

**District Shared Governance Council (DSGC)  
December 4, 2006  
Minutes**

**Members Present:** Linda Allen                      Jeanne Gross  
                                 Michael Barkoff                      Ulysses Guadamuz  
                                 Carla Campillo                      Teeka James  
                                 Alain Cousin                      Jing Luan  
                                 David Feune                      Jane McAteer  
                                 Sebastian Grillo                      Luis Padilla

**Guests Present:** Kathy Blackwood  
                                 Barbara Christensen

The meeting was called to order at 2:25 by Council Co-Chair Jing Luan.

Alain Cousin announced that the student committee members will leave in one-half hour to help consult for the design of a Student Services Building.

Approval of Minutes

The minutes of the November 6, 2006 meeting will be amended as follows: page 2, paragraph 6 – “The revision was approved, nine members voting A, *one member voting B, and one member voting D.*” With this revision, it was moved by Alain Cousin and seconded by Jane McAteer to approve the minutes of the November 6 meeting. The motion carried, all members voting “Aye.”

Comments

Alain Cousin addressed the issue of the District hiring policy with regard to student input. He said the District Student Council believes that students should be better represented. For example, there was one student on the hiring committee for the College of San Mateo president; if that student left the committee for any reason, there would be no student representation. CFO Blackwood said that it might be appropriate to have two student representatives on the hiring committee for certain positions but not for all. Mr. Cousin said it would be appropriate when hiring people whose decisions affect students. Vice Chancellor Luan said that in some other districts, there are backups for committee members. Mr. Cousin responded that in that case, both the committee member and the backup would have to attend the meetings in order to be aware of what happens at the meetings.

Carla Campillo said she would like information regarding College of San Mateo’s plus and minus grading policy. Michael Barkoff said he will be with Dr. Ball at the meeting that addresses this issue.

District Budget

District Chief Financial Officer Kathy Blackwood presented an update on this year’s budget. Highlights include: 5.92% COLA; student fees of \$20-\$26 per unit; significant restoration of funding for matriculation; significant increase in one-time allocations. CFO Blackwood reported that Senate Bill 361 entirely changes the State funding method for community colleges. Funding was originally based on 2003-04 actuals and then updated to 2004-05 actuals; this change negatively impacted some

colleges and they were given one-time funding to make up the difference. Funding now has been updated to be based on 2005-06 actuals and this will negatively impact SMCCCD. One time funding will not make up the entire difference; the District will find out in February how much it will receive in one-time funding.

CFO Blackwood said that the District's budget is essentially balanced. The budget is based on a 2% enrollment increase. Enrollment at Skyline College is up approximately 4% while enrollment at College of San Mateo and Cañada College is down approximately 1%.

The District is currently self-insured for Workers Compensation and Property and Liability insurance. This costs the District less at this time, while maintaining an acceptable level of insurance.

CFO Blackwood said that Interim State Vice Chancellor of Fiscal Policy Jim Austin is communicating well with districts. He has asked districts to inform him how they are doing, particularly in terms of enrollment. An informal survey by Vice Chancellor Austin shows that many districts across the state are experiencing declining enrollment, and many will borrow from next year's funding. By doing this, funding is lost for the following year, but there is a one year "hold harmless" clause. CFO Blackwood emphasized that the borrowed funds must be considered one-time money because the State could deny the request to borrow at any time.

CFO Blackwood explained the schedule for the passage of the 2007-08 State budget. The Governor releases the proposed budget on January 10. This is followed by hearings and analysis by the legislative analyst. In May, the Governor releases the May Revise. The legislature then works to approve the budget. It is supposed to be approved by June 30, but is usually approved some time in July. The best estimates for the upcoming budget include: 11% of Proposition 98 funding for community colleges; fee reduction; approximately 3% COLA; 2% growth funding.

Carla Campillo asked if nonresident tuition would go up. CFO Blackwood said it would; it is currently based on actuals from two years ago.

Carla Campillo also asked if the growth funding is distributed evenly among the Colleges. CFO Blackwood responded that it is distributed proportionally. She added that the District is continually looking at what is working to generate growth.

Teeka James asked about the consequences of borrowing. CFO Blackwood said that there is no harm as long as it is used as one-time money and not built into programs; the District must not budget for it in case the State denies the request to borrow.

Teeka James expressed concern about more and more adjunct faculty being employed. CFO Blackwood said that if there is sufficient growth, full-time faculty will be hired.

The committee thanked CFO Blackwood for her report and said that they would like to receive updates and be given handouts if possible.

At 3:00 p.m., the student committee members left. It was determined that a quorum was present and the meeting would continue.

Revision of Rules and Regulations Section 8.38, Gifts and Donations

Director of Community/Government Relations Barbara Christensen said that the changes to the policy are minor. The most significant changes are in item 5 and the addition of item 6. The intention of item 5 is to establish criteria for naming opportunities for District facilities. Director Christensen said that the District must be very careful in naming facilities because it is done in perpetuity and takes away the opportunity to name the facility after later major donors. The addition of item 6 opens the door to naming District facilities for people who have not given money but have made an enduring contribution to the District.

Teeka James asked whether buildings could be given names rather than numbers only. Director Christensen replied that many buildings are multifaceted and it would be difficult to give descriptive names. It was noted that numbering buildings is common at community colleges.

Accreditation Update and Mission Review

Vice Chancellor Luan said that on October 26, the writing team co-chairs, accreditation team co-chairs and the steering committee co-chairs met to get an update on the status of the writing process.

Each College is developing a functional map to address standards and who is responsible for each standard – the College, District, or a combination of both. Cathy Hasson, Director of Planning, Research and Institutional Effectiveness at Skyline, has taken the lead in developing the functional map for Skyline and her work will be shared with the other Colleges. Vice Chancellor Jing will bring the information to the District Shared Governance Council after the steering committee has reviewed it.

Regarding planning, Vice Chancellor Luan said that after the Colleges have completed their planning activities, the District Office will take all planning ideas and merge them with District research to understand the change in population for the entire service area.

Vice Chancellor Luan said the District will form a planning entity to look at strategic planning at the Colleges, and then form an entity to collect information and write a master plan. The process will begin in the spring and it is hoped that the master plan will be written within one year. He said that the plan does not need to be finished when the accreditation visits take place, but it is important to be in the process of doing so. Teeka James said she believes the Shared Governance Council needs to have input; Vice Chancellor Luan agreed.

Vice Chancellor Luan distributed copies of the District Mission Statement. He noted that the Governing Board is supposed to regularly review the Statement, but it was last reviewed in January, 1999.

Teeka James announced that she will not be in attendance next semester, and Katharine Harer will take her place on the committee.

The meeting was adjourned at 3:50 p.m.

