

College Governance Council

Wednesday, April 22, 2026

1:00-3:00 p.m.

Approved Minutes

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

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

Absent:

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

Minutes – February 25, 2026 (M/S Cassidy Ryan/Alvin Macaldo-Gubatina)
Approved

Minutes – March 25, 2026 (M/S Cassidy Ryan/Alvin Macaldo-Gubatina)
Approved

- IV. Informational, New Business and Action Items

Associated Students of Skyline College – 5 Minutes

- a. ASSC Report

William Oo/Jarred Morris Ramos

Jarred Morris Ramos, Vice President of ASSC, reported that April has been focused primarily on student government elections. Election packets have been distributed, and candidates are currently in the second week of campaigning. Voting is scheduled to take place next week, during which students will receive voting information via email to select the next student government council representatives. In addition, preparations are underway for Asian American and Pacific Islander (AAPI) History Month in May. Because May also coincides with finals season, the organization plans to host low-key, relaxing events for students, including activities such as lei-making and graduation cap decorating in celebration of commencement.

Classified Senate – 5 Minutes

b. Classified Senate Report

Jose Milan/Nadia Tariq

Jose Milan, President of Classified Senate, reported ongoing work related to professional development initiatives and planning for its upcoming summer retreat. Discussions regarding the retreat continue as the Senate waits for additional clarity surrounding the transition back into Building 2 before finalizing dates and structure, with hopes of confirming details sometime in May. The Senate also continues to engage in districtwide conversations about professional development funding and responsibilities. Recent discussions with Chancellor Moreno highlighted differing perspectives regarding what constitutes professional development versus division-level training responsibilities. Similar conversations are taking place across all district campuses, including CSM and Cañada College, as efforts continue to align practices and avoid inconsistencies between institutions. The district is also exploring the formation of its own professional development committee, with possible support from campus committees in the future. Senate representatives emphasized that additional discussions will be needed to clarify funding responsibilities, eligibility, and expectations surrounding professional development opportunities.

Additionally, the Classified Senate shared updates regarding preparations for the end-of-year celebration, including plans for raffle and ticket sales once a QR code becomes available. Calls for nominations have also been distributed so the Senate can recognize two classified professionals during the celebration. During the discussion, concerns were raised regarding participation of part-time and 10-month employees on committees, particularly during summer months when some employees may not be actively working. Senate leaders noted that while many full-time employees are already stretched thin, part-time colleagues have expressed interest in serving, prompting questions about eligibility, volunteer participation, and whether special approvals may be required. Dr. Nate Carter acknowledged the importance of the issue and stated that cabinet-level discussions would continue to provide clarification regarding labor expectations, volunteer service, and support for part-time employees participating in governance and committee work during the summer.

Academic Senate - 5 Minutes

c. Academic Senate Report

Cassidy Ryan/Jessica Truglio

Cassidy Ryan, President of Academic Senate, reported that preparations are underway for a large-scale faculty election cycle this year. At the upcoming Senate meeting, members plan to confirm the elections committee and begin organizing elections for numerous open positions, including president, treasurer, curriculum chair, the newly created Career Technical Education (CTE) committee chair position, three adjunct senator positions, and more than twenty division senator seats. Special elections may also be required if current senators pursue other offices, creating additional vacancies. The Senate's final regular meeting of the academic year will occur on May 21 and will focus primarily on approving election nominations. As a result, May 7 will serve as the final meeting for broader agenda items and committee business.

Additional updates included confirmation of faculty representatives for the SPWD Dean hiring committee and recognition of Dr. Ford's appointment as Vice President of Student Services. The Senate also plans to discuss expanding faculty recognition opportunities beyond the existing Meyer Award after receiving feedback from adjunct faculty who feel excluded from award eligibility, as well as long-serving faculty who believe recognition opportunities should extend beyond early-career milestones. Further discussions will address district-provided AI syllabus guidelines, encouraging faculty to incorporate artificial intelligence language into course syllabi, and proposed changes to the faculty equivalency process that would shift oversight from individual colleges to the district level. The Senate is also currently seeking nominations for the Meyer Award in preparation for the end-of-year celebration.

Management Council – 5 Minutes

d. Management Council Report

Lindsey Ayotte/
Dr. Alvin Macaldo-Gubatina

Dr. Macaldo-Gubatina, Management Council Co-chair, reported updates from its most recent meeting, including the completion of council elections. Dean Jessica Hurless and Dean Ellen Murray were elected to serve as Management Council co-chairs for the 2026–2028 term. In addition, Dean Bianca Rowden-Quince was appointed as the council's representative for the retiree celebration committee. The council also discussed emergency preparedness efforts in response to recent blackouts and related incidents that occurred during spring break. As part of these efforts, Management Council plans to implement radio training and emergency preparedness sessions once each semester to ensure administrators and staff are better prepared for future emergencies and campus disruptions.

Administration

e. Administrative Services Update – 5 minutes

Debra Glenn

Debra Glenn, Vice President of Administrative Services, introduced herself to the council and expressed appreciation for the warm welcome she has received during her first three weeks on campus. She shared that she has begun meeting members of the campus community and looks forward to becoming more familiar with the council and building additional connections across campus. In terms of updates, she noted that she has participated in several district meetings and reported that the current budget outlook remains flat, with no anticipated increases but also no reductions at this time. She emphasized the importance of continuing to evaluate available resources carefully to ensure the institution is able to meet its operational and institutional needs moving forward.

f. Instructional Update – 5 minutes

Dr. Carol Hernandez

Dr. Carol Hernandez, Vice President of Instruction, shared several updates related to instructional services and faculty affairs. She announced that the campus would be holding its tenure celebration later that afternoon, an event organized by her office with significant coordination support from Maricela Gonzalez. The celebration would recognize and honor faculty members who recently achieved tenure, and Carol expressed excitement about attending her first tenure celebration at the institution. She also confirmed that the college will soon post the position announcement for the permanent Dean of SPWD, while again congratulating Dr. Ford on her appointment. Additional hiring efforts are continuing across campus, with upcoming interviews scheduled for positions in Ethnic Studies and Physics. Looking ahead to the end of the semester, Instruction will also host a dean's retreat following commencement, with the goal of establishing strategic priorities and planning initiatives for the upcoming academic year.

g. Student Services Update – 5 minutes

Dr. Lauren Ford

Dr. Carter provided several institutional updates and invited questions from the council. He shared that excitement continues to build around the upcoming move back into Building 2, noting that preparations remain on schedule for a June transition, consistent with reports provided during the previous month. He also addressed ongoing interest regarding the Dean of Equity and Student Support position, indicating that positive developments are underway and that a campus-wide announcement is expected soon, potentially by the end of the week or early the following week. Dr. Carter encouraged campus members to watch for additional communication as final details are confirmed.

He also offered formal congratulations to Dr. Lauren Ford on her appointment as the permanent Vice President of Student Services. Dr. Carter praised Dr. Ford's leadership throughout the selection process and emphasized that, despite a highly competitive search, it became clear through community feedback and campus discussions that she was the right choice to lead Student Services at Skyline College. He expressed confidence in her vision and leadership moving forward and noted the institution's enthusiasm about continuing to work with her in this permanent capacity.

h. Planning Research and Institutional – 5 minutes
Effectiveness Update

Ingrid Vargas

Ingrid Vargas, Dean of Planning, Research, Innovation and Effectiveness, highlighted several upcoming assessment and evaluation efforts. PRIE announced that results from the student survey are expected to be released within the next couple of weeks, prior to the next College Governance Council meeting. In addition, the student employee survey is anticipated to launch the following week. Although the survey rollout is occurring later than originally planned and during a particularly busy time of the semester, campus members were encouraged to promote participation among their constituents to help ensure broad representation across all campus groups. PRIE noted that previous survey

cycles achieved strong response rates and expressed hope for similar engagement this year.

PRIE also recognized the successful completion of the comprehensive program review cycle and acknowledged the contributions of the Institutional Assessment Committee (IAC), the PRIE team, and especially Karen Wong for coordinating the process and related program review share-out sessions held on April 13. Appreciation was extended to cabinet members and campus participants who attended and supported the presentations. The report emphasized that the share-out sessions provide a valuable and unique opportunity for the campus community to learn about departmental work, program developments, and institutional needs across campus. PRIE also expressed interest in exploring ways to increase attendance and participation in future program review events to further strengthen campus-wide engagement and collaboration.

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

Cherie Colin, Director of Community Relations and Marketing, provided updates on several major campus events and enrollment marketing initiatives currently underway. She noted that this is an especially busy season for campus activities and that her team has been supporting numerous events across the college. Upcoming celebrations include the tenure celebration, the 25-Year Employee Recognition Celebration on May 5 honoring faculty and staff members reaching milestone service anniversaries, and the Student Scholarship Awards Ceremony scheduled for May 7. Additional major campus events include the ribbon-cutting ceremony for Building 2 on May 11, the End-of-Year Celebration on May 14 with the theme “Endless Summer,” commencement ceremony on May 22, and a retiree celebration planned for June 2 that will recognize both retiring faculty and classified professionals. The retiree celebration committee includes representatives from all campus constituent groups.

Cherie also shared updates regarding the college’s enrollment marketing campaign. She explained that the institution intentionally maintained a continuous digital advertising presence rather than fully pausing outreach efforts between enrollment cycles, allowing Skyline College to remain visible within the community market. The college is now preparing to increase advertising efforts again for the upcoming fall enrollment campaign. In addition to digital outreach, the college is planning a large-scale postcard mailing campaign to households throughout the service area to reach community members who may not be accessible through digital platforms alone. Cherie also reported that the campus recently completed a media preferences survey to better understand how students consume media and how marketing strategies should evolve in response to changing habits. Preliminary findings indicate declining engagement with traditional media such as newspapers and radio, while digital platforms continue to dominate student attention. Survey results will be shared with the campus community once finalized and will help guide future enrollment marketing strategies and outreach efforts.

j. President's Update – 15 minutes

Dr. Nate Carter

Dr. Carter, provided updates regarding the President's Innovation Fund process and campus recognition efforts. He announced that the submission deadline for President's Innovation Fund proposals had officially closed and confirmed that the review process would begin shortly, with a committee meeting scheduled for the following week to evaluate submissions. Dr. Carter stated that award decisions remain on schedule to be communicated before the end of the semester. He noted that the review process will utilize a newly implemented project scoring system designed to evaluate proposals more consistently and transparently. Dr. Carter also shared those sufficient resources remain available to support innovation projects, crediting both the success of the recent President's Breakfast and ongoing institutional support. He emphasized the importance of setting clear expectations around project funding while acknowledging the significant time and effort employees invested in developing and submitting their proposals.

In addition to the innovation fund update, Dr. Carter used part of his report to recognize and celebrate the contributions of Administrative Assistants and Executive Support Staff across the college in honor of Administrative Professionals Day. He specifically acknowledged Theresa Tentes and Yamila Dielacher from the President's Office for their critical support during his first year as President, noting that much of the office's success has been made possible through their behind-the-scenes work and dedication. Dr. Carter emphasized the broader importance of administrative support professionals throughout the institution, recognizing the essential role they play in supporting divisions, deans, and campus operations on a daily basis. Cassidy also requested that this acknowledgment and appreciation be formally reflected in the meeting minutes.

Constituent Committee Reports

Institutional Effectiveness Committee (IEC)

Karen Wong presented on behalf of the Institutional Effectiveness Committee (IEC) regarding proposed updates to the instructional program review templates. She reminded the council that an overview of the revisions had been provided during the previous meeting and explained that the work included updates to both the Comprehensive Program Review and Program Review Update templates. The revisions were developed through multiple iterations by a task force approved by the Academic Senate, alongside continued input and review from the IEC. Wong noted that the updated templates were now being formally presented for adoption on behalf of the college. During the discussion, Dr. Carter acknowledged the significant collaborative work involved in the process and recognized members who participated on the task force and IEC.

ACTION ITEM:

Motion to approve the Instructional Program Review Templates
(M/S – Approved Cassidy Ryan/Jarred Morris Ramos) Approved

Technology Advisory Committee (TAC)

An update from the Technology Advisory Committee regarding the college's draft Technology Plan for 2024–2029. Kim Saccio also added that a lot of the groundwork was laid by Ricardo Flores.

ACTION ITEM:

Skyline College approves the Technology Action Plan
(M/S Cassidy Ryan/Alvin Macaldo-Gubatina) Approved

V. Adjournment

Next Meeting - May 13, 2026

**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.*