



# El Camino College

College Council Minutes

Monday, May 18, 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

Iris Ingram, Kenny Galan

## Support

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

## Presenter/Guests

Amy Budzicz, Linda Cooks, Keiana Daniel, Henry Der-Antonian, Julie Meredith, Ann Palmer, Colin Preston, Idania Reyes, Darilyn Rowan, Russell Serr

## Minutes

### 1. Welcome/Approval of Minutes

Dr. Maloney opened the remote meeting and welcomed participants.

College Council members are reminded this week is Classified Appreciation week. Although we are not able to hold the planned celebrations, due to the pandemic, virtual celebrations are planned throughout the week.

After review, the minutes from the May 4, 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 audio only teleconferences. 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 May 18, 2020 [Board agenda](#) was provided including Presentations, Consent Calendar items, Action items and Future Action Items/General Information.

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

Jean Shankweiler - Academic Affairs

Ross Miyashiro - Student Services

Dr. Maloney in Iris Ingram's absence – Administrative Services and Measure E

Jane Miyashiro - Human Resources

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

### 3. Making Decisions Guide – Second Reading

Dena Maloney presented the latest [Making Decisions Guide draft](#) for a second reading. The current draft reflects changes that were made as a result of collegial consultation by the various committees. This version is the most up to date. Carolee requested additional revisions this morning. As this is the second reading, College Council was asked if the document should be considered for a third reading. It was determined another draft would be brought back to College Council for a third reading on June 1. A recommendation will be made to present the document to the Board following the third reading. There were no other comments on the current *Making Decisions Guide* draft.

4. ISER –Second Reading

Jean Shankweiler presented the latest [draft of the Institutional Self-Evaluation Report \(ISER\)](#) for a second reading. The changes made were not substantial. A couple hyperlinks are still pending as they will provide access to future Board Meeting minutes. These links will be updated prior to sending the document to ACCJC. A few editing changes will be submitted by Dr. Maloney.

The current document does not contain language referring to the new 2020-25 *Making Decisions Guide* presently in progress. The *Guide* will be presented to the Board prior to the accreditation team visit. It was suggested that a paragraph be inserted in Standard 4, A which will allude to the new *Guide*. The *Guide* is frequently referenced in the ISER. The visiting team should be aware a new document has been created.

Appreciation to the various co-chairs and all the Standard co-chairs for their tireless work is extended.

College Council approved to move the ISER forward to the Board for review.

5. AP 5203 – Lactation Accommodations

Jean Shankweiler reviewed the changes to the [draft of AP 52030](#) – Lactation Accommodations. The procedure was previously reviewed during College Council’s Policy Review day. It was originally presented for review by Human Resources, addressing the need for accommodations for employees. The procedure is also required in the 5000 series addressing the need for accommodations for students. This draft combines the needs of students and employees. The AP sates we will provide accommodations for lactating persons. It was agreed that “persons” is all inclusive. Human Resources, Student Services and Academic Affairs all participated in the revision of the procedure.

College Council approved to place AP 5203 – Lactation Accommodations on the June Board agenda as an information item. The draft will be presented to the Board as a new procedure.

6. Adjournment

Parting comments: A third reading on the *Making Decisions Guide* will be scheduled for the June 1 meeting. We will also provide a recap of our accomplishments against our goals and conduct our self-evaluation. Historically, the self-evaluation was conducted in the fall. However, student and other representatives had changed and members did not have a point of reference. Therefore, it makes sense to conduct the self-evaluation during the last meeting.

The June 15 meeting is a Board agenda review day. This Board meeting will include the adoption of a tentative budget for the Board. We will discuss the budget at the June 1 College Council meeting. The budget outlook from the State Governor’s office last week was not favorable. PBC meets next week and a Town Hall is scheduled for Thursday, June 21 where the changes to the budget, from what was articulated in January, will be presented. How these changes will impact the college will be discussed.

College Council members are encouraged to reach out to their PBC representative. PBC will be discussing some of the programs and planning parameters in identifying potential budget cuts at its meeting next week.

The request for the district's support in a public statement for the Asian Pacific Islander (API) community is reiterated. The working document has been drafted and sent to Darcie McClelland and Dr. Maloney. The language is similar to other local higher education institutions' public statements. This document serves as support for the API community during API Heritage month. Other activities are planned to commemorate the month. This document can be reviewed by College Council on June 1. Unfortunately, the date is not during API Heritage month.

May is Foster Youth Awareness month. Awareness of this vulnerable student population is critical especially during the pandemic. ECC's Student Voices of Resilience will publish a flyer commemorating the month which will contain quotes of resilience from our foster youth students. The institution should remain committed to access and equity especially in the face of the economic downturn. It is equally important to stay connected with the human aspect during these difficult times and remember to ask "How are you doing?".

Appreciation is extended to the classified employees for their amazing work and to College Council members as we move through these trying times. Preserving the collegiality and the collaboration that represents College Council is imperative in looking at the bigger picture.

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, 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)