

**College Governance Council**

Wednesday, May 21, 2025

1:00-3:00 p.m.

**Approved Minutes**

**Voting Members in Attendance:** Gerson Fernandez, Lauren Ford, Alvin Malcaldo-Gubatina, Jose Milan, Irah Tancioco, Jessica Truglio

**Ex-Officio Non-Voting Members in Attendance:** Cherie Colin, Luis Escobar, Newin Orante.

**Recorder:** Theresa Tentes

- I. Call to Order/Establishing a Quorum/Roll Call
- II. Public Comment \* - 5 Minutes
- III. Consent Items

Approval of Minutes – April 23, 2025  
(M/S Lauren Ford/Alvin Malcaldo-Gubatina)  
Approved

IV. Informational, New Business and Action Items

Associated Students of Skyline College – 5 Minutes

a. ASSC Report

Irah Tancioco/Gerson Fernandez

Irah Tancioco, President of ASSC, greeted the group with “Happy Commencement week” and announced that the District Student Council had elected a new student trustee, Michael Llanell-Vararaj from CSM, who would be representing the students on District Student Council. Dr. Newin Orante asked if the role would be effective in August, and Irah responded that training would begin over the summer, with Alvin Macaldo-Gubatina confirming that the training starts in summer and service would begin once board approved.

Classified Senate – 5 Minutes

b. Classified Senate Report

Jose Milan/Nadia Tariq

Jose Milan, President of Classified Senate, greeted the group and provided a series of updates. He reported that conversations with the Chancellor and district representatives resulted in tuition reimbursement being reinstated temporarily while the district works out long-term logistics. For now, anyone who has applied or plans to apply for tuition reimbursement will still benefit. He added that across all three campuses, classified professionals may now choose between a \$2,500 professional development allocation or tuition reimbursement, replacing Skyline’s previous \$1,000 allocation. Looking ahead, one of the main priorities after commencement will be planning a summer retreat, most

likely in July, with the goal of making it an annual tradition. The retreat would provide a cohesive space for classified professionals to connect during quieter times when offices are less hectic. Another focus for the summer will be reviewing classified professional participation in committees to ensure representation across all divisions, strengthen communication, and improve coordination. Jose also mentioned revisiting the idea of extending the executive board for another term and introducing a shadowing process so new leaders can learn alongside current officers rather than starting from scratch. He shared his excitement about the new four-day schedule, noting it allows for longer conversations and more in-person time on campus. He closed his report by thanking everyone for their support during what had been a hectic semester and expressed enthusiasm for celebrating together at commencement on Friday.

#### Academic Senate - 5 Minutes

c. Academic Senate Report

Jessica Truglio

President of Academic Senate Jessica Truglio reported that the Academic Senate had a very eventful end to the year, with the last meeting being packed and important. One major item was the election of new officers: Cassidy Ryan will return as President, Jessica will continue as Vice President, and Christopher Collins will serve as Secretary. She said they were excited to continue as a team and to keep working together. Another significant part of the meeting was the visit from Chancellor Moreno, who joined at the Senate's invitation to address faculty concerns about mixed messaging between the "Know Your Rights" training and a district memo outlining where faculty can and cannot protect students when law enforcement is present on campus. Jessica noted that she had hoped the conversation would be more open and dialogic, but faculty were very passionate and the tone became less conversational than expected. She committed, however, to continuing this discussion with the Chancellor in the fall, emphasizing that as the world and student needs continue to change, it is important for faculty and the district to partner to ensure faculty know how best to support students. She closed by saying the Senate is excited to finish the year strong and is looking forward to commencement.

#### Management Council – 5 Minutes

d. Management Council Report

Lauren Ford/Alvin Macaldo-Gubatina

Lauren Ford, Co-Chair of Management Council, reported on the May meeting of the Management Council. She shared that two new managers had joined campus: Nai Saechao, the new Chief Business Officer in the Business Office, and Lindsey Ayotte, who is serving as Acting Dean of BEPP while Michael Kane is out. The group also discussed commencement, noting their excitement and that training sessions had already taken place earlier in the week to ensure everyone is prepared for a successful event. An update was given on SkyGap, where limited staffing currently allows only simple printing such as single-page, standard-sized documents. Broader conversations about SkyGap's future will happen over the summer, but for now, alternatives were suggested, including Bay Central Printing, Bay Area Graphics, Fast Signs, and FedEx, particularly for bulk or large-scale jobs. Lauren highlighted the many celebrations that had taken place recently, noting how important it was to share these moments with students, their families, and their communities. She added that smaller celebrations can sometimes feel more personal and meaningful, creating space to connect more deeply. She reminded everyone that VPI forum feedback is due Friday to inform Dr. Carter's decision on the next permanent VPI. Finally, she reminded everyone about the importance of end-of-year budget closeout, emphasizing the need to tighten budgets and finish the fiscal year strong.

Administration

e. President's Update – 15 minutes

Dr. Newin Orante

Newin, Acting President, reminded everyone that Friday is commencement and congratulating the group on another year. He emphasized that commencement is not only for students and their families but also a celebration of the collective work of the Skyline community. He encouraged everyone to take the time to recognize the institution's success in helping students achieve their goals. The ceremony will be held outside on the field at 1:00 p.m.

He then offered reflections on the past two years. He recalled that three years ago, a survey revealed diminished confidence and trust in administration and concerns about community cohesion. In contrast, student surveys showed that students were having very positive experiences inside and outside the classroom. He explained that much of the work since then has been focused on rebuilding trust and lifting up contributions in real time, rather than only after the fact. He highlighted transformative student opportunities, including the study abroad programs in Ghana and the Philippines. Students described these experiences as life-changing, integrating them into their campus lives. Filipino students incorporated indigenous languages and practices into the Pilipino Cultural Night production, while Pacific Islander students helped launch a learning community that culminated in a joint graduation with College of San Mateo. He described these as identity reclamation experiences, expanding the purpose of study abroad beyond academics.

He also updated the council on external funding that supports students. Through a partnership with San Francisco State, Skyline receives AANAPISI federal grant funds, which pass through to support learning communities and transfer pathways. Additionally, Skyline is in its second year of the state-funded AANHPI grant, which provides stable funding for Asian American, Native Hawaiian, and Pacific Islander students. He noted that this state support is crucial in case federal funding is reduced. He also pointed to state LGBTQ+ funds, which have supported the successful Queer Student of Color Conference, is now a district-wide initiative. He lifted up the work of faculty, staff, and student leaders who made these efforts possible.

He closed by affirming that Skyline is “doing many right things” for both students and one another, while acknowledging that challenges remain locally and nationally. He expressed gratitude for the opportunity to serve as Acting President for the past two years and excitement to continue the work in his new role. He announced that he will work with Cherie Colin to release a community report covering budget issues, strategic priorities, and advocacy for students. He concluded by once again encouraging attendance at commencement on Friday, reminding everyone that the event is both a celebration of students and a recognition of the college's collective achievements.

f. Administrative Services Update – 5 minutes Joe Morello

Paul Cassidy, Finance and Operations Manager, reported on the FTEFAC process that tracks separations and new faculty positions. He clarified that separations listed are not directly tied to replacements listed; rather, they provide a resource for prioritization. Lauren Ford added that the chart that was provided could be misleading since some positions listed, such as in Communications Instructor, were replacements triggered by changes like a faculty member moving into a Dean role, rather than directly tied to the names in the separations column.

Next, he presented a report on classified professional and management hiring. He explained that some positions are institutionalized commitments, often connected to past grant agreements or Board of Trustees requests, while other positions are externally funded through Fund 3 and expected to continue for several years. A single position was modified to a different grade level with minor budget adjustments. He emphasized that the college has limited capacity to add new positions, and no new classified or management hires are anticipated in FY25–26.

Paul concluded with an update on the tentative budget approved by SPARC, describing it as a roll-forward budget: no decreases (good news) but no increases beyond COLA adjustments. This provides stability, though it leaves little room for discretionary funding. He explained that final numbers depend on San Mateo County's assessed property values, which will be known in July. Once confirmed, the district finalizes the resource allocation model, with adopted budgets typically prepared in August and approved by the Board in September. He projected a 3–4% increase, but stressed that such increases are consumed by collective bargaining agreements and payroll obligations, with little left over for programmatic growth. Dr. Orante summarized by noting that while Skyline may see increases, they are proportionate to rising costs, and fiscal vigilance remains essential. Paul agreed, observing that the cost of doing business rises slightly faster than the revenue base each year, tightening flexibility but not causing financial duress.

### **Health and Safety Committee Report**

Paul reported on the Health, Safety, and Emergency Preparedness Committee, which met monthly throughout the year with 32 members representing campus constituencies. Meeting minutes and recordings are available on the website, and the committee will continue next academic year. Highlights included installation of a distributed antenna system to improve connectivity, and monitoring of animals on campus, particularly ensuring that dogs remain leashed. Early in the year there were compliance issues, but with signage and vigilance from Public Safety, conditions improved and no ongoing problems have been observed. Looking ahead, the committee plans to develop onboarding safety protocols for new employees and expand training opportunities for handling emergency situations, working closely with district staff.

## **SPARC Committee Report**

Ingrid Vargas noted that SPARC’s actions during the year included recommending the FY24–25 roll-forward Fund 1 budget in September, recommending revisions to the Skyline College Mission, Vision, and Values statement in January (subsequently approved by CGC), recommending approval of the Skyline Technology Plan, and most recently recommending the FY25–26 tentative roll-forward budget. She explained that because the tentative budget was an action item in SPARC, it now required a formal vote at CGC before moving forward to the district.

Dr. Orante confirmed this and asked about the timeline, to which Ingrid responded that the fiscal year 2025–26 tentative roll-forward budget just needed to be approved based on what Paul Cassidy had presented.

### **ACTION ITEM:**

Motion to approve FY25-26 Tentative Fund 1 roll-forward budget  
(M/S Lauren Ford/Jessica Truglio)  
Approved

- |    |   |                  |
|----|---|------------------|
| g. | Instructional Update – 5 minutes<br>No report | Dr. Kristy Lisle |
| h. | Student Services Update – 5 minutes           | Dr. Luis Escobar |

Luis Escobar, Acting Vice President of Student Services, provided two quick updates. First, as a follow-up to Ingrid’s earlier report on SPARC, he shared information about student services prioritization. Similar to instruction, each student services division had ranked its needs, and then he and the deans consolidated them into a set of overall priorities for the division. He noted there were six priorities in total, but emphasized that the top two were the most critical. The first priority is an augmentation of \$260,000 to cover the gap created by step increases and COLA adjustments that exceed the flat Student Equity and Achievement Program (SEAP) allocation. He clarified that this request is not to expand or add services but simply to maintain existing levels; without the augmentation, services would have to be reduced. The second priority is to reallocate an existing Program Services Coordinator position currently funded by SEAP over to Fund 1, in order to provide permanent relief and reduce pressure on the SEAP budget.

As a second update, Luis spoke about the Equity Plan, which is due in November. To move through the governance process, however, a polished draft must be completed by mid to late August. He explained that writing teams have already been meeting, with most presenting initial draft strategies to SEED for feedback. The plan is on track and well positioned to meet the November deadline. Looking beyond completion, Luis noted

the importance of establishing a process to monitor implementation and ensure adequate support for the strategies in the plan.

- i. Planning Research and Institutional – 5 minutes Ingrid Vargas  
Effectiveness Update

Ingrid Vargas, Dean of PRIE, presented the SPARC annual report since Joe Morello, Vice President of Administrative Services, is absent. She began by saying she had no new pre-updates aside from accreditation, which remained in the same place as last time, and then shared slides summarizing SPARC's activities for the year. She reminded members that SPARC, the Strategic Planning and Allocation of Resources Committee, is charged with coordinating, integrating, and communicating college-wide planning and budgeting, and making recommendations to the College Governance Council. SPARC is one of the larger committees with about 30 members, including tri-chairs Joe Morello (VPA), Academic Senate President Jessica Truglio, and herself as Dean of PRIE. The committee also includes faculty, staff, classified professionals, students, managers, directors, and deans, although some seats remain unfilled. She noted that reminders will be sent to divisions to appoint members for the upcoming year.

Throughout the year, SPARC reviewed local, state, and federal budget outlooks at nearly every meeting. Joe Morello often led these reviews, covering issues such as study abroad impacts, passport office programs, adjustments, and property tax revenues. SPARC also received regular accreditation updates from the Accreditation Oversight Group, and devoted detailed reviews to ISER Standards 2 and 3, with breakout groups providing feedback and wordsmithing that was incorporated into the draft. The committee also monitored implementation of the Education Master Plan, reviewing progress on Goals 1, 3, 5, and 6 with updates from vice president leads and discussions about metrics and accountability. Other topics included the District Strategic Plan, updates on the Student Equity Plan, and the Student Services ALUR.

- j. Marketing, Communications, - 5 minutes Cherie Colin  
Public Relations Update

Cherie Colin, Director of Community Relations and Marketing, provided a brief update on marketing and communications, focusing on the college's enrollment campaign for summer and fall registration. She explained that the campaign is designed to drive both current and prospective students to register for fall courses. One major effort will be a partnership with Univision, entirely in Spanish, utilizing both digital assets and on-air radio promotions. This strategy is aimed at reaching the 25+ adult audience, which is growing, as the younger adult audience continues to shrink. She also announced that transit ads will be placed on SamTrans buses for the first time in several years, complementing the digital campaign that will launch in July through the college's advertising agency, VisionPoint. Finally, she mentioned a promotional collaboration with Bonneville, involving a Sabrina Carpenter Flyaway contest. The on-air promotion will include tickets, airfare, and related prizes, serving as both an exposure opportunity and a way to generate student leads. She thanked everyone and concluded her report.

## Constituent Committee Reports

### **Technology Committee**

Newin introduced the Technology Advisory Committee presentation and invited Torria Davis to begin. Torria thanked everyone and shared her screen, introducing the tri-chairs for 2025–2026: herself as Dean of Academic Support and Learning Technologies, Kim Saccio, and Yosef Demissie. Kim introduced herself as an adjunct faculty member with CTTL and co-Distance Education Coordinator, previously serving as Assistive Technology Specialist. Yosef introduced himself as the District Director of Tech Support Services, explaining that his team handles end user support, classroom technology, construction projects, and networking, while also coordinating with district-wide systems like Canvas. He expressed his appreciation for Dr. Orante’s leadership. Torria noted that another tri-chair, Christopher Collins, CTTL Distance Education Coordinator, could not attend.

Torria explained that TAC is a constituent committee with representatives from all groups—Associated Students, Academic Senate, Classified Senate, and Management Council. The committee meets monthly to discuss and advise on campus and instructional technology, with members sharing updates back to their divisions. She outlined accomplishments from the past year, including updating and streamlining the Skyline College Technology Plan in alignment with the district plan and incorporating feedback from multiple groups. The updated plan was approved by SPARC last month and recommended for Cabinet review. The revised plan now includes library services and forward-thinking language, such as “future proofing” technology. TAC also drafted bylaws modeled after CGC’s, though finalization was paused until the Participatory Governance Handbook is published. In response to student requests, TAC plans to create a feedback mechanism by forming a task group in Fall 2025 to design a process for students and the community to submit technology concerns or agenda items.

Kim then explained a proposal to change TAC’s name to DETAC, the Distance Education and Technology Advisory Committee. She noted that Skyline is the only district campus without a Distance Education Committee, which creates inconsistent representation at the District Distance Education Advisory Committee (DEAC). Folding distance education into TAC would prevent the need for a separate committee, ensure consistent representation, and align Skyline with the other colleges. She emphasized that distance education naturally overlaps with TAC’s existing work, which already focuses on technologies that support teaching, learning, faculty, and students.

Lauren Ford asked whether the change would affect membership or require DETAC members to also serve on DEAC. Torria responded that membership requirements would remain the same, with one representative per division, though attendance has been inconsistent. She explained that Christopher Collins would serve as both a tri-chair and district representative, helping create a stronger link. Lauren pressed further, asking how

the membership structure would ensure stronger district-level representation if that was the main reason for the change. Torria and Kim responded that incorporating distance education into TAC is the most practical approach given limited capacity, and Kim added that the overlap between technology and distance education functions makes the merger logical.

Newin recommended that rather than focusing on a name change, TAC consider revisiting and revising its formal charge to explicitly include distance education. He suggested bringing a revised charge with updated responsibilities to CGC in the fall, allowing the committee to broaden its scope without necessarily changing its name. He encouraged TAC to ensure the revised charge addresses teaching, learning, student services, and integrated technology systems. Torria thanked him for the feedback and said they would consider that approach.

Newin concluded the discussion by thanking TAC for its work and asking Torria to share the PowerPoint so it could be added to CGC notes and the website.

V. Adjournment – Next Meeting August 27, 2025

*\*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.*