

**Skyline College**  
**Stewardship for Equity, Equal Employment and Diversity (SEEED)**  
**Advisory Committee**  
October 15, 2007

**MEETING MINUTES**

Attendance: Lori Adrian, Rosie Bell, John Chavez, Nancy Lam, Vicki Morrow, and Phyllis Taylor. Recorder: Linda Ghio

Absent: Amory Cariadus, Barbara Daley, Donna Elliott, Melissa Komadina, and Richard Soyombo

**Review and approval of May 21 minutes**

The minutes were approved as written.

**Review and approval of September 17 minutes**

A correction was made to the fifth sentence in the second paragraph under Common Ground events. The minutes were approved with this correction.

**Committee charge**

The CBC reviewed the SEEED charge posted in the compendium, as well as the charge for the Student Access and Success Committee to look at SEEED's role in relation to student equity. Vicki said SEEED's charge does focus solely on faculty and staff diversity, but it is about diversity broadly and equity, particularly for students. SEEED has not worked on that part of its charge. The Student Access and Success Committee created a report that focuses exclusively on student equity at Skyline. That group has not met since before Jennifer Hughes left Skyline. In the First Year Experience project, issues of student equity arose in various ways. The Management Council reviewed the college's big plans and realized nothing has been done on student equity since 2005. Vicki would like SEEED to talk about what would be the right venue at Skyline to move this topic, whether it should be reviewed by the Student Access and Success Committee or by SEEED. She feels that SEEED may have too much work, but if it is handed off to the Student Access and Success Committee, SEEED needs to assist in some way. Lori said once it was written, there were individuals who wanted to convene a committee to review student equity. There was a discussion at the September SEEED meeting that the Student Access and Success Committee could be a sub-committee that would report back to SEEED. It would need faculty and academic deans added to it to build it up. Lori thinks it makes sense, based on the charge, that it has a link to SEEED.

Phyllis asked if students can be appointed to this committee and Vicki thought it would be a good idea. Phyllis said that it might be good to have an internal structure for designating the students and Rosie asked if there could be an incentive. Vicki said normally the students are appointed by the ASSC and there has been a large cohort of students in the last couple of years. Those students who are involved want to have an impact on the college. Lori said that Rick Wallace and Connie Beringer reviewed the

Student Equity Report and summarized it in a presentation at the Asilomar Leadership Retreat. It crosses over with First Year Experience (FYE) and the Basic Skills initiative. Lori also thinks the student ambassadors would be good on the committee. The objective that the Student Equity Plan addresses is access and success. Rosie asked the college is just overlaying things especially if FYE and Basic Skills are all doing the same things. Vicki said the goal is to have them link and she wants to be sure that the recommendations land in the right home for further action. Lori said the group may need to think of two levels for the Student Access and Success Committee. There should be a home for it now. The committee should be reactivated and it should report to SEEED. First Year Experience and Basic Skills are initiatives and it is uncertain where these are going to end up. That could change as progress is made in FYE and Basic Skills, but in the meantime the Student Access and Success Committee could be reactivated and work could be started. Phyllis said the timing on basic skills has to happen this year. Vicki summarized by saying that the Student Access and Success Committee would be reactivated, but it would be augmented with Basic Skills and FYE groups, students would be added to the committee, and they would identify faculty, instructional deans and classified staff who would join the committee. Vicki said that the Student Equity Plan is now almost four years old and she would rather see the student equity work that has already been done added in to it.

#### **Review of First Year Experience (FYE) Draft**

Lori said that FYE was a self-study process and the group was guided by nine standards identified as best practices for first year students. Each standard group met and wrote reports. Rachel Bell came to SEEED and wrote a report on diversity based on her evidence. The FYE committee was asked to look at data that focused on first year students, and the group found that mostly they enrolled in basic skills. After looking at the recommendations, the FYE group sent the reports to the policy center and a technical expert reviewed Skyline's reports and provided feedback. The recommendations came in five categories and Lori reviewed them with SEEED. These have been presented to the Curriculum Committee but not to the shared governance groups.

Lori read item IV which concerns itself with diversity. Students weighed in on things, and they felt that there was not a lot of interaction with faculty and staff outside of the classroom. Students did not find a connection with faculty/classroom activities and what is happening outside in terms of events. Lori said the college cannot really generalize because there were 475 responses and there should be more like 600 responses in order to generalize. One recommendation suggested that students have Museum of Tolerance (MOT) training. Rosie asked if there is a vehicle in San Francisco or possibly in other Bay Area agencies, which offer similar training and Phyllis said there is someone who might be interested in helping. Lori said the student ambassadors said they submitted a proposal to have training on this with the ASSC.

The next process in the FYE draft recommendations is to review them again and see where there may be duplications so that they can be grouped more tightly. Then the college would develop a plan to determine which recommendations are critical and need to be worked on in one year, or two or three years. Lori said other colleges have formed

First Year Councils, which are made up of the different constituencies that work with first year students, and the Councils meet regularly. The recommendations will go through all of Skyline's constituent groups and be reviewed by College Council. Lori said the group needs to look at the orientation process in general, both with counselors and faculty. Phyllis said Skyline only offers a one-hour orientation and it is not mandatory. Rosie suggested that an explanation of what it means to be an engaged citizen be incorporated into the freshman seminar or orientation. Vicki asked if the online orientation is more in-depth and Lori said it probably is. It is for people who are degree-seeking which complies with the matriculation mandate. Vicki said the draft is interesting and thinks the college has a growing grasp of what students need. Vicki asked if there were anything in recommendation IV that recommends getting the Student Access and Success Committee running again and Lori said under section A, there is a recommendation to hire and retain diverse faculty and staff. Lori thought that the district EEOAC chaired by Harry Joel addressed this, but understood that the committee was disbanded. She said she thought the group should look at the district hiring to see how well it is doing in hiring diverse staff and how well we are retaining them. Rosie said the district might not be hiring diverse staff and is there anything that can be done. Vicki said it could be done at a district level and she will follow up with Harry Joel on the EEOAC.

### **Display posters**

Phyllis said she would like better signage directing people to the main theatre and gallery. Students have difficulty finding these buildings and so have presenters. Vicki said the building will be renovated so the problem will be solved in the long term. In the meantime, it is not hard to have signs made, laminated and posted and Vicki will talk to CIP about getting something put together. Vicki and Barbara said the interior of the main theatre lobby also needs improvement.

**Earth Day:** The San Mateo CCD library system has focused the topic of its book and speakers on topics of climate. This will probably tie in to Earth Day. Lori said that Mike Williamson is interested and she told him to talk to Amory and the ASSC and have them work together on it. Otherwise, it probably doesn't pertain to SEED. Rosie suggested that the ASSC tie the project in with a local environmental group because she said it is everybody's job to get involved. Phyllis said she would like to see it with Common Ground. Rosie said that Common Ground has very little money and Phyllis said that Skyline should talk to Maxine Einhorn at KQED about it. Whether or not it has to do specifically with diversity, it is a problem that affects all. Vicki said that Rosie may need reassigned time to do her Common Ground projects and she suggested talking to Sandy Irber about foundation money that might be used for those projects. She also suggested talking with Donna Bestock about the possibility of tapping the bequest her division received as this might be an appropriate use for those funds. Common Ground may take on Earth Day, along with help from Science/Math/Technology and the ASSC.

**Security:** Phyllis spoke to Mike Celeste and he is aware of and prepared for the Hip Hop conference and she needs to speak directly with Nate Nevado who is coordinating the event. Lori said that although the college is getting pro bono security services, there

are some police hours that Skyline will need to pay. This is different from Skyline security salaries and it may cost around \$1200. The college will need to help Nate cover the cost. Lori will contact Nate about security.

Phyllis distributed a flyer on El Dia de los Muertos, coordinated by Luciana Castro, the Hip Hop conference and the Who Are We? We Are Everyone photo exhibit, which opens on Wednesday, October 17. The photo exhibit will run through November 13 or 14. There are 80 photos on display. Students will have an opportunity to have their photos shown and they can write their story on the butcher paper that will be posted. Nina Jablonski will present during the exhibit on November 8. Lori asked Rosie to email Mike Celeste about using Skyline security at the Nina Jablonski event and contact Amory for the signers for the event. Rosie said the event will also be videotaped.

### **Committee membership of SEED**

A question was raised as to whether or not SEED should have students on the committee. Vicki said it does not currently have students because of its origin as a committee focused on faculty and staff hiring. In thinking about reactivating the Student Access and Success Committee, she would really like students on that committee. Lori thinks it makes sense to have students on SEED because of the students, the events and the funding. Phyllis asked if it could be the same or similar representation between the two committees and SEED thought that was a good idea. Vicki said that SEED is an official body and if the committee wants to change the membership, she would need to submit the idea to College Council and the constituent group reps would need to check with their membership, and then bring back the vote to the council. Phyllis and Rosie are not sure about student representation. They feel that it would be important to link SEED with the Student Access and Success Committee, otherwise why have a student if they are not the liaison. Phyllis asked what they would bring to SEED as opposed to the SEED Committee's intent to have them on the committee. Vicki said it is important that when students are asked to serve on a committee that there is a benefit to them. She thinks it would be a weaker draw to invite them to join SEED and the Student Access and Success Committee would be better for them. Rosie would like the Student Access and Success Committee be reactivated and then see how things go. Lori said she thinks students should be involved and she thinks they need to feel included in SEED conversations. She said that the SEED committee attempts to see what their needs are, but their voices are not heard and the committee does not have their perspective to know what would make them come to the events. Vicki would like to have a conversation with Amory about it and revisit it once the Student Access and Success Committee gets going.

### **Next meeting**

The next meeting is November 19 and there will be a wrap-up on the Hip Hop and Nina Jablonski events.