



# El Camino College

College Council Minutes

Monday, April 20, 2020

1:30 – 2:30 p.m. Via Zoom

## Attendance

Edith Gutierrez, Kelsey Iino, Urwa Kainat, Rose Mahowald, Dena Maloney, Darcie McClelland, Debbie Turano

## Absent

Kenny Galan

## Support

Iris Ingram, Jane Miyashiro, Ross Miyashiro, Ann O'Brien, Jean Shankweiler

## Guests

Michelle Arthur, Amy Budzicz, Brigette Carballo, Lyn Clemons, D. Daniel, Lorena Garcia, Harold Hofmann, Coleen Maldonado, Crystle Martin, Gary Medina, Karen Preciado, Collen Preston, Julie Soden, Sharilyn Thomas, Sal Valencia

## Minutes

### 1. Welcome/Approval of Minutes

Dr. Maloney opened the remote meeting and welcomed participants

After review, the minutes from the April 6, 2020 meeting were approved.

### 2. Board Review

In compliance with Governor Newsom's Executive Order N-25-20, in response to the ongoing COVID-19 outbreak, the District will conduct the Board of Trustees meetings as teleconferences – audio only. We will have two email addresses for public comment. One for public comments on Closed Session agenda items and one for public comment on Open Session agenda items and non-agenda items.

A comprehensive overview of the April 20, 2020 [Board agenda](#) was provided including, Consent Calendar items, Action items, Future Action Items/General Information and Policies and Procedures. It was noted there would be no presentations.

The Vice Presidents highlighted agenda items of particular interest from their areas and answered any questions.

Jean Shankweiler - Academic Affairs

Ross Miyashiro - Student Services

Iris Ingram – Administrative Services and Measure E

Jane Miyashiro - Human Resources

Dena Maloney highlighted Community Advancement and President/Board agenda items.

### 3. Campus Reorganization Recommendation

Jean Shankweiler provided a [handout](#) expanding the overview on the reorganization/redesign of meta majors as a result of Guided Pathways. In addition to the information presented at the April 6, 2020 meeting, the handout included background on the process of determining the reorganization and detailed the suggested changes. It was restated, the discussions from the last meeting and today, fulfill College Council's goal to "Consult collegially on the organizational structure needed to support Guided Pathways at El Camino College".

A vote of approval from College Council is not necessary. However, College Council is in full support of the reorganization. This plan will be presented to the Board as an information item at the May 18 Board meeting.

4. Update: Making Decisions Guide and Discussion

Dena Maloney provided an update on the *Making Decisions Guide*. The draft is completed and received a first reading by Academic Senate on April 7. The second reading is scheduled for tomorrow, April 21. ASO will review the draft April 23. Facilities Steering committee will review the draft on May 4. PBC will review it on April 20. College Council is scheduled to review and discuss the draft on May 4 and May 18. The Technology Committee is reviewing the draft tomorrow, April 21. The *Guide* will go before the Board on June 15 for a first reading and July 20 for the second reading. Once approved by the Board, the *Making Decisions Guide 2020-2025* will be published. A separate Planning guide is in development and will go through collegial consultation in the near future.

Sincere appreciation is extended to the members of the taskforce that worked on the draft. The group represented a broad cross-section of people - Academic Senate, represented by Darcie McClelland; Classified employees, represented by Cindy Lopez, then Roy Dietz; Breeanna Bond, Dr. Shankweiler, Pete Marcoux, and Carolee Vakil-Jessop were all involved with the development of the *Making Decisions Guide*.

The new version is an improvement over the prior *Guide*, including updated committee names, a clear understanding of their functions and more streamlined information. Feedback from the consultation process will be considered and updated to the draft before we take it to the Board.

The project has come to fruition and College Council has fulfilled our goal to *Lead the design of a 2020-25 Making Decisions at El Camino College document, which reflects the institution's commitment to collegial consultation and the purpose and responsibilities of each collegial consultation committee, its relationship to other committees, and the process for moving recommendations to the Board of Trustees through the Superintendent/President.*

College Council will conduct two readings of the *Guide*. The first reading will be on May 4 and the second reading will be on May 18.

5. Resolution in Support of Increasing Faculty Diversification

Dena Maloney presented College Council's [Resolution](#) in Support of Increasing Faculty Diversification for a second review. The first review was conducted at the April 6 meeting. One change was made during that discussion. We changed *culturally responsive teaching* to *culturally responsive practices*. The floor was opened for further comments and feedback. It was reiterated, the resolution from College Council, addresses an important institutional commitment and supports the Academic Senate in its resolution. The resolution is critical and makes a clear commitment to the diversification of our faculty. It is recommended College Council approve this resolution.

The resolution is passed unanimously by College Council. This will be brought to the Board for adoption at the same time as the Senate's resolution, signifying the importance we collectively hold on the priority of faculty diversity and hiring.

6. Non –Agenda Item: CARES Act

Dena Maloney provided an overview of the CARES Act announcement. The CARES Act is one of the stimulus/recovery bills that was passed by Congress and signed by the President, in response to the COVID-19 crisis. The CARES Act, includes but is not limited to, support for small businesses, hospitals and institutions of higher education. The Chancellor's Office has sent out a memo authorizing the allocation amounts across the Community College districts. The allocations are based on FTES and Pell Grant recipients. El Camino College has been allocated \$11.6M. The funding is intended for two different purposes.

Direct Student Aid: \$5.8M is dedicated to support students during the COVID-19 crisis. There is some question if aid is in the form of grant money or support for the purchase of laptops, food and/or other supplies. We are waiting for guidance. In the mean time, we are working on a plan to distribute aid based on financial need. Funding will be issued through the Financial Aid Office.

Unfortunately, the financial aid is federally funded and cannot be used for undocumented students. The El Camino Foundation has ongoing fundraising that can be used to address some of the needs for undocumented students.

The remaining half of the CARES Act funding is for institutional impact. The funds can be used to cover documented costs incurred by the district due to COVID-19. Again, we are waiting for specific guidelines.

Appreciation is extended to Financial Aid for their work on determining how we can support students with this funding. It may appear we have ample resources however, when you divide the funds among the number of students we have, it does not amount to much. We are grateful for the funding under the Federal CARES Act. It allows us to provide help to our students.

We have to consider the current needs of students during this term as well as next fall. Students entering in the fall will need support. This funding has to reach students across multiple terms. We are working on a plan and discussions are in progress. We do not expect the economy to recover in a matter of months.

There does not appear to be a lot of communication among the different campus groups regarding the CARES Act as there are many unknown factors in terms of how we need to distribute funding. We are encouraged to focus on the neediest students first. Another goal is to retain students that may leave higher education due to the impact of COVID-19. Many students are losing jobs. Students tend to be employed in industries/sectors that are shedding jobs during this crisis – food and retail.

EOPS received emergency guidance and will be reallocating funds from the existing budget to provide direct aid to students in the form of additional grants to address the unmet needs of students during the COVID-19 emergency. EOPS is looking at reallocating \$240,000 to support eligible EOPS participants. This is in addition to what participants may be eligible for from the CARES Act. The grant award for EOPS participants may be \$170 per student depending on the number of students that are eligible. Single parents, receiving public assistance, who are EOPS/CARE program participants (CARE is a supplemental program of EOPS) may be eligible for an additional \$500. Unmet needs will be reviewed. The most vulnerable student populations are most likely not to recover and not able to stay in school. The challenge is how to leverage the augmented resources to support our vulnerable student populations.

Guidance from the Chancellor's Office provides more flexibility for the distribution of this money to address the immediate needs of these students.

**7. Adjournment - Meeting adjourned**

**2019 - 20 College Council Goals**

1. Provide orientation to all new and returning members of College Council on the Council's purpose, goals, and expectations of its members. Annually evaluate the College Council's effectiveness.
2. Lead the design of a 2020-25 Making Decisions at El Camino College document, which reflects the institution's commitment to collegial consultation and the purpose and responsibilities of each collegial consultation committee, its relationship to other committees, and the process for moving recommendations to the Board of Trustees through the Superintendent/President.
3. Complete/continue the development of legally required policies and procedures.
4. Consult collegially on the Institutional Self Evaluation Report. Attend assigned campus forums and provide feedback to the College Council.
5. Consult collegially on the organizational structure needed to support Guided Pathways at El Camino College.
6. Ensure that the College Council is informed of college initiatives including but not limited to:
  - Associated Student Organizations initiatives
  - Technology modernization
  - Impacts of facilities on the student experience
  - Sustainability plan progress
  - Climate Survey plan progress
  - 2020-23 Strategic Plan and new institutional planning model

**Future Meeting Dates: 1:30 p.m. Library 202 D. Maloney      Reminder only**

**Winter/Spring Council Meetings**

- Monday, May 4, 2020
- Monday, May 18, 2020                      (Board Day)
- Monday, June 1, 2020

**Summer/Fall College Council Meetings**

- Monday, June 15, 2020                      (Board Day)
- Monday July 13, 2020                      (Board Day)
- Monday, August 17, 2020                      (Board Day)
- Tuesday, September 8, 2020                      (Board Day)
- Monday, September 21, 2020
- Monday, October 5, 2020
- Monday, October 19, 2020                      (Board Day)
- Monday, November 2, 2020
- Monday, November 16, 2020                      (Board Day)
- Monday, December 7, 2020
- Monday, December 21, 2020                      (Board Day)