



El Camino College

College Council Minutes

Monday, May 3, 2021

1:30 – 2:30 p.m. Via Zoom

Attendance

Breeanna Bond, Giancarlo Fernandez, Edith Gutierrez, Kelsey Iino, Rose Mahowald, Dena Maloney, Darcie McClelland

Absent

Kenny Galan

Support/Presenter

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

Minutes

1. Welcome/Approval of Minutes

Dr. Maloney opened the remote meeting and welcomed participants.

After review, College Council moved to approve the April 19, 2021 meeting minutes as presented.

2. Sustainability Plan Update and Outcomes

Iris Ingram provided an [update on the Sustainability Plan](#). The presentation included background and goals established in July 2019 for the Plan, progress on water reduction, recycle/waste reduction, energy efficiency, transportation and an update on solar project.

Being off campus has reduced our consumption as well as closing older buildings that are not in use. Data is being collected to calculate the actual savings. Usage will increase as we return to campus. It will be interesting to see the numbers.

Regarding transportation, does the Special Resource Center (SRC) have input in determining pick up/drop off locations for ACCESS services. The Facilities Steering committee is responsible for monitoring the progress of the Sustainability Plan. Contact Jorge Gutierrez to ensure SRC has representation on the committee.

Who determines the locations of water filling stations? How can refill stations be placed in the Science buildings? Water stations are in the newer buildings and were included in the building design plans. Future buildings will plan for water refill stations. Retrofitting older buildings with water stations is more difficult. FloWater stations were installed and maintained as an initiative of the Associated Students Organization (ASO). Jorge or Chris Egnozzi can be consulted on procuring new water stations. Dr. Maloney will inform Jorge on this matter up on behalf of College Council.

An update on the Sustainability plan will be presented to the Board.

3. Facilities Master Plan Update

Iris also provided an update on the Facilities Master Plan. The Plan was last updated four years ago. The update will expand on the current plan. A new plan is not being created from scratch. An assessment of the of the buildings completed, against those proposed in the current Plan will be made. Focus on

enrollment trends will be taken into consideration as the new updated Facilities Master Plan is being developed. The process of updating the Plan will be a highly collaborative and iterative process. Consultants have been solicited and a selection should be made no later than the June Board meeting. The Facilities Steering committee will take the lead in this effort and form a committee consisting of a broad cross section of campus constituents. The real work on the Plan will start in fall 2021.

In terms of our comprehensive planning, the Facilities Master Plan should reflect the goals and priorities in the Educational Master Plan, which is based on our Mission, Vision and Values. The Facilities Master Plan identifies the facilities, buildings and spaces required to support the educational programs in the future. Data and formulas set by the Chancellor's Office, based on our enrollment projections, will inform the development the Facilities Master plan. Our enrollment projections will be used to establish the square footage, ratio of classrooms to offices, audio visual needs and library space needed to support the Educational Master plan. It is a complicated process. We are currently working with a vendor to identify and assess all the spaces on campus.

4. Planning Guide Consultation

The Comprehensive and Strategic Planning calendars are currently going through collegial consultation. Depending on the guidance provided by the new Superintendent/President, the plan is to move forward in August. Viviana Unda provided an [overview of the Institutional Planning Processes](#). The presentation highlighted the processes outlined in the [Institutional Planning document](#) that was distributed prior to the meeting. The presentation included the purpose of the document, El Camino's approach to planning and integrated planning, ECC planning model, types of planning, monitoring achievement of the plans and a summary of the different planning committees at El Camino.

A recommendation to communicate the final annual prioritization decisions campus wide was made. The Planning and Budget committee (PBC) is working on creating a transparent format to communicate the prioritizations. This should go into effect this year. Planning and alignment with the budget, has been an institutional issue since the 2008 accreditation process. A lot of work has been done to lay out a strategic approach to planning that includes all levels of planning and integration. We were commended for this effort by this year's accreditation visiting team. Closing the loop, in communicating out, is the final step in this process. The results will be based on the priority of the requests received and available resources. This fall will be the first time closing the loop in the planning process will be completed. Executive Cabinet is currently prioritizing the plan/program proposals and budget requests for the Tentative budget. The allocations will be reaffirmed for the Final budget. Once the Board approves the final budget in September, a cover letter from the CEO will be published with the list of requests and the approved allocation of resources.

Can opportunities be developed to provide real time feedback to measure the progress of initiatives that are being implemented? This would help to identify unintended consequences of policies and procedures. This is where continuing to monitor our leading and lagging indicators is valuable. These indicators are what we should be measuring to see if the needle is moving.

College Council moved to approve the proposed planning process. The presentation will move forward to the Board.

5. BP 4230 and AP 4230 Grading and Academic Record Symbols

Darcie McClelland reviewed the changes to the board policy and administrative procedure. The Senate Policies committee received a request, from their Non-Credit committee, to consider the additional notation for Satisfactory Progress (SP). This notation will only be used for non-credit courses. This notation allows non-credit instructors to record a student's satisfactory progress when there is not enough work for a full evaluation. Senate collaborated with the Registrar on adding this notation. The

Registrar corroborated with surrounding colleges to develop the specific language in the [draft of AP 4230](#). The new notation is already in the system. Upon approval, the new symbol could be effective summer 2021.

It is noted [BP 4230](#) did not change. Academic Senate reviews policies concurrently with reviewing any procedures as a best practice.

College Council moved to approve the changes to AP 4230 Grading and Academic Record Symbols. BP/AP 4230 Grading and Academic Record Symbols, will move forward to the Board of Trustees for review.

6. Adjournment

Parting Remarks: The revised Spring 2021 College Council Meeting topics were reviewed. These topics align with the goals of the College Council: To receive briefings and have the opportunity to ask question and carry out information to our stakeholder.

The next meeting is May 17, 2021. It is a Board day and we will conduct a review of the board agenda. May revise should be out. Iris Ingram may be able to share some information. Jaynie Ishikawa has AP 3435 for review. This is a substantial procedure and will require time to review. It will be distributed to College Council prior to the meeting. Viviana's scheduled topic will be confirmed later.

On June 7, we're going to go over the tentative budget which will be presented to the Board at the June Board meeting. Ann O'Brien will present an overview on the new website.

June 21 is a Board day and we will conduct a review of the Board agenda. We may have a BP or AP to go over.

We will conduct our committee self-evaluation at the end of the spring, rather than the fall to capture feedback from current Council members.

A review of AB705 and the ESL plan will be added to the June 7 schedule.

College Council only meets on Board days in July and August. It is expected the College Council meetings schedule will remain the same when the new Superintendent/President comes on board. The meetings are set on the Academic Master calendar.

This month is Foster Care Awareness month. A [flyer](#) was sent to the campus community to advocate becoming allies for foster youth. El Camino's Foster Youth students are resilient and have so much to offer. Their leadership stands out as they are given opportunities.

Torrance Area Chamber of Commerce will recognize Giancarlo Fernandez with the Advocate Award for his work on Student Diversity and the Social Justice Center at their [Educate, Celebrate and Elevate Diversity Awards 2021](#) . We are so proud of you!

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. Complete/continue the development and regular updates to, legally advised and legally required policies and procedures, placing priority on legally required policies and procedures.
3. Support the Accreditation Peer Review Team visit and the reaffirmation of accreditation of El Camino College.
4. Be informed of the work of the President's Advisory Committee on Race and Equity and engage in discussions on strengthening campus climate, reduction of student equity gaps using standardized disaggregated data methodologies and enhanced inclusion and diversity at El Camino College. Explore opportunities for inclusionary spaces for cross-campus dialogue.
5. Receive regular updates from the COVID-19 Task Force and facilitate campus communications that inform College Council constituents on actions taken in response to the COVID-19 pandemic.
6. Ensure College Council is informed of and discusses college initiatives, including but not limited to:
 - Guided Pathways and Equity Outcomes
 - Associated Student Organizations initiatives
 - Technology modernization
 - Impact of facilities on the student experience
 - Sustainability plan progress
 - Enrollment operations and enrollment management
 - Strategic Plan implementation and monitoring
 - Facilities Master Plan developments
 - Impact of fiscal developments on the campus
7. Strengthen campus communications by creating a communications plan designed to inform the stakeholders on major developments that affect the campus.

Future Meeting Dates: via Zoom D. Maloney Reminder only

Winter/Spring 2021 College Council Meetings

- Monday, May 17, 2021 (Board Day)
- Monday, June 7, 2021
- Monday, June 21, 2021 (Board Day)