



**College Governance Council**  
Wednesday, April 26, 2023  
2:00-4:00 p.m.

Zoom Link:

<https://smccd.zoom.us/j/86295314691?pwd=ODFHR1FaL3lESHJlS0x1ZEhieU9WUT09&from=addon>  
(669) 900-9128, Meeting ID: 862 9531 4691, Passcode: 503970

**Voting Members:**

- |                                         |                                             |
|-----------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Lindsey Ayotte | <input type="checkbox"/> Cassidy Ryan-White |
| <input type="checkbox"/> Chris Gibson   | <input type="checkbox"/> Jonathan Scott     |
| <input type="checkbox"/> Martin Marquez | <input type="checkbox"/> Chad Thompson      |
| <input type="checkbox"/> Kenya Ruiz     | <input type="checkbox"/> WinShwe Yee        |

**Ex-officio Members (Non-Voting):**

- |                                          |                                                           |
|------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Cherie Colin    | <input type="checkbox"/> Vinicio Lopez                    |
| <input type="checkbox"/> Judy Hutchinson | <input type="checkbox"/> Oyame KenZoe Brian Selassie-Okpe |
| <input type="checkbox"/> Joe Morello     | <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 – February 22, 2023
- 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/Kenya Ruiz

Academic Senate - 15 Minutes

- a. Academic Senate Report

Lindsey Ayotte/Cassidy Ryan-White

- Public Safety Requests (15 minutes)



Management Council – 10 Minutes

- a. Management Council Report Chris Gibson/Chad Thompson

Administration – 45 Minutes

- a. President's Update Joe Morello

ACTION ITEM: College Processes Work Group – 10 Minutes

- b. Administrative Services Update Judy Hutchinson
- c. Instructional Update Dr. Vinicio Lopez
- d. Student Services Update Dr. Newin Orante
- e. Planning Research and Institutional Effectiveness Update Ingrid Vargas
- f. Equity Institute Update Dr. O'KenZoe Brian Selassie-Okpe
- g. Marketing, Communications, Public Relations Update Cherie Colin

Constituent Committee Reports

- a. Institutional Effectiveness Committee

**ACTION ITEM:** IEC Recommendation: College Adoption of ACCJC Metrics – Karen Wong and Zahra Mojtahedi (10 minutes)

[https://www.skylinecollege.edu/iec/assets/agendas-minutes/2022-2023/IEC\\_ACCJC\\_Goal\\_Setting\\_Nov\\_14\\_2022%20-%2011-10-22%20-%20DRAFT.pdf](https://www.skylinecollege.edu/iec/assets/agendas-minutes/2022-2023/IEC_ACCJC_Goal_Setting_Nov_14_2022%20-%2011-10-22%20-%20DRAFT.pdf)

**ACTION ITEM:** IEC Recommendation: College Adoption of the revised Critical and Creative Thinking ISLO

Karen Wong/Michael Cross/Andrea Fuentes (10 minutes)

*Mission Statement*

*To transform and empower a global community of learners*



<https://docs.google.com/document/d/1z-GCgfq2jwciWISFeIHZMIR2ZdXvE6Dx/edit?usp=sharing&oid=106077962206322021227&rtpof=true&sd=true>

b. SEEED Committee – 5 - 10 minutes

**ACTION ITEM:** Change to the SEEED Membership Composition – Recommendation from SEEED. - Ingrid Vargas

c. SPARC

Education Master Plan First Read 2023-2028 – Lindsey Ayotte on behalf of Ingrid Vargas - <https://skylinecollege.edu/prie/emp.php>

V. Adjournment – Next Meeting May 24, 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](mailto:tentes@smccd.edu) at least 48 hours in advance of the meeting.*



**College Governance Council**  
Wednesday, February 22, 2023  
Zoom Video

Draft Minutes

**Voting Members in Attendance:** Lindsey Ayotte, Martin Marquez, Kennya Ruiz, Cassidy Ryan-White, Chad Thompson, WinShwe Yee

**Ex-Officio Non-Voting Members in Attendance:** Joe Morello, Melissa Moreno, Oyame KenZoe Brian Selassie-Okpe, Ingrid Vargas

**Recorder:** Theresa Tentes

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

All voting members were in attendance except for Chris Gibson and Jonathan Scott.  
All non-voting members were in attendance except for Cherie Colin and Newin Orante.  
A quorum was established.

**II.** Public Comment \* - 15 Minutes

No comment

**III.** Consent Items

Approval of Minutes – January 25, 2023  
(M/S Lindsey Ayotte/Cassidy Ryan-White)  
Aye, 6 out of 8. 2 absent

**IV.** Informational, New Business and Action Items

Associated Students of Skyline College – 15 minutes

a. ASSC Report

WinShwe Yee  
Jonathan Scott

WinShwe Yee reported about the East Asia exhibit that will be taking place during the AAPI history month. The exhibit will have stories from the students and employees of how they came here to America.

The Women's History month is coming up also elections will begin soon. Nominations will be tabling during College Hour and will be visiting classes to make presentations.

Dr. Moreno would like to be sure that Skyline College will have a nominee to run for the Student Trustee.



Classified Senate – 10 Minutes

a. Classified Senate Report

Martin Marquez/Kennya Ruiz

Martin Marquez shared that the applications for the next Classified Leadership Institute (CLI) will be available soon.

Academic Senate - 15 Minutes

a. Academic Senate Report

Lindsey Ayotte/Cassidy Ryan-White

Cassidy Ryan-White shared that at the last Academic Senate Jim Vangele attended the Senate meeting. Members of the Senate requested Jim to attend regarding some issues that have occurred on our campus and some other campuses. Members wanted some clarity on campus safety and what types of communications strategies are in place. After the conversation it left many of the Senate Members with more questions. Senate will continue the conversations with their members at the next meeting. They plan to invite Jim Vangele and Michele Rudovsky to a future Senate meeting.

Statement written by Academic Senate Executive Committee

*“The Academic Senate Executive Committee would like to congratulate Dr. Moreno for being selected as the Interim Chancellor of SMCCCD. We are excited to collaborate with her in her new role.*

*As Academic Senate leaders we have intentionally fostered a productive and collaborative relationship with administrators. We look forward to continuing this dynamic with the incoming Skyline College Acting President.*

*On behalf of faculty, during this transitional time, we ask that when appointing the new Acting President consideration be given to someone who will be proactive and present, who will be responsive and in touch with the campus community, and who will be committed to carrying forward the many in progress plans and initiatives that support our college’s mission, vision, and values. Ideally this candidate will understand and respect the history and culture of Skyline College as an innovative and student-ready campus, has experience working collaboratively with Senate, and will support participatory governance as it pertains to the 10+1.*

*Again, congratulations. We look forward to supporting and working with you, Dr. Moreno and the new Acting President.”*

Management Council – 10 Minutes

a. Management Council Report

Chris Gibson/Chad Thompson

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Chad Thompson shared that at the last Management Council meeting there was a discussion regarding the Education Master Plan, Media Preference Survey and Employee Climate Survey. He reported that a lot of the meeting was discussing holding a space in monthly meetings that they are calling “myth busting”. This is a time to address misunderstandings, questions or rumors within the group.

#### Administration – 45 Minutes

##### a. President’s Update

Dr. Melissa Moreno

Dr. Moreno will announce to the campus next week of her new appointment as Interim Chancellor beginning April 1<sup>st</sup>. She shared that it would be best to appoint an Acting President from her President’s Cabinet. She would like to see continuity of operations, all the initiatives that were brought forward and continue with the projects.

Muang Pharn has moved to the Vice President of Instruction office as the Detail Administrative Assistant which Angelica Mendoza is in the Social Sciences/Creative Arts Division as the Detailed Division Assistant.

Dr. Moreno that Skyline College will be celebrating March 4. This is the day that we discuss our professional development goals and dreams and how we can support one another to be successful on the path.

The District Anti-Racism Council (ARC) created a statement regarding Tyre Nichols. The statement is attached to the agenda. Dr. Moreno as the current President and the incoming Interim Chancellor is in support the work of our ARC and taking the recommendation as they come forward so we can take action against racism and anti-blackness as an institution and as a district.

##### b. Administrative Services Update

Joe Morello

Joe Morello reported that at the last meeting a Ad Hoc Group was formed to discuss College Processes. He shared the draft document of the CGC College Processes Ad Hoc Group Report. An explanation of the Ad Hoc Group document was shared.

Dr. Moreno suggested that the definition of Operational Work Group seems to match this work better than a Task Group. There was a discussion of the Work Group. The next step is to refine the feedback and come back with an Action Item for the CGC agenda March 22<sup>nd</sup>.

##### c. Instructional Update

Dr. Vinicio Lopez



No Report

d. Student Services Update

Dr. Newin Orante

No Report

e. Planning Research and Institutional Effectiveness Update (PRIE)

Ingrid Vargas

- Climate Review Task Group Update: Employee Climate Survey

Ingrid Vargas provided an update on the Employee Climate Survey which has been sent to CGC for review and provide feedback. The PRIE office is finalizing the survey today to be sent out February 23 or February 24<sup>th</sup> and it will be available to complete for 3 weeks.

- Education Master Plan Update

Regarding the Education Master Plan, Ingrid has received some feedback and there has been 50 submission online feedback form. SPARC meeting tomorrow, February 23<sup>rd</sup>, there will be discussion on the feedback.

f. Equity Institute Update

Dr. O'KenZoe Brian Selassie-Okpe

Dr. OkenZoe provided an updated. The Equity Institute has been working on creating meaningful partnerships within Skyline College and outside of Skyline College.

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

Cherie Colin

No comment

#### Constituent Committee Reports

No reports

#### V. Adjournment – Next Meeting March 22, 2023

Lindsey Ayotte motion to adjourn the meeting.

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## **CGC College Processes Ad Hoc Group Report:**

### **Overview:**

Group met on 2/8/23 and consisted of the following: Paul Cassidy, Chris Gibson, Martin Marquez, Joe Morello and Cassidy Ryan. Purpose of the ad hoc group was based on 1/25/23 CGC meeting seeking to develop a structure through Participatory Governance that would have some undetermined role / function in documenting and communicating college processes. The ad hoc group discussed a possible title, structure and charge for such a group.

### **Title:**

A possible title for the group would be the Skyline College Campus Operational Procedures and Practices Committee. The title is a reflection that such a group would have no function related to policies and administrative procedures, anything that would fall under the purview of the Academic Senate under 10+1 or anything that would fall under collective bargaining agreements.

### **Structure:**

The committee can be either an operational work group or a task group. An operational work group is non-governance group created and led by the President or a VP (or designee) that carries out an ongoing function or institutional need. A task group is a short-term group created and charged by a Constituent Committee or Council/Senate, which carries out a specific task. Constituent groups approve Task Group members. We actually felt that this would be an operational work group led by the Vice-President of Administrative Services and the College Finance and Operations Manager with each constituent group (Academic Senate, Associated Students, Classified Senate and Management Council) having a representative. It would be 6 total members and the group would determine an appropriate meeting schedule during the regular academic year.

### **Charge:**

The Skyline College Campus Operational Procedures and Practices Committee would have a charge communicating, documenting, educating, updating and streamlining, when possible, campus procedures and practices related to operations. This committee would not be responsible for determining or recommending procedures or practices. A sample of potential tasks such a committee would take on could include, but would not be limited to, establishing / updating a campus web page for campus operational procedures and practices; soliciting input about specific procedures and practices that need to be documented; provide clarity and gather resources on campus operational procedures and practices; and establish a template for visually presenting information to the campus (<https://skylinecollege.edu/administrativeservices/assets/documents/Administrative%20and%20Budget%20Requests%20FAQ%20Grid.pdf>) .

### **Recommendation for Approval**

- The establishment of a Skyline College Campus Operational Procedures and Practices Committee (SCCOPP) as an Operational Workgroup under the college governance structure. The committee will be comprised of the Vice President of Administrative Services, College Finance and Operations Manager, and one representative from each constituent group appointed by

Academic Senate (1), Classified Senate (1), Management Council (1) and Associated Students (1) for a total of 6 members.

- SCCOPP will have a charge of researching, with the assistance of all members of the college, campus / district procedures and practices and communicating, documenting, educating and updating campus procedures and practices related to operations. This committee would not be responsible for determining or recommending procedures or practices. SCCOPP would have no function related to anything that would fall under the purview of the Academic Senate under 10+1 or anything that would fall under collective bargaining agreements.
- A sample of potential tasks such a committee would take on could include, but would not be limited to, establishing / updating a campus web page for campus operational procedures and practices; soliciting input about specific procedures and practices that need to be documented; provide clarity and gather resources on campus operational procedures and practices.
- The group will determine an appropriate meeting schedule during the regular academic year.

DRAFT

SEED proposes the following committee composition for approval on Wednesday, April 26:

**Tri-chair model** (identify one person):

Administration  
Classified Professional  
Faculty

**Division Representation** (identify one person):

Academic Support & Learning Technologies  
Business, Education & Professional Programs  
Counseling Services  
Enrollment Services  
Global Learning Programs  
Kinesiology/Athletics/Dance  
Language Arts  
Science, Technology, Engineering & Math  
Social Science/Creative Arts  
Strategic Partnerships & Workforce Development  
Student Equity & Support Programs

**Constituent Representation** (identify one person):

ASSC  
Classified Senate  
Academic Senate  
Management Council  
Executive Council

**Functional Roles** (identify one person):

Administrative Services  
Dream Center  
Educational Access Center  
EOPS  
Equity Institute  
Financial Aid  
The Learning Center  
Learning Communities  
PRIE  
Promise Scholars Program  
SparkPoint  
TRiO  
STEM Center  
Student Life & Leadership