



# El Camino College

## College Council Minutes

Monday May 17, 2021

1:30 – 2:30 p.m. Via Zoom

### Attendance

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

### Absent

Kenny Galan

### Support/Presenters

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

### Minutes

#### 1. Welcome/Approval of Minutes

Dr. Maloney opened the remote meeting and welcomed participants.

After review and a minor edit, College Council moved to approve the May 3, 2021 meeting minutes as presented.

#### 2. Board Agenda Review

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

An overview of the [agenda for the May 17, 2021 Board of Trustees meeting](#) was provided.

The review included Closed Session items, Presentations, Consent Calendar items, Action items, Future Action Items/General Information and Policies and Procedures.

The Vice Presidents highlighted 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 as well as the Consent items for Student Services, Administrative Services and Measure E.

#### 3. Fiscal Update/May Revise

Reminder: There will be a Town Hall, Thursday, May 20, 2021 at 1:00pm to discuss May Revise and the reopening of campus.

Iris Ingram provided an overview of the May Revise. The May revise was released Friday afternoon and looks good. The state went from \$54.5B deficit in 2020-21 to a \$75.5B surplus for this fiscal year's projection. Keep in mind this is the **proposed** revision to the Governor's January budget. It still needs to be approved by the State Assembly and Senate and signed by the Governor. This should take place no later than June 30, 2021. We anticipate the state will repay the 2020-21 deferrals. El Camino's deferrals are about \$29M. Repayment of the deferrals will rectify our cash flow balance. It does not affect the budget. There is a proposed increase to our ongoing COLA of 4.05% and ongoing growth to the Student Centered Funding Formula (SCFF) of one half of 1%. Onetime funding allocations are the majority of the increases in the allocations to community colleges. HEERF 1,2 and 3 funding for COVID relief, did alleviate the need to use our reserves. Payroll (not HEERF eligible) is our largest expense.

Campus program funding requests have been submitted for 2021-22. The requests total about \$2M. Cabinet is reviewing the requests. Planning and Budget Committee (PBC) will receive the requests as information. The Tentative budget will go to PBC at the end of the month. Further review of the Tentative budget will continue in June in preparation for Board approval. A tentative budget is required by law prior to the end of the fiscal year. Board approval of the final adopted budget takes place in September.

In 2020-21, we planned our budget according to the final adopted budget. We cut our budget by 30%, cut management salaries and closed buildings as savings measures. Changes have occurred since then. Federal funding and improved State budget provided a healthier cash position. The saving measures implemented can be reversed, if the Board approves.

There are still issues that prompt us to proceed with caution as we develop the budget - one-time funding allocations, lower enrollment due to the pandemic and the ending of the Hold Harmless provisions next year. The Fiscal cliff may be looming. If enrollment does not increase, there is the chance the Campus may be rebased.

It is noted ongoing funding for Basic Skills and Dreamer Centers are included in the proposed state budget.

Since the January's proposed budget, COLA for the community colleges has been aligned with K-12. Mandated provisions for earning the COLA have been removed. However, Trailer bills will further determine allocation criteria.

#### 4. AP 3435 Unlawful Discrimination Complaints

Jaynie Ishikawa provided a comprehensive review of the [draft revisions to AP 3435](#)- Unlawful Discrimination Complaints and Investigations. The revisions were made to provide clarity to the procedure, reflect updates from the Chancellor's Office and to update the name of the local office from Staff & Student Diversity to the office of Title IX, Diversity and Inclusion (TDI).

Substantive changes include:

- The term unlawful discrimination has been expanded to include, *discrimination, harassment or retaliation*.
- Individuals who may file a complaint are identified as, *an individual (including a parent of a minor, or a person with legal authority on their behalf) who partakes in the programs, benefits, or services provided by the District*

- Clarification is made that TDI does not handle discipline and corrective actions.
- Updates from the Chancellor's Office include:
  - Remand Actions
  - Time Extensions
  - Disclosures
  - File Retention
  - Dissemination of Policy and Procedure
  - Alignment of the structure of AP 3435 Unlawful Discrimination Complaints (Title IX) with AP 3540 Sexual and Gender Based Misconduct (Title 5)

Training is not TDI's responsibility. It is noted, the document does not seem whole by removing discipline and not training. AP 3435's intent is to address specifically Unlawful Discrimination Complaints. The CCLC template included legally mandated Training to align with the structure of AP 3540 to create continuity. It is also important to note Unlawful Discrimination is an umbrella term that technically includes harassment and retaliation.

Disciplinary actions are not included in the summary of the reports. This does not fall in the purview of TDI. TDI does not keep personal files or maintain student discipline records. TDI's primary purpose, in terms of complaints and investigations, is fact finding to determine whether or not there has been a policy violation. Disciplinary action is outside the scope of the TDI office. The departments responsible for disciplinary action are listed on the TDI webpage under the Title 5 and Title IX procedures.

It is noted the key to the definition of who can file a complaint is **an individual who partakes in the programs, benefits, or services provided by the District**. The relevant connection to the District determines who can file a complaint.

College Council moved to approve the revisions to AP 3540 3435- Unlawful Discrimination Complaints.

5. Adjournment:

The next meeting is June 7, 2021 the meeting is from 1:00pm – 2:30pm (90-minutes)

Meeting adjourned.

## **2020 - 21 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. 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: 1:30 p.m. - Via Zoom D. Maloney      Reminder only**

### **Winter/Spring 2021 College Council Meetings**

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