

College Governance Council
Wednesday, September 24, 2025
1:00-3:00 p.m.

Approved Minutes

Voting Members in Attendance: Lauren Ford, Alvin Macaldo-Gubatina, Jose Milan, William Oo, Jarred Morris Ramos, Cassidy Ryan, Nadia Tariq, Jessica Truglio

Ex-Officio Non-Voting Members in Attendance: Paul Cassidy, Cherie Colin, Carol Hernandez, Nate Carter, Newin Orante, Ingrid Vargas

Recorder: Theresa Tentes

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

Approval of Minutes – August 27, 2025
(M/S Alvin Gubatina/Cassidy Ryan), Lauren Ford abstained. Minutes approved

- IV. Informational, New Business and Action Items

Associated Students of Skyline College – 5 Minutes

- a. ASSC Report

William Oo/Jarred Morris Ramos

William Oo, President of ASSC and Jarred Morris Ramos, Vice President of ASSC delivered the **Associated Students (ASSC)** report, beginning with updates on recent and upcoming student engagement activities. Jarred shared that to kick off **Hispanic Heritage Month**, ASSC hosted a successful *Taste and Tour* event, where Building 6 was decorated with educational displays highlighting Latin American history and culture. The celebration featured traditional foods as well as a lively *Lotería* game, drawing over 130 participants. He expressed satisfaction with the turnout and strong student engagement. Jarred also noted that **Club Rush** took place this week with 28 student organizations tabling; early feedback and observation showed excellent foot traffic and high student interest in joining campus clubs. Looking ahead, ASSC will host a **Latinx Vendor Fair** in the Fireside Dining Room from 3–5 p.m. next week, followed later in October by a **papel picado** workshop to celebrate Mexican folk art traditions.

William followed by highlighting October as **Filipinx American History Month** and **LGBTQ+ History Month**. Events include a screening of *The Debut*, a film exploring Filipino American immigrant experiences and identity, as well as an immersion trip to

SOMA to learn about local Filipino American history. Additional programming includes a **career panel** featuring film and LGBTQ+ professionals and a **drag brunch** in partnership with the SAGA student club. William concluded by referencing President Carter's recent message about federal funding cuts to HSI and AANAPISI programs. He said the ASSC appreciated the reassurance provided in Dr. Carter's statement and asked what concrete steps Skyline College plans to take to mitigate the effects of those funding reductions.

Classified Senate – 5 Minutes

b. Classified Senate Report

Jose Milan/Nadia Tariq

Jose Milan, President of Classified Senate, provided an update on ongoing efforts related to professional development and funding processes. Following the leadership transition from Joe Morello, the Senate viewed this as an opportunity to align with practices at other colleges, ensuring broader representation and a more equitable distribution of professional development funds. The newly formed Professional Development Committee, consisting of four members, has met twice so far. The committee's initial focus has been on establishing clear communication processes for classified professionals, promoting transparency around funding availability, and clarifying that while the overall funding allocation has increased, it still may not cover all individual requests. The group also acknowledged that some divisions are able to fund training or conferences directly when such activities are considered part of an employee's regular duties.

The committee has begun reviewing and revising application and notification procedures to ensure consistency and fairness when approving, partially approving, or denying funding requests. The goal is to meet twice a month to ensure that all applicants are informed promptly and, if necessary, guided to alternative funding sources within their divisions. All guidelines and procedures have been posted on the website, and the committee is collaborating with division assistants to help with initial review and organization of applications before they reach the committee.

Financially, the Senate reported that the funding structure remains stable. Based on projections from the summer's Professional Development Institute, held off-campus, the Senate anticipates being able to sustain this initiative for at least the next five years. This stability provides time to plan for the long term and explore potential funding sources beyond that period. The committee expressed optimism about its progress and reaffirmed its commitment to maintaining transparency, accessibility, and continued professional growth opportunities for classified professionals.

Nadia Tariq, Vice President of Classified Senate, added that the committee is also engaged in broader discussions—potentially at the management level—regarding the distinction between professional development and position-related training. She emphasized that professional development funding should not be treated as part of an employee's required training responsibilities. The committee plans to continue refining

its guidelines, restrictions, and policies to ensure a clear structure that differentiates between these two areas.

Academic Senate - 5 Minutes

c. Academic Senate Report

Cassidy Ryan/Jessica Truglio

Cassidy Ryan, President of Academic Senate, reported that there were no major updates at this time but noted that work continues in collaboration with Dr. Carol Hernandez, Vice President of Instruction, on AB 1111. An update on the allocation of the AB 1111 budget will be presented on October 2, with a second presentation scheduled for October 18 that will highlight more innovative funding initiatives.

Cassidy also provided an update on the Full-Time Faculty Equivalent Allocation Committee (FTFAC) process, which determines full-time faculty hiring allocations for the upcoming academic year. The process, co-chaired by Dr. Carol Hernandez and Jessica Truglio, is currently underway, and the committee has already held its initial meetings. Upcoming meeting dates will be shared by Jessica. Cassidy explained that divisions are currently submitting requests for full-time faculty positions, and the process will continue through October and November. The results will be presented to the Academic Senate, SPARC, and CGC once finalized. At this time, it is tentatively anticipated that two new full-time faculty positions will be approved for the next academic year.

Cassidy added that the Senate recently reviewed its previous set of goals and acknowledged that they may have been overly ambitious. As a result, the group is refining its objectives to focus on four main areas that are achievable and will ensure measurable progress during the academic year. Jessica will share upcoming meeting dates related to these efforts.

Jessica Truglio, Vice President of Academic Senate, reported that the Full-Time Faculty Equivalent Allocation Committee (FTFAC) held its orientation meeting for all committee members. The process is now in the phase where individual divisions are discussing and prioritizing their requests, with applications due by October 13. Following this, divisions requesting full-time faculty positions will present to the committee during open meetings on October 21 and 23. These sessions will be held in person but are open to anyone interested in attending, and additional details—including Zoom links—will be shared in advance. The committee will then meet on November 4 to review and rank the requests. Recommendations will subsequently be presented to the Academic Senate on November 6, SPARC on November 13, and CGC on November 26.

During the meeting, Cassidy provided an Academic Senate update noting that faculty member Lucia Lachmayr, Professional Development Coordinator, had shared plans to move many Flex Day sessions to an online format to better accommodate employees' varied schedules and responsibilities. Jessica Truglio confirmed that no flyer had been distributed yet but reiterated that the plan was to transition most sessions online and

supplement them with micro-courses for any workshops that were canceled or rescheduled. Cassidy added that Lucia had requested the inclusion of a union action plan announcement in upcoming communications about Flex Day. Nate Carter agreed, emphasizing the value of offering a variety of professional development options and continually improving to meet campus needs. Cassidy also mentioned a recent discussion comparing Skyline's Flex Day with Cañada College's, noting that Cañada's inclusion of both faculty and classified staff led to higher participation. She expressed interest in expanding Skyline's Flex Day offerings beyond pedagogy to include topics such as supporting transgender students and engaging with diverse communities. Nate supported this idea, suggesting that stronger collaboration between Instruction and Student Services could enrich professional development by bringing together multiple perspectives to address shared challenges and opportunities.

Management Council – 5 Minutes

d. Management Council Report

Lauren Ford/Alvin Macaldo-Gubatina

Dr. Lauren Ford, Co-Chair, added that, in alignment with Cassidy's comments about Flex Day and Classified participation, Managers have been encouraged to support Classified Professionals in attending Flex Day sessions. She noted that Skyline has previously implemented measures to make participation easier—such as temporarily limiting student services to give staff the opportunity to engage in professional development. Lauren emphasized that offering sessions in multiple modalities is helpful, though it can be challenging for those who serve students directly. She suggested that additional administrative guidance could further support broad participation across the campus community on October 8. Dr. Ford also shared an update from the Management Council, which recently focused on ensuring alignment and clarity around the college's vision under Dr. Nate Carter's, President of Skyline College, leadership. Managers were asked to reflect on how their departments contribute to three institutional priorities: increasing access to high-wage programs, promoting timely completion, and elevating economic mobility. These themes will continue to guide discussions and planning throughout the year. She also briefly mentioned ongoing conversations about campus safety and training initiatives. Dr. Alvin Macaldo-Gubatina, Co-Chair, followed by noting that the group received updated materials from Cherie Colin, Director of Community Relations and Marketing, including a flyer and poster with guidelines, as well as updates on the ISER, Institutional Self-Evaluation Report, and upcoming constituent committee assignments for forthcoming search committees.

Administration

e. Administrative Services Update – 5 minutes

Paul Cassidy

Paul Cassidy, Finance and Operations Manager, briefly walked the group through the Budget 101 slide deck that had been presented at the September 11 SPARC meeting. He explained that it provided an overview of the college's budget process, fund structures, and committee decision-making related to budget recommendations. The slides outlined details such as the allocation of funds within Fund 1, the differences between restricted and unrestricted funds, capital projects. SPARC had recommended a roll-forward budget from Fund 1 for the current year, maintaining prior levels with adjustments only for cost-

of-living increases. The CGC committee will review and vote on this recommendation in the following month.

Following the presentation, it was mentioned that the full resource is publicly available on the SPARC website for anyone interested in reviewing it in detail. Administrative updates included preparations for the upcoming earthquake drill, with a note that radios were being updated to ensure all building captains were equipped.

Dr. Carter then addressed the college's financial position, emphasizing that Skyline remains in a stronger fiscal state compared to other colleges in and outside the district. He referenced a memo from Chancellor Moreno acknowledging that efficient operations and vacant positions had produced a \$2.9 million carryover for fiscal year 2024–25. Nate clarified that these are one-time funds and must be used strategically for one-time purposes aligned with college priorities. He stressed that the college's success in maintaining fiscal health reflects a culture of responsibility and productivity. However, he cautioned that despite being in a positive financial position, ongoing economic uncertainties—such as inflation, potential grant reductions, and district-level funding challenges—require the college to remain conservative and thoughtful in how it allocates resources.

Dr. Ford followed by discussing the annual FTEFAC process and related resource requests submitted by deans for full-time faculty, classified, administrative positions, and instructional equipment. She noted that while such requests typically reach CGC after cabinet-level review, there had been no recent updates to this committee regarding the status or outcomes of last year's submissions. Dr. Ford suggested that a summary of approved, deferred, or reimagined positions would help departments understand planning outcomes. Dr. Carter agreed that the administration would bring this information back to CGC and acknowledged that most recent position discussions in cabinet had centered around refills or reassignments rather than new roles. Paul Cassidy added that many of the Allure requests were for additional positions rather than replacements. Lauren Ford further explained that instructional deans had collaborated before submitting their requests, prioritizing needs collectively when retirements or vacancies occurred, but reiterated the need for transparent follow-up so that all departments are informed of results and decisions.

f. Instructional Update – 5 minutes

Carol Hernandez

Dr. Carol Hernandez, Vice President of Instruction, provided an instructional update, noting that the deans recently met with the President's Office and began discussions around program review. The Instruction Office has been working with Enrollment Services to review and improve the new late-add form process. Additionally, Carol shared that her team has initiated work on Skyline's version of the district's Teach-Out Plan, which is used to notify and support students when programs are discontinued. While the district has an established procedure, Skyline is adapting it to reflect the college's unique structure and needs.

She reported continued collaboration with the Academic Senate on the FTEFAC process and progress on AB 1111, which provides funding for common course numbering. Carol expressed enthusiasm about moving forward with those projects, highlighting that some funding requests have been approved. She also mentioned joint efforts with Student Services on program mapping; although the original plan was to fund this through AB 1111, they identified another funding source, allowing AB 1111 funds to be redirected toward other initiatives.

Dr. Hernandez concluded by noting that her office recently completed a grievance process and plans to work collaboratively with the Academic Senate and the district to review and update the Grade Grievance Administrative Procedure to ensure greater clarity and consistency.

g. Student Services Update – 5 minutes

Newin Orante

Dr. Newin Orante, Vice President of Student Services, provided updates focused on collaboration between Instruction and Student Services, particularly around legislative initiatives and student-centered projects. Building on Dr. Hernandez's earlier comments, he explained that discussions about AB 1111 and AB 928 revealed overlapping responsibilities between Instructional and Student Services areas. As a result, the teams are now working jointly to implement AB 928—the Associate Degree for Transfer (ADT) initiative—by engaging counseling faculty to lead key components of the work and ensuring coordination across departments.

He also announced that Student Services recently secured a \$60,000 grant—awarded in \$20,000 increments tied to implementation milestones—to continue development of the Program Mapper tool. The team is currently drafting an implementation plan to ensure progress by the end of the year, leveraging multiple funding sources and partnerships to support student success.

Dr. Orante then highlighted AB 2315, the 2022 legislation concerning affirmed name and gender identification. He explained that this law requires colleges to provide students with the ability to officially change their affirmed name and gender in institutional records, rather than treating it as a preference. The district has formed a committee, including representatives from Skyline, Cañada, and CSM, to design a compliant and sensitive implementation process. He emphasized the need for careful consideration of potential complications—for example, how name changes affect official transcripts—and advocated for a consultation process to help students understand implications and make informed decisions.

In response, Jessica Truglio raised questions about how students will be informed of this process, noting that many are unaware they can update their names and that the current system can be fragmented across platforms like Canvas and email. Dr. Orante agreed and confirmed that streamlining is a key priority. The district aims to identify a single point of contact—likely Admissions and Records—to process affirmed name requests and

synchronize updates across systems. He also noted that the district is developing a shared FAQ and centralized web resources to ensure consistency across all three colleges. To raise awareness and promote inclusion, the VPSSs plan to offer Flex Day workshops and distribute informational flyers. He concluded by stressing that implementation must go beyond compliance to ensure that affirmed identities are respected in both instructional and student service settings.

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

Ingrid Vargas, Dean of Planning, Research, Innovation and Effectiveness, provided an update on the Institutional Self-Evaluation Report (ISER), noting that it was now time for the committee to vote on its approval. She explained that the ISER—Skyline College’s institutional self-study required for accreditation—has been publicly available on the college website since mid-August, prior to Opening Day, allowing ample time for campus-wide review and feedback. The current draft is significantly more concise than in previous years, totaling around 75–80 pages, and has received minimal feedback, which Ingrid interpreted positively.

She clarified that the version being voted on is essentially final, with only minor updates remaining, such as refreshing hyperlinks and replacing references to outdated documents. Approval by CGC would signify the committee’s recommendation for President Carter to present the ISER to the Board of Trustees for final approval.

ACTION ITEM:

Motion to recommend to the President to present the Skyline College ISER to the Board of Trustees for approval.
(M/S Cassidy Ryan/Lauren Ford)
Approved

The motion passed, and Ingrid confirmed that the ISER would be finalized and submitted to the President’s Office for inclusion in the November 1 Board packet, with a formal Board of Trustees vote scheduled for November 19. Nate concluded by commending the team for their thorough work and collaboration, noting that the process set an excellent example for shared governance and institutional accountability.

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

Cherie Colin, Director, provided several updates from the Marketing, Communications, and Public Relations (MCPR) Office. She began by emphasizing ongoing efforts to maintain brand consistency across the college. MCPR has been meeting with departments that currently use unique logos to transition them toward standardized departmental

branding under the official Skyline College logo. Cherie shared the MCPR website, which includes resources such as the college's style guide, branding templates, and marketing request forms. She explained that all department logos should follow the approved sub-brand format, displaying the department name below the Skyline College logo. Additionally, MCPR is working to consolidate all departmental websites under the main Skyline College domain to ensure a cohesive brand presence. Cherie invited departments to contact her for presentations or consultations about appropriate use of creative elements within the brand guidelines.

She also introduced the new **Staples Advantage** printing system, implemented districtwide to replace SkyGap, which is no longer available. This system allows ProCard holders to order printed materials through an online portal. While convenient for larger or complex print jobs—such as postcards or marketing materials—it may not be practical for small-scale printing due to delivery times of five to seven business days, plus an additional day for marketing approval. She noted that instructional materials can be approved with a quick internal review, but marketing materials will continue to undergo closer scrutiny to maintain brand alignment. Cherie recommended that divisions keep extra paper and toner on hand for smaller in-house print jobs and reminded everyone to plan ahead, as the rapid turnaround previously available through SkyGap is no longer an option. District guidelines for using the Staples Advantage system are forthcoming, but the platform has already launched successfully at Skyline.

Cherie then presented results from the college's **fall enrollment marketing campaign**, which included advertising through Univision, SamTrans, Bonneville Radio, and a direct-mail postcard to local households. She shared data from the campaign to demonstrate accountability and inform future marketing decisions, acknowledging some limitations in Google Analytics tracking but emphasizing MCPR's commitment to using measurable outcomes to guide strategy.

During discussion, Dr. Lauren Ford asked whether promotional giveaways—such as the “Sabrina Carpenter Champagne” concert sweepstakes—actually result in real winners. Cherie confirmed that they do, sharing that a young woman from South San Francisco won the trip, which included airfare and hotel accommodations in Las Vegas. She explained that while MCPR carefully considers the alignment of promotional partnerships with the college's image, such campaigns help reach younger audiences and boost awareness. Finally, she noted that while Skyline previously engaged in on-site outreach at concerts and similar events, recent strategies have focused more on digital advertising and targeted outreach, including Spanish-language marketing through Univision and large-format ads on SamTrans buses to expand visibility across the service area.

j. President's Update – 15 minutes

Nate Carter

President Nate Carter began his report by addressing recent federal developments impacting higher education funding, particularly for Hispanic-Serving Institutions (HSIs)

and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISIs). He emphasized that Skyline College remains committed to its mission of equity and inclusion despite potential reductions in federal support. Dr. Carter noted that while Skyline receives only a small portion of AANAPISI funding through San Francisco State University—the lead institution on that grant—the college is taking proactive steps to safeguard operations and maintain support for students. He reassured the group that Skyline would use internal funds, if necessary, to ensure no disruption to essential programs or staffing. Acknowledging broader concerns about federal scrutiny and funding uncertainty, he stressed the importance of strategic planning and resource management to preserve the college’s progress and values. He closed this portion of his remarks with a call for resilience, saying higher education is facing “a fight,” and that Skyline’s focus on intentional strategy and equity-driven action must continue undeterred.

He then provided an update on the **Vice President for Administrative Services (VPAS) search process**. Nate announced that the district would engage a professional search firm to expedite the hiring process and confirmed that the district—not Skyline College—would cover the cost. He explained that the firm would assist in reviewing applications, conducting preliminary interviews, and recruiting qualified candidates, including those not actively seeking new positions. The job posting is expected to go live the week of October 29, followed by a five-week recruitment period. The first committee meeting is scheduled for early November, when the search committee will receive access to candidate materials and decide whom to interview. Final interviews, including campus forums, are anticipated for early December, with a goal of presenting a finalist to the Board of Trustees in January and potentially onboarding the new VPAS in February.

Discussion followed about the **composition of the hiring committee**. Cassidy recalled that previous executive search committees included representatives from each constituency group—typically the president or vice president of the Academic Senate and Management Council, along with faculty, classified, and administrative members. Dr. Orante added that contracts often outline general representation guidelines (e.g., two faculty and two classified members), though these can vary depending on the relevance of the position. Dr. Ford shared that the Management Council had tentatively selected two representatives but was open to adjusting that number for balance. She also raised the need for clearer, documented procedures defining committee representation, term lengths, and expectations across participatory governance groups. Dr. Carter agreed, acknowledging that committee structures and timelines require better institutional alignment and that his office would take responsibility for reviewing and updating these processes over the coming year.

In response to Dr. Orante’s question about leadership, Dr. Carter said he plans to have a cabinet member—potentially Ingrid Vargas—serve as committee chair, clarifying that this role would not reduce the number of representatives from other groups. He confirmed that final interviews are expected the first week of December, with the appointment likely to be presented at the January Board of Trustees meeting.

He concluded with brief **announcements about campus communication and engagement**. He will continue hosting open office hours across campus and encouraged staff and students to attend and share feedback. To improve transparency and connection, he will also launch a monthly communication cycle beginning in October, featuring both written updates and short video messages. These will be supplemented by timely emails addressing urgent issues, such as recent funding developments. Carter invited members to submit topics for inclusion in these communications, reinforcing his commitment to consistent, open, and collaborative dialogue across the Skyline community.

Constituent Committees Report

SEED Report

Dr. Orante and Roger Perez-Vaughan, Division Assistant, presented an overview of the 2025–2028 Student Equity Plan, noting that the current plan sunsets this year and a draft will be circulated electronically for constituency feedback ahead of a November 19 Board review (state submission due November 30). They emphasized that while the state requires a concise, compliance-focused document in NOVA, Skyline will pair state data with local metrics to set goals and strategies across the student journey—successful enrollment, completion of transfer-level math and English in the first year, persistence, completion, and transfer. Given space limits and the college’s demographics, the plan’s intensive focus centers on Hispanic/Latino students, with intersectional attention to first-generation and part-time learners, while acknowledging needs of other groups (e.g., Black/African American, LGBTQIA+, and male students). SEED convened cross-campus writers over summer and fall; the draft outlines goals to eliminate disproportional impact and close equity gaps, with at least three key strategies per metric and program-specific actions (e.g., Financial Aid, EOPS, DSPS, veterans, dual enrollment, CPL, Strong Workforce). President Carter urged data-informed, evidence-based actions rather than “activity for activity’s sake.” Slides and the draft will be shared to support campus-wide input before the final recommendation to the President and Board.

V. Adjournment

Next Meeting October 22, 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 at least 48 hours in advance of the meeting.*