College Governance Council
Wednesday, September 23, 2026
1:00-3:00 p.m.

In Person Room 4343

Join Zoom Meeting
https://smccd.zoom.us/j/88587321369?pwd=0AM7BWC8TTRNGM3OUyW32cNdRUbliO.1&from=addon

Voting Members:

- ☐ Jessica Hurless
- ☐ Jose Milan
- ☐ Ellen Murray
- ☐ Mustafa Popal
- ☐ Mariska Ramos
- ☐ Jewel Rosetes
- ☐ Nadia Tariq
- ☐ Jessielynn Tran
- ☐ Jessica Truglio

Ex-officio Members (Non-Voting):

- ☐ Nate Carter
- ☐ Cherie Colin
- ☐ Lauren Ford
- ☐ Debra Glenn
- ☐ Carol Hernandez
- ☐ Ingrid Vargas

AGENDA - REVISED

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

II. Public Comment * - 5 Minutes

III. Consent Items

Minutes – May 13, 2026 (M/S Mustafa Popal/Nadia Tariq)
Abstain – Jessica Hurless and Mustafa Popal

Minutes – August 26, 2026

IV. Informational, New Business and Action Items

Associated Students of Skyline College – 5 Minutes

a. ASSC Report — Jewel Rosetes/Mariska Ramos/Jessielynn Tran

Classified Senate – 5 Minutes

b. Classified Senate Report — Jose Milan/Nadia Tariq

Academic Senate - 5 Minutes

c. Academic Senate Report — Mustafa Popal/Jessica Truglio

Skyline College

Management Council – 5 Minutes

d.	Management Council Report	Jessica Hurless/ Dr. Ellen Murray

Administration

e.	Administrative Services Update – 5 minutes	Debra Glenn
f.	Instructional Update – 5 minutes	Dr. Carol Hernandez
g.	Student Services Update – 5 minutes	Dr. Lauren Ford
h.	Planning Research and Institutional – 5 minutes	Ingrid Vargas
i.	Marketing, Communications, - 5 minutes Public Relations Update	Cherie Colin
j.	President's Update – 15 minutes	Dr. Nate Carter

Constituent Committee Reports

Health, Safety and Emergency Preparedness Committee (HSEPC)
2025-2026 Annual Report

V. Adjournment – October 28, 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.*

College Governance Council
Wednesday, August 26, 2026
1:00-3:00 p.m.

Draft Minutes

Voting Members in Attendance: Jessica Hurless, Jose Milan, Mustafa Popal, Mariska Ramos, Nadia Tariq, Jessica Truglio

Ex-Officio Non-Voting Members in Attendance: Nate Carter, Cherie Colin, Lauren Ford, Debra Glenn, Ingrid Vargas

Absent: Carol Hernandez, Ellen Murray, Jewel Rosetes,

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

II. Public Comment * - 5 Minutes

III. Consent Items

Minutes – May 13, 2026 (M/S Mustafa Popal/Nadia Tariq)
Abstain – Jessica Hurless and Mustafa Popal

IV. Informational, New Business and Action Items

Associated Students of Skyline College – 5 Minutes

a. ASSC Report — Jewel Rosetes/Mariska Ramos

ASSC Vice President Mariska Ramos reported on student engagement activities held during the first two weeks of the semester. During the first Welcome Week, ASSC focused primarily on helping students navigate campus. Council members were stationed in the quad in front of Building 6 from approximately 9:00 a.m. to 1:00 p.m., where they provided coffee, tea, donuts, and general assistance. She explained that the event also gave students an opportunity to become more familiar with ASSC representatives and helped increase the visibility of student government on campus.

During the second Welcome Week, ASSC shifted its focus toward community engagement. Mariska reported that three main events were scheduled, including a vision board and flyer-arranging activity, a tie-dye social, and a campus resource fair. The resource fair will conclude the second Welcome Week and will feature approximately 20 programs, departments, and services from Skyline College. Participating groups will table from 11:00 a.m. to 1:00 p.m. in Fireside Dining to connect students with available campus resources.

She added that ASSC is working to increase student awareness of the organization and help students better understand the role of student government and the support it provides. She also shared that the Commissioner of Outreach is developing inquiry forms to make it easier for students to communicate directly with ASSC and provide additional opportunities for student engagement.

ASSC Vice President Mariska Ramos added that student participation during the Welcome Week activities was strong. During the first week, all of the donuts provided were distributed within the first two hours, after which ASSC members continued assisting students primarily with campus navigation. She also reported that participation in the second week's activities was similarly positive. Approximately 100 sets of supplies had been prepared for each day's event, and all of the materials were used, indicating strong student turnout and engagement.

Academic Senate President Mustafa Popal recognized Mariska for co-facilitating activities at a recent Academic Senate meeting. He noted that she helped lead the session effectively and shared that similar activities are planned for the Student Senate the following week. She added that the upcoming discussion will include information about the "9+1," which Mustafa had introduced to her.

<u>Classified Senate – 5 Minutes</u>

b. Classified Senate Report — Jose Milan/Nadia Tariq

Classified Senate President Jose Milan reported that significant work has taken place since the summer, with efforts becoming more intentional in recent weeks. He shared that the Classified Senate held a successful summer retreat with more than 70 classified professionals in attendance. He thanked management for supporting classified employees and encouraging their participation in the event. This was the second retreat organized by the Classified Senate, and the Senate hopes to continue offering the retreat in future years, depending on available funding.

Jose also discussed feedback received regarding the timing of the retreat. Some classified professionals were unable to attend because the event coincided with end-of-year closing responsibilities and a particularly busy work period. Moving forward, the Classified Senate plans to consider alternative scheduling in order to be more inclusive of departments whose workload may prevent employees from participating at certain times of the year. The Senate intends to use this feedback to improve future retreats and increase participation.

Jose further reported that the Classified Senate has been collaborating closely with Debra Glenn regarding professional development.

Classified Senate Vice President Nadia Tariq added that, since the professional development process for classified professionals was revamped, there has been increased interest among classified employees in participating in these opportunities. The Classified

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Senate has been working with management representatives and Debra to further streamline the process and identify areas where information may need to be modified or clarified for employees across campus.

Nadia reported that the Classified Senate typically receives approximately 20 to 25 applications each year for conference participation and tuition reimbursement. Based on the current budget, this is generally the number of applications the Senate is able to support annually. She emphasized that the Senate hopes to continue collaborating with its partners to identify any remaining gaps in the process and determine where additional support or improvements may be needed.

Academic Senate - 5 Minutes

c. Academic Senate Report — Mustafa Popal/Jessica Truglio

Academic Senate President Mustafa Popal reported that the Academic Senate held its first meeting of the academic year last Thursday. One of the primary items of business was approval of the consent agenda for tenure-track committees. Most committees have now been approved and are ready to begin meeting, with one additional committee still requiring approval due to a recent leadership change within one of the divisions.

Mustafa shared that the Senate also focused on orientation to establish a common understanding of the responsibilities and authority provided under the Education Code. This orientation will continue at the next Academic Senate meeting, scheduled for next Thursday. The Senate will also conduct institutional mapping to identify where the various “10+1” academic and professional matters are addressed within campus committees and how those areas connect to the goals of the EMP. The discussion will consider which committees and structures are responsible for advancing those goals.

He added that the upcoming meeting will include several voting items. He also noted that he looks forward to completing the Senate’s discussion with Vice President Glenn regarding compensation for part-time faculty who serve on the Academic Senate.

Management Council – 5 Minutes

d. Management Council Report — Jessica Hurless/Dr. Ellen Murray

Management Council Co-Chair Jessica Hurless introduced herself and shared that this is her first time serving as co-chair of the Management Council. She noted that her co-chair is Dr. Ellen Murray, Dean of Counseling, who may not always be able to attend CGC meetings due to scheduling conflicts with Counseling Division meetings. Hurless explained that she and Dr. Murray will work closely outside of the meetings to review agenda items and ensure that the Management Council perspective is represented.

Jessica stated that, as new co-chairs, she and Dr. Murray would like collaboration to be a central focus of the Management Council. Their goal is to create a space where managers can work collaboratively with other constituent groups on matters that affect the institution. She shared that one topic discussed at the first Management Council meeting was the possibility of dedicating part of their meeting time to working sessions. These sessions would allow managers to discuss areas where understanding or implementation may be inconsistent, review procedures, and work through broader institutional questions in order to develop greater clarity and consistency.

She invited constituent groups to identify issues where greater consistency in management practices or implementation of procedures may be helpful. She encouraged members to bring those concerns forward so they can be discussed by the Management Council and addressed collaboratively.

Administration

e. Administrative Services Update – 5 minutes Debra Glenn

Vice President of Administrative Services, Debra Glenn, welcomed everyone to the new academic year and recognized the Facilities, Receiving, Purchasing, Public Safety, and Business Office teams for their work in preparing the campus for the start of the semester. She noted that opening the semester successfully requires significant coordination and expressed appreciation for the efforts that contributed to creating a safe and welcoming environment for students and employees. Debra also reported continued progress on several capital improvement projects, including classroom refreshes, audiovisual upgrades, learning-space improvements, and ongoing facilities planning. She highlighted the completion and continued refinement of Building 2 and noted that work is ongoing to address remaining issues and improve other campus spaces as resources become available.

Debra shared that Administrative Services continues to collaborate with ITS on technology refresh planning and replacement, particularly for aging computers. The goal is to develop a more efficient and effective replacement process that includes inventory tracking, useful-life monitoring, and a more systematic rotation cycle for outdated equipment. She also emphasized Administrative Services' continued focus on fiscal stewardship, responsible resource allocation, and long-term financial sustainability while supporting student success. She noted that the college continues to monitor district budget discussions and that the current allocation has not changed significantly from the prior year. She stated that there were no major budget changes to bring forward to CGC at this time, but updates will continue to be communicated as additional information becomes available.

Debra also noted that several projects remain in various stages of implementation and that additional guidance is needed from the District regarding recent Board decisions related to staffing and the use of the term "net position." She reiterated Administrative Services' commitment to operational excellence and continued collaboration with Management Council, classified professionals, and faculty throughout the fiscal year.

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During the discussion, members asked how classroom and facility improvement needs are prioritized and how faculty and other campus constituents can provide input. Debra explained that feedback should be incorporated through the college's participatory governance processes and acknowledged the importance of creating clear avenues for submitting space and improvement needs. She noted that current priorities include completing spaces for learning communities and addressing other high-priority projects, while recognizing that district-level changes and limited capacity may affect the pace of future work. She encouraged continued input from campus constituents as priorities are developed.

Additional discussion focused on technology and instructional equipment funding. Debra clarified that her comments regarding technology refresh were primarily related to computer replacement and repair rather than projectors or other instructional equipment. She explained that instructional equipment funding is allocated annually to deans and can provide an additional avenue for divisions to address equipment needs without relying solely on division operating budgets. She indicated that she is reviewing the current process and allocations and will provide additional information regarding instructional equipment funding and submissions.

f. Instructional Update – 5 minutes Dr. Carol Hernandez

Dean of PRIE, Ingrid Vargas, provided the Instructional Update and shared positive enrollment news on behalf of Dr. Carol Hernandez. Ingrid reported that Skyline College is currently leading the District across key enrollment indicators. Unique student headcount is approximately 9,700 students, representing a 6.6% increase from the previous fall. She recognized the campus community for contributing to this growth and gave special acknowledgment to the Recruitment Office and retention specialists for their efforts. She also reported that the college's current load is approximately 510, the highest in the District and slightly higher than at the same point last fall. She credited the Office of Planning, Research, Institutional Effectiveness, the Office of Instruction, deans, and faculty for their work supporting enrollment and instructional efficiency.

Dr. Lauren Ford, Vice President of Student Services, noted that enrollment figures may become even stronger by the end of the semester once dual enrollment classes are fully enrolled. Jessica Hurless added that the current load is particularly notable because Skyline College is no longer accruing TBA hours, which had previously contributed to higher load figures.

Jessica Truglio provided an additional update regarding the FTEFAC Committee, which she co-chairs with Dr. Hernandez. She reported that the faculty position request process is underway and that deans have been notified to begin submitting their requests.

Nadia Tariq asked how the college determines course offerings and FTEF allocations, particularly when prerequisite and high-demand courses have full waitlists. She expressed concern about how the institution can better accommodate students who are unable to enroll in required courses. Jessica Hurless explained that deans receive FTEF allocations based in part on a three-year analysis of divisional scheduling and are expected to schedule within those established parameters. Additional sections may be requested when there is strong justification and available FTEF from another division. Deans may also adjust offerings within their existing allocations based on enrollment needs and available data.

g. Student Services Update – 5 minutes Dr. Lauren Ford

Vice President of Student Services Dr. Lauren Ford reported that the transition into Building 2 has been positive and that Student Services experienced strong student engagement throughout the summer and during the opening weeks of the semester. She noted that counseling began offering drop-in appointments around August 1 and that student wait times have been significantly shorter than in previous semesters. In many cases, students have been able to meet with a counselor within approximately 15 minutes, with the longest reported wait being about an hour. Dr. Ford recognized the Student Services teams in Building 2, including Counseling, Financial Aid, and Admissions and Records, for remaining responsive to students and creating a welcoming environment during a busy period.

Dr. Ford also provided an update on the development of a student learning communities village or hub space. She shared that walls and partitions have been installed to create six distinct spaces between two classrooms and that furniture is anticipated to arrive around mid-October. Learning community coordinators and students will be invited to help determine how the space will be used, develop community agreements, discuss allocation of the spaces, and address logistical matters such as access and keys. The goal is to have the space available for student use by the end of the semester or early spring.

Regarding the learning communities establishment process, Dr. Ford reported that work continued over the summer to develop a more formal process for proposing and establishing learning communities. Initial draft questions and possible application components were developed using other institutional processes as references and were shared with learning community coordinators for feedback. Ford emphasized that the process is still being developed and that faculty voices will remain central to the discussion. Once finalized, the process will be communicated broadly and will include expectations regarding timelines, institutional support, commitments, and future assessment of learning community programs.

Dr. Ford also discussed ongoing enrollment management efforts focused on serving adult learners and part-time students more intentionally. Since January, the college has engaged in conversations regarding workforce data, external labor needs, existing program alignment, and potential opportunities to better serve students who are seeking to reskill, upskill, or transition into new career areas. She noted that many adult learners may already hold bachelor’s degrees and are returning to college for additional training.

Another Flex Day discussion is planned for October to share findings and discuss possible next steps, including the potential reestablishment of an enrollment strategies or enrollment management committee to help continue this work.

She reported that the college is also preparing to implement hazing prevention awareness training in response to new requirements affecting public higher education institutions. Certain populations, including student organizations, clubs, club advisors, and athletic coaches, will be required to complete training, while all students should have access to the information. Dr. Ford stated that she is working with campus partners and Human Resources to identify appropriate training resources, establish tracking mechanisms, and ensure institutional compliance.

Dr. Ford further shared that the college is working to strengthen its response to students experiencing emergencies that may interfere with their ability to begin or continue the semester as planned. Discussions are taking place across several campus groups to determine how the college can respond in ways that are supportive, respectful of student privacy, and mindful of students' academic progress. She noted that the work is still evolving and that a more formal process may be shared once it is further developed.

Finally, Dr. Ford recognized Skyline College's Phi Theta Kappa (PTK) chapter for its disaster preparedness symposium project. The project, developed in collaboration with the District emergency response team and the college's Marketing, Communications, and Public Relations teams, had previously received recognition at the 2026 PTK International Conference and was selected as one of the top 50 projects nationwide among PTK chapters. She announced that the project write-up was also selected from approximately 500 submissions for publication in the 2026 PTK Change Maker Journal. She congratulated the PTK students, advisors, and campus partners for their work and for bringing broader recognition to the college.

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

Dean of PRIE, Ingrid Vargas, provided an update on the upcoming accreditation site visit scheduled for Wednesday, September 30. She explained that the accreditation review process has become more streamlined than in previous years, with a smaller peer review team and fewer scheduled meetings. Skyline College's review team consists of five members, with four team members expected to visit campus in person along with a representative from the accrediting commission. She reported that the team had no follow-up questions or concerns regarding the college's institutional self-evaluation report, and therefore no additional meetings with specific campus groups have been requested.

The site visit is scheduled to take place from approximately 9:00 a.m. to 3:30 p.m. The day will begin with an informal meet-and-greet from 9:00 to 10:00 a.m. in the Intercultural Center with Skyline College leaders. Following the meet-and-greet, the visiting team will participate in a campus tour. MCPR and other campus partners are assisting with the tour, and student ambassadors from the Outreach Office are expected to participate.

Ingrid also announced that an accreditation open forum will be held from 12:00 noon to 1:00 p.m. on September 30 on the second floor of Building 6. The forum will provide students, faculty, staff, and administrators with an opportunity to speak directly with the peer review team. She noted that members of the President's Cabinet, Trustees, and District leadership have been asked not to attend the open forum so that other members of the campus community can participate freely. A previous virtual open forum had been held several months earlier and was well attended.

At approximately 3:00 p.m., the peer review team will provide a brief exit report following its campus visit and internal discussion. Ingrid clarified that this will not constitute the college's formal accreditation decision but will instead provide a brief summary at the conclusion of the visit. She identified the peer review team leadership and members, including Chair Kim Armstrong, President of Clovis Community College; Vice Chair Thad Russell, Vice President of Instruction at Porterville College; Letizia Barajas, Associate Professor of Continuing Education and Workforce Development at East Los Angeles College; and Dr. Kanesha Tarant, Vice President of Student Services at Norco College.

Ingrid also shared that the accreditation cycle may be extended to 10 years from its current cycle. She welcomed the potential change, noting that a longer cycle would provide colleges with additional time to implement and assess the improvements identified through the accreditation process before beginning another institutional self-evaluation. She encouraged members to participate in the September 30 accreditation activities, including the meet-and-greet, open forum, and exit report.

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

Cherie Colin, Director of Community Relations and Marketing, provided an update on activities, noting that the department had a very busy summer. A significant amount of work focused on producing the college catalog in collaboration with the Office of Instruction. She explained that technical issues between CurriculumNet and the coding used to generate the catalog have made the process increasingly difficult, with curriculum changes sometimes creating problems elsewhere in the system. She expressed optimism that the new curriculum system, which includes a catalog product, will help streamline the process in the future. Cherie also recognized Aria Frangos and Sherrie Prasad for their significant efforts in completing the catalog.

Cherie reported that the college also produced its annual report in video format rather than as a traditional written report. She recognized Mia Coo for taking on the video production and Hinda Chalew for contributing to the strategy, storytelling, and overall structure of the project. The video highlights accomplishments from the previous year and features the college president and vice presidents. Cherie encouraged the campus community to view the annual report and celebrate the collective work accomplished across the college.

Cherie also shared that the Marketing Office lost a staff assistant over the summer and is currently operating with reduced staffing. She asked the campus community for patience, noting that some requests may take longer to complete. She encouraged individuals with urgent or delayed requests to contact her directly so she can assist with follow-up and help support the team.

Looking ahead, the Marketing and Communications team is developing the next enrollment campaign to support future recruitment while continuing efforts related to student retention. The campaign will primarily use digital channels, including Facebook, Instagram, Google, programmatic advertising, and retargeting. Cherie explained that retargeting allows the college to reconnect with individuals who have visited the college website and encourage them to return and take further action, such as selecting the "Apply" button. Campaign effectiveness will be measured through data such as clicks, impressions, and Request for Information forms, which feed into Salesforce and initiate follow-up communications with prospective students.

During discussion, Academic Senate President Mustafa Popal complimented the Skyline College website, noting positive feedback regarding its usability compared with other college websites. Cherie acknowledged the feedback and shared that additional staffing would strengthen the college's ability to maintain and develop web content. She noted that Aria currently manages both technical coding and web content responsibilities and expressed interest in eventually adding a web content coordinator position to provide additional support.

j. President's Update – 15 minutes Dr. Nate Carter

President Nate Carter began his report by thanking the campus community for its collective efforts in welcoming students at the start of the academic year. He recognized the preparation and coordination required across the college and emphasized that the strong enrollment, positive campus environment, and successful start to the semester reflect the work of faculty, classified professionals, administrators, and staff throughout the institution.

President Carter then provided several external updates. He reported that the President's Council, which is composed of community partners and other external representatives, identified expanding its membership as a priority following its summer retreat. The Council would like broader representation from communities throughout the college's service area and is seeking individuals who understand or have an interest in Skyline College's mission, vision, and values. He encouraged members of CGC to recommend potential participants. He also emphasized that the President's Council should be viewed as a resource for the broader college community, not solely as a fundraising body. While the Council has been successful in supporting the President's Innovation Fund and scholarships, its members have expressed interest in becoming more engaged with the college's strategic priorities and contributing their expertise to other institutional initiatives.

Dr. Carter also discussed increasing interest from CSU and UC partners in developing deeper relationships with Skyline College. He noted that several institutions have proactively reached out to explore opportunities for stronger partnerships and encouraged constituent groups to consider what meaningful collaboration with four-year institutions could look like beyond traditional transfer agreements. He emphasized the importance of identifying partnerships that respond directly to the needs of Skyline College students, faculty, classified professionals, and programs. President Carter identified San Francisco State University and San José State University as institutions that have recently shown particular interest in expanded collaboration and noted that improved data-sharing agreements may be one area of focus in order to better understand student outcomes after transfer.

He further noted that the District Board of Trustees had expressed interest in pursuing another bond measure. He encouraged members of the college community to review the Facilities Master Plan and its amendment to better understand Skyline College's long-term facility needs. He also advised members to rely on publicly available Board of Trustees materials when sharing information regarding the bond and related District discussions.

Turning to internal matters, Dr. Carter reported on the annual prioritization process for classified professional and management position requests submitted through the Annual Leadership and Unit Review, or ALUR, process. He emphasized that although the college's financial position remains stable, the current budget does not provide new ongoing resources for additional net positions. Nevertheless, the prioritization process continues so that institutional needs can be identified and documented. Eight position requests were considered: a Retention Specialist for EOPS/TRIO, a Music Laboratory Technician, an Assistant Director of Financial Aid, an Art Gallery Lab Technician, an additional Athletic Trainer, a second College Recruiter, a Promotions and Web Content Coordinator, and an Executive Assistant to the Vice President of Administrative Services.

He explained that Cabinet evaluated each position using several criteria, including alignment with the EMP and strategic priorities, the strength of the documented justification, legal, safety, accreditation, or compliance requirements, the sustainability of available funding, and measurable outcomes or accountability measures. Cabinet members reviewed the requests individually, received presentations and clarification from the appropriate Cabinet representatives, and then completed their own prioritization before the results were compiled and discussed collectively. He emphasized that all submitted positions represented legitimate institutional needs, even though limited resources required Cabinet to identify relative priorities.

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Following the review, Cabinet identified four positions as a higher-priority tier: an additional Athletic Trainer, a College Recruiter, a Promotions and Web Content Coordinator, and an Executive Assistant to the Vice President of Administrative Services. He noted that the Athletic Trainer position was elevated in part because of student-athlete safety considerations, while the recruiter and web content positions reflected enrollment and communications needs. He reiterated that the remaining requests are also important and that the prioritization does not mean funding is currently available to fill the identified positions. Rather, the results will guide decision-making if resources become available during the year.

During discussion, Jessica Hurless asked for clarification about the process by which position requests originating at the Cabinet level are submitted and compared with requests originating within divisions. Dr. Carter explained that Cabinet-level areas are also expected to assess staffing needs annually and submit those needs through the process. He indicated that vice presidents generally review requests coming from their respective areas and bring them forward for consideration. He agreed to follow up to ensure greater clarity regarding whether all divisional requests were advanced through the process and how prioritization occurs at each level.

Dr. Carter concluded the meeting by again expressing appreciation for the college community's work and acknowledging the challenges facing higher education. He noted Skyline College's positive indicators, including enrollment, load, and accreditation feedback, and encouraged the community to remain focused on its mission, vision, and values while continuing to support students. The meeting was formally adjourned, with the next CGC meeting scheduled for the following month.

Constituent Committee Reports

V. Adjournment

Next Meeting – September 23, 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.*

The Skyline College Health, Safety, and Emergency Preparedness Committee (HSEPC)

Academic Year 2025-2026 Annual Report to College Governance Council

Approved by Committee 9/3/2026. Prepared by Committee Chairperson, Paul Cassidy.

The Skyline College Health, Safety, and Emergency Preparedness Committee (HSEPC), chaired by Paul Cassidy, spent the 2025-26 academic year strengthening campus safety, emergency preparedness, health services, infrastructure reliability, and interdepartmental coordination. During the Academic Year, committee members from Public Safety, Facilities, Emergency Management, Health Services, and Administrative Services worked collaboratively to identify risks, improve communication systems, and support student and employee wellbeing.

During the Fall term, meetings focused on beginning the academic year with a forward-looking approach to safety and wellness. Health Center staff reported the reopening of medical services and expanded student support through TimelyCare telehealth, flu vaccination clinics, COVID-19 vaccination planning, mental health programming, and outreach activities. Public Safety reported a smooth start to the semester, emphasizing visibility, traffic safety, event support, and preparation for the Great California ShakeOut earthquake drill. Facilities shared several important infrastructure updates, including improvements to campus accessibility through ADA upgrades, sustainability initiatives, and completion of work on athletic facilities. Emergency Management staff described efforts to strengthen the Building Captain Program, conduct emergency drills, improve communication systems, and align district emergency planning with FEMA's all-hazards model. The meeting emphasized collaboration among Facilities, Public Safety, Health Services, Emergency Management, and Communications to create a safer and more resilient campus.

Health and wellness remained a recurring focus. The Health Center expanded outreach through flu vaccination clinics, COVID-19 vaccine planning, wellness events, blood drives, and mental health programming. Staff consistently promoted TimelyCare, the district-funded telehealth service that provides students with 24/7 medical and counseling support. The committee also discussed student access to services during holiday closures and the temporary relocation of Health Services to Building 2 in spring 2026, emphasizing continuous communication and support for students during service interruptions.

Facilities updates centered on several major infrastructure projects. Progress continued on the Distributed Antenna System (DAS), designed to improve cellular reception and emergency communications throughout campus. Additional work included ADA accessibility improvements, sustainability initiatives, athletic field renovations, utility upgrades, and regular maintenance projects. Committee members regularly reviewed construction impacts, parking concerns, and communication plans intended to minimize disruptions to campus operations.

Emergency preparedness was a major theme throughout the year. Emergency Management staff expanded the Building Captain Program, introduced updated training resources, created online preparedness materials, improved emergency radio systems, and conducted drills including the Great California ShakeOut earthquake exercise, fire drills, and violent intruder preparedness activities. Building captains received upgraded digital radios, streamlined training programs, and expanded communication resources. The committee also supported Emergency Preparedness Day, which provided hands-on training in topics such as first aid, fire extinguisher use, and personal emergency preparedness.

Public Safety reported continual efforts to enhance campus security through visible engagement, parking enforcement, event support, safety escorts, emergency planning, and partnerships with local law enforcement. Officers emphasized education over enforcement, resulting in improved parking compliance and reduced citations. Public Safety also increased outreach during campus events and encouraged employees to report hazards, use RAVE alerts, and maintain communication during reduced-occupancy periods.

During the Spring semester, the committee also welcomed Vice President of Administrative Services Debra Glenn and reviewed lessons learned from a significant recent outage (however, during Spring Recess). Facilities reported that PG&E conducted an emergency repair without advance notice, causing significant operational disruptions and requiring extensive post-restoration troubleshooting.

A major discussion centered on planning for extended emergencies, particularly protecting temperature-sensitive laboratory chemicals, vaccines, and other critical assets during prolonged outages. Committee members agreed that departments should develop standard operating procedures and identify equipment requiring backup power support. The outage served as a catalyst for broader conversations about communications, building captain responsibilities, radio use, and continuity planning.

In other areas, progress continued on the Distributed Antenna System (DAS) project, which will improve campus cellular coverage and emergency communications. Public Safety praised Facilities and Information Services staff for their effective response and encouraged employees to save the campus emergency number in their phones. The committee also reviewed the successful resolution of an Ad Astra scheduling issue that had raised concerns about emergency response accuracy for Saturday classes.

As the academic year concluded, discussion focused on end-of-semester operations and summer preparedness. Health Services announced a temporary closure associated with relocation to Building 2, while emphasizing continued access to TimelyCare. Public Safety discussed commencement planning, campus safety, and recommendations for employees working during low-occupancy summer periods, encouraging advance communication with Public Safety when coming to campus. Emergency Management reported progress on commencement incident planning, building captain resources, and expanded radio communications training. Members discussed making training more accessible through recordings, online modules, and integration with district training systems. Additional updates covered the relocation of Skyline College's community grocery distribution program to a safer and more efficient location, while maintaining service to hundreds of households each month. The year's work concluded with appreciation for committee leadership and a commitment to continue strengthening campus safety and emergency preparedness efforts in the coming academic year.

Thanks to the diligent work of Committee members, the HSEPC demonstrated Skyline College's deepening commitment to preparedness, continuous improvement, risk reduction, and coordinated responses to both routine operations and unexpected emergencies.