academic Senate will learn what this all means for the institution.

Lindsey and Cassidy will meet with College of San Mateo (CSM) Senate leaders next week to discuss CSM's published Ed Master Plan, which claims Capuchino High School in San Bruno as part of their service area. Lindsey is looking forward to the conversation with CSM and will provide an update on how it goes.

On November Third, the Academic Senate voted to dissolve the Educational Policy Committee as a standing committee of the Senate. The Academic Senate President will assume the responsibilities of the previous Ed policy



chair position by attending the District Participatory Governance Committee (DPGC).

The Academic Senate is recommending to CGC the formation of a new constituent committee, temporarily titled Skyline Process and Procedures Committee (SPPC), whose charge is to examine and write process and procedures with an equity-minded lens that will influence the work that is done at the college. Conversations will be started with constituent leaders and the Participatory Governance Task Group before bringing an action item to CGC in January.

The next and second last Academic Senate Meeting of the year will take place Thursday, 11/17/22 from 2:10pm – 4:00pm in 6-203 on zoom. It is a public meeting and open to all.

Management Council – 10 Minutes

a. Management Council Report

Chris Gibson/Chad Thompson

No report.

Administration – 45 Minutes

a. President's Update

Dr. Melissa Moreno

Dr. Melissa Moreno, President of Skyline College, reported that the Integrated Planning Leadership Summit (IPLS) has concluded and a webpage has been created in the PRIE website. Videos of the Summit and Town Hall along with jam board work will be retained on that page for review. A feedback form for the Summit will be available on the site as well.

Dr. Moreno informed CGC that the IEPI (Institutional Effectiveness Partnership Initiative) from the State of California gave (Skyline) \$200,000 for the People's College Initiative (PCI). A report was received after the final site visit at Skyline by IEPI, and will be posted on PCI's website. The office of PRIE will assist in fund expenditures.

Dr. Moreno stated that she has requested that all of the facilitators for the PCI work groups to post an end-of-semester update on the PCI website in an attempt to increase communication. With a target completion date of June, another update will be given in March. Once the work of the Educational Master Plan and all the work for the PCI is completed, it is no longer an initiative and the 5-year implementation will begin.

Dr. Moreno provided an update on the new Gender Equity Work Group. The Work Group meets monthly and Dr. Moreno is the facilitator. The first task is

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to provide themes to Ingrid Vargas and the Climate Review work group in order to help develop questions for the employee survey.

Dr. Moreno stated that the Participatory Governance Task Group (PGTG) will spend the remainder of meetings through June focusing on the participatory governance guide. There will be a lot of processes, with the goal of a draft by June. If a constituent committee is created, Dr. Moreno suggests a representative for that group to serve on the participatory work group.

b. Administrative Services Update Joe Morello

No report.

c. Instructional Update Dr. Vinicio Lopez

Dr. Lopez provided an update for the Neighborhood Center. Skyline will be at Jefferson High School every Monday through the end of the semester. There will be meals and possible workshops for those who are attending the adult school.

a. FTEFAC Scoring Results (15 Min) (Dr. Vinicio Lopez/Cassidy Ryan-White)

Dr. Vinicio Lopez, co-chair of FTEFAC, provided CGC with an update on the FTEFAC process. He suggested that, in the future, FTEFAC is to establish more guidelines, rubrics and sharing whether it is a new position or a replacement, an emergency, and so on.

Cassidy Ryan-White, co-chair of FTEFAC, shared the updated committee via PowerPoint slides. The serving term for the committee is three years. She shared that this year was one of the first in which almost every replacement position requested went through the FTEFAC process. She added that FTEFAC does not want to prioritize positions that is not needed when there are needs in other areas.

Cassidy stated that the next steps will be: final rankings list will be distributed to all constituency groups, SPARC will determine funding/other factors, the President will look and possibly edit final rankings, and then the number of positions granted will be finalized and posted. She added that work has concluded for the semester and the work for Spring semester includes but not limited to, developing a rubric to utilize during presentations and establishing FAQ summary for positions (new, replacement, and emergency).

d. Student Services Update

Dr. Newin Orante

Dr. Newin Orante, Vice President of Student Services, updated CGC on the High School Partners visiting the campus. SB893 and AB1705 and 705 were covered during this visit. A summary of the feedback will be given to CGC soon.

Dr. Orante stated that by December, Student Services will be publishing hours for the rest of the semester. Some Student Services will have hours up to 06:30pm. There are three options: small programs will open until 02:00pm, some remote services that will go on until 05:00pm, and typical schedule that goes on to 04:30pm. He added that these hours have been operated in the past, but wanted to clarify the three options.

Dr. Orante shared that for the Thanksgiving Holiday, Student Life, some staff members and himself will be attending an indigenous people event on Alcatraz Island.

e. Planning, Research and Institutional Effectiveness Update

Ingrid Vargas

Ingrid Vargas, Dean of Planning, Research and Institutional Effectiveness (PRIE), updated CGC regarding PRIE and Strategic Planning and Allocation of Resources Committee (SPARC). Reps from PRIE and SPARC have been attending division meetings to provide updates and collect input on the education plan work. This will continue through early December. She stated that the next step is to incorporate this feedback along with feedback collected from the IPLS into a draft of the educational plan, strategies and actions that will posted for public feedback soon. PRIE will be sharing the draft and comments on Opening Day as well.

PCI's Climate Review will launch the student survey on Friday, December 02nd, and available through December 10th. An employee voice survey is in the works and will launch early February.

f. Equity Institute Update

Dr. O'KenZoe Brian Selassie-Okpe

Dr. O'KenZoe Selassie-Okpe, Executive Director of the Equity Institute, provided an update regarding the Equity Institute event that will take place on December 1st from 10:00 am to 12:00pm. The speaker has been selected, and the conversation will be guided by the Equity Institute. He explained that this is an opportunity for classified professional staff to have their voices expressed.

The sign-up link is below:

Master Class - Equity and Classified Professional Staff

https://smccd-czqfp.formstack.com/forms/equitymasterclass_smccd

Dr. O'KenZoe stated that discussions were had regarding the relevance of classified staff and receiving the type of equitable consideration. Conversations included providing master classes for students, classified staff, and faculty, as well as making the classes free for all of SMCCCD.

- g. Marketing, Communications,
Public Relations Update

Cherie Colin

Cherie Colin, Director of Marketing, Communications, Public Relations (MCPR), is not in attendance, however, Dr. Moreno provided an update regarding the Free SMCCCD marketing campaign. She shared the new marketing campaigns for Skyline that is being distributed throughout Skyline's service areas. She reminded CGC that the campaign means free college for all San Mateo County residents to attend starting in spring.

Constituent Committee Reports

- a. Institutional Effectiveness Committee

Karen Wong, Ame Maloney,
Andrea Fuentes and Michael Cross

ACTION ITEM: To adopt the revised [Information Literacy](#) and [Lifelong Wellness](#) ISLOs and their rubrics.

Description: Information Literacy ISLO and Rubric – Proposed Revision

Information literacy includes the ability to:

RESEARCH STRATEGIES: Apply effective research strategies, including formulating and defining the scope of the research question, determining key concepts, and identifying relevant sources.

INFORMED CHOICES: Make informed choices about credible and relevant information types and/or sources (journal, newspaper, magazine, interviews, media, etc.).

EVALUATION: Critically evaluate content for credibility, accuracy, and relevance.

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DIVERSE VIEWS: Proactively engage with diverse ideas, marginalized voices and/or world views while recognizing that information sources can be influenced by authority that is reinforced by existing power structures.

ETHICAL AND LEGAL USE: Use verbal and/or nonverbal media ethically and legally by appropriately citing and following copyright guidelines.

SCHOLARLY IDENTITY: Develop and demonstrate scholarly identity by generating meaning rather than merely consuming and restating information.

Description: Lifelong Wellness ISLO and Rubric – Proposed Revision

Lifelong wellness includes the ability to:

PHYSICAL, MENTAL, AND/OR EMOTIONAL HEALTH: demonstrate an understanding of how physical, mental and/or emotional health relate to lifelong wellness.

CREATIVE EXPRESSION: demonstrate an understanding of how creative expression and artistic practice relate to self-discovery, personal development, self-advocacy, and emotional well-being.

PERSONAL RESPONSIBILITY: exhibit personal responsibility for identifying needs, determining resources, and accessing appropriate services to improve physical, mental and emotional health, and by extension, academic performance.

GROWTH MINDSET: employ the growth mindset by embracing effort and acknowledging setbacks as a step toward proficiency, seeking out support, and negotiating challenges to gain experience and confidence.

INTELLECTUAL HABITS OF MIND: practice intellectual habits of mind such as initiative, flexibility, intellectual curiosity, and an openness to diverse perspectives.

Discussion

Dr. Newin Orante stated that when we discuss ILOs, he wants Student Services to see themselves as a part of this, as he sees it as very instructional.

Michael Cross emphasized the importance of Lifelong Wellness ISLO is that it contends that part of what you do at Skyline is more than just learning and regurgitating information; it is becoming a person with complex points of view

and being able to care for oneself in all of these different levels of intersectional subjects.

Karen Wong clarified that the initial iterations of the ISLOs included Student Services, but distance grew. She emphasized the importance of reintroducing Student Services back into the conversation.

Dr. Newin Orante proposed that the language be used to ensure that examples in the ISLO are diverse beyond instruction, so that people can see themselves as relevant.

Dr. O'KenZoe added that this is really powerful in terms of shaping students' confidence about their scholarship and presence.

Motion: Approve revisions to the [Information Literacy](#) and [Lifelong Wellness](#) ISLOs and their rubrics

(M/S Lindsey Ayotte/Cassidy Ryan-White)

V. Next Meeting – December 14, 2022

Motion to adjourn.
Aye. Unanimous.

VI. Adjournment

**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 Tentes at tentes@smccd.edu at least 48 hours in advance of the meeting.*

January 19, 2023

Dear FTEFAC:

First, let me share my sincerest gratitude for your time and efforts and great work. I attended the presentations and heard the questions. It appeared to me to be a great process that engaged faculty in ways we haven't done before. I appreciate the movement in that direction. Great work!

I actually prepared my own analysis before making my final decision. If you are planning to create a rubric in the future, perhaps this is helpful: I was very interested in comparing the last four years of No. of FT Faculty, Load, Enrollment patterns, and FTES for each of the ranked candidates. It was very helpful in making my final decision. It would be great if we could standardize a chart in each presentation that shows these metrics (and perhaps others). I wanted to compare "apples to apples".

My final decision is as follows: I have approved the replacement positions for the first seven ranked positions. For the 8th position, I am pressing pause given the sudden uncertainty in leadership in SPWD. I would like to wait until we have secured a new dean (or interim) to help create a strategy for enrollment growth in the area of cooperative education. Depending on timing, and if we have a good plan, I will allow it to move forward - or in the alternative, send it back to FTEFAC next fall. The rest of the ranked positions will not move forward. Below is the final result coded as follows **Approved** **Hold for Further Consideration** **Not Approved**.

Please do not hesitate to reach out if you have any questions. Again, thank you for leading such a great process!

Faculty Position	Final Ranking
Instruction & Digital Services Librarian - Replacement (Priority 1)	1
Biology – Replacement (Priority 1)	2
Automotive Technology - Replacement (Priority 1)	3
Mathematics - Replacement (Priority 2)	4
Career Counselor – Replacement (Priority 1)	5

History – Replacement (1st position) (Priority 2)	6
Music – Replacement (Priority 1)	7
Cooperative Education - Replacement (Priority 1)	8
Meta Major (STH)/Puente Counselor (Priority 2)	9
Automotive Technology (Priority 2)	10
Professional Development Coordinator (Priority 1)	11
Physics & Astronomy (Priority 3)	12
Psychology (Priority 3)	13
Student Success Librarian (Priority 3)	14
Chemistry (Priority 4)	15
History – Replacement (2nd position) (Priority 2)	16

Dr. Melissa Moreno
President
Skyline College

FY 22-23 Classified Professionals/Management Position Prioritization

DIVISIO	POS	POSITION	POSITION	FY 21/22	FY21/22	FY21/22
N	JUST	RESUB	GRADE	SALARY	BENEFITS	SAL & BEN
SUB	(Y/N)	(Y/N)	(3)			
ORG CODE	AREA/PROGRAM	POSITION				
MCPR 1 2150	Marketing	Website and Promotions Content Coord.	Y	Cont.	96,648	\$51,046 \$147,694
ES 1 2333	Outreach	Staff Assistant-Outreach	Y	Cont.	75552	\$39,904 \$115,456
SESP 1 2335	TRIO & EOPS	Retention Specialist - TRIO & EOPS	Y	New	81,636	\$43,117 \$124,753
COUN 3 2340	Promise	Retention Specialist- Promise	Y	Cont.	81,636	\$43,117 \$124,753
COUN 1 2340	Promise	PSC-Promise	Y	Cont.	87,504	\$46,216 \$133,720
COUN 2 2340	Sparkpoint	Sparkpoint Coordinator	Y	Cont.	87,504	\$46,216 \$133,720
BEEP 1 2411	Business	PSC-Business	Y	New	87,504	\$46,216 \$133,720
STEM 2 2414	STEM Center	Retention Specialist -STEM Center-Math Focus	Y	Cont.	81,636	\$43,117 \$124,753
STEM 4 2414	Math	Math Retention Specialists	Y	New	244,908	\$129,351 \$374,259
STEM 1 2414	STEM Center	Instructional Aide II - STEM Center	Y	Cont.	77,688	\$41,032 \$118,720
STEM 3 2414	STEM Center	IA II's for Tutoring	Y	Cont.	72,000	\$10,022 \$82,022
STEM 5 2414	Allied Health	Simulation Lab Coordinator	Y	Cont.	34,000	\$4,733 \$38,733
KAD 1 2416	Athletics	Athletic Trainer	Y	Cont.	51,307	\$27,098 \$78,405
SSCA 2 2418	Project Change	PSC - Project Change	Y	Cont.	87,504	\$46,216 \$133,720
SSCA 1 2418	Music	Instructional Aide II Music	Y	Cont.	77,688	\$41,032 \$118,720
ASLT 3 2419	ZTC	ZTC Coordinator	Y	Cont.	87,504	\$46,216 \$133,720
ASLT 2 2419	Library	Library Support Specialist	Y	Cont.	16,328	\$8,624 \$24,952
ASLT 1 2419	Learning Center	Instructional Aide II	Y	Cont.	136,000	\$18,931 \$154,931
					\$1,564,547	\$672,693 \$2,237,240

Notes:

Conversions paid for with existing funds based off CSEA mandate

Basic Needs position paid for (Fund 3) designated state funding

Red Font Positions that must be institutionalized by September 30, 2023 by agreement of HSI from accepting HSI grant

One-Time Funds: Following positions are funded through temporary source and must be institutionalized by the fiscal year noted:				FY 21-22 Sal	FY 21-22 Ben	FY 21-22 Total
16427	Free College	2C2149	Promise Scholars	Program Services Coord - PSP	24-25	87,504 \$46,216 \$133,720
		2C2151	Promise Scholars / Dual Enrollment	Admissions Asst III - PSP / Dual	24-25	81,636 \$43,117 \$124,753
16428	Free College	2C0301	Dual Enrollment	Program Services Coord - Dual Enrollment	24-25	87,504 \$46,216 \$133,720
		2CC045	Dual Enrollment	Program Services Coord - Dual Enrollment	24-25	87,504 \$46,216 \$133,720
		2C2150	Dual Enrollment	Retention Specialist - Dual Enrollment	24-25	81,636 \$43,117 \$124,753
30148	HSSI STEM	2CC038	STEM	Retention Specialist - HSSI STEM	23-24	81,636 \$43,117 \$124,753
		2CC039	STEM	IA II-HSSI-STEM	23-24	77,688 \$41,032 \$118,720
					585,108	309,031 894,139

Solicitation for Classified and Administrative Staffing Requests started in December 2021 for FY 22-23 and were received and itemized by March 2022 and aligned with Division ALURs

SPARC approved a Tentative Fund 1 budget in May 2022 for FY 21-22 with a slight operating surplus and waited to make a final budget recommendation for FY 22-23 until the adopted budget was available in September 2022

Cabinet went through the prioritization request of Classified / Management positions in September and October ranking positions.

SPARC reviewed FY 22-23 budget in September 2022. Net decrease in spending authority of \$1,133,494 was identified and recommended a roll-forward budget with no increases or decreases. No fund 1 dollars available to hire new positions in FCGC approved SPARC Recommendation in October

Positions funded for FY 22-23, highlighted in yellow, used existing funds and converted these hourly positions to part-term permanent positions.

Position funded for FY 22-23, highlighted in light green, is to hire a Sparkpoint Coordinator using on-going Basic Needs funds (Fund 3) from the State of California. Hiring such a position was a funded mandate.

Positions highlighted in blue were funded through grant or one time money and must be prioritized and institutionalized by the fiscal year noted

Funding Allocation to Skyline from District FREE SMCCCD: PSP \$1,451,273; DUAL: \$1,060,756; ZTC \$257,738 = \$2,769,350

Funding Resource	Cabinet Notes
	Commitment to institutionalize when grant was accepted by RSS by 9/30/23
	Commitment to institutionalize when grant was accepted by RSS by 9/30/23
CSEA - Labor Mandate - Conversion using existing funds	Approved by Cabinet with repurposed existing funds, May 4, 2022
CSEA - Labor Mandate - Conversion using existing funds	Approved by Cabinet with repurposed existing funds, May 4, 2022
	Could use HEERF Funding for 2022-2023/ COVID Block Grant continuing
CSEA - Labor Mandate - Conversion using existing funds	Approved by Cabinet with repurposed existing funds, May 4, 2022

Y 22-23 but with the ability to replace