



# El Camino College

## College Council Minutes

Monday, June 7, 2021

1:00 – 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 May 17, 2021 meeting minutes as presented.

#### 2. 2021-22 Tentative Budget Review

Iris Ingram provided a comprehensive review of the [proposed Tentative budget book](#) focusing on the assumptions and expenditures summarized in the President's opening letter. The COVID-19 relief funding offset spending from Fund 11. Expenses dropped since we did not have everyone on campus. The fund balance is based on a lot of one-time funding initiatives that are not likely to repeat. A 4.05% COLA is applied only to the apportionment portion of our state revenue. An additional .5% for growth has been included.

Expenditures include:

- Step and Column movement for faculty and classified staff
- An increase of employee contribution to health insurance benefits
- Restoration of the 30% reductions taken in 2020-21
- Pension contributions
- Utility cost increase with the return to campus
- Interfund transfers – parking services, technology refresh, total cost of ownership, OPEB contribution etc.

Essentially, a flat budget is being projected.

FTES is reduced for 2021-22. The state is holding colleges harmless as it relates to declining enrollment due to the pandemic. The COVID-19 hold harmless may only be for one year. This reprieve will hurt the 3-year FTES average.

The stock market has performed well this past year and the investments in the OPEB Irrevocable trust have grown. This may alleviate the need for an interfund transfer. An actuarial study will be conducted to confirm whether a transfer into the trust will be needed in 2021-22

Restoration of management furloughs would not impact the 2021-22 budget. The restoration, if approved by the Board, will be reflected in the current fiscal year, 2020-21.

It is reiterated personnel salaries make up approximately 84% - 88% of our budget.

A brief overview of the supporting spread sheets was conducted.

Clarification is made on the distinction between the Associated Student Organization (ASO), Fund 71 – revenue from ASO sticker sales and Student Organization, Fund 81 – revenue from fund raisers by individual clubs.

Next steps – The Planning and Budget Committee (PBC) will review all pages of the Tentative budget. The Board will vote on Tentative budget at the June Board meeting. This will allow the District to conduct business over the summer while the Governor approves the proposed budget. After refinement based on new information, and a review by PBC, the Adopted budget will go thru consultation. In August, the Board will hold a Budget meeting to discuss the Adopted budget. The Board will vote on the Adopted budget at the September Board meeting.

Budget allocations/augmentation decisions will be made after the Adopted budget has been approved. Campus wide communications and division/department notifications with the results of the allocations will go out to complete the process. The results will also be posted on the PBC website.

### 3. BP/AP 7261 Remote Work for Unrepresented Employees

Jane Miyashiro provided an overview of the [draft of BP 7261](#), Remote Work for Unrepresented Employees. This is a general board policy that recognizes remote work arrangements are a viable option for ECC personnel. A review of the [draft AP 7261](#), Remote Work for Unrepresented Employees is also provided. Both the policy and procedure were distributed to College Council members prior to the meeting for review.

The procedure details a remote work arrangement for full time unrepresented employees. The procedure serves two purposes:

- Provide guidelines for unrepresented employees who are seeking approval for remote work arrangement and what the process looks like.
- Provide guidelines for management in assessing suitability/viability of a remote work arrangement.

The procedure includes the definition, eligibility, suitability, considerations, responsibilities, health and safety concerns and expectations for the employee and managers to consider for remote work. Detailed steps to request, approve, renew and terminate a remote work arrangement are also included in the procedure.

Clarification is made that the administrative procedure is for unrepresented employees – supervisors, managers, directors, deans, special service professionals (SSP) and confidential employees. This AP is a tool for managers to offer an alternative work solution. It is an option. The default for ECC employees is working onsite.

Remote attendance for certain meetings is discussed. Conducting in person, teleconference or hybrid meetings is up to the meeting coordinator. AP 7261 is addressing remote working arrangements.

It is suggested each collegial consultation committee decides as a group as to how future meetings should be conducted, rather than a single coordinator. Clarification was made that participation in a

meeting via zoom from one's home is not prohibited. Holding in-person meetings at one's home is not permissible.

In discussing if budget considerations should be part of the decision to allow remote work, it is reiterated the funding for COVID relief is one-time funding. It is not a feasible or sustainable strategy to fund home offices **and** onsite offices. The District is obligated to provide dedicated space for ALL employees ON campus.

It is suggested remote work arrangements be made in consultation with the employee. This language can be added to the AP.

The BP/AP are always available to revisit and revise. Additionally, there is no rush to move this policy or procedure forward. More consideration can take place. The intention is to keep an open mind and offer alternative and innovative work arrangements from what we learned over the past year.

BP/AP 7261 is for management and confidential employees. The intent is to use this as a model to put in place to work out the details and logistics prior to offering it to other employee groups.

BP/AP 7261 Remote Work for Unrepresented Employees, will come back to College Council in the fall for further consultation and discussion.

#### 4. Ventilation Systems – COVID-19 Update

Jorge Gutierrez provided an [update on the Air Quality plan](#).

- Portable air purifier units will be delivered to campus over the summer for placement in class rooms (lecture and labs) and offices.
- An HVAC assessment is being conducted by a third-party mechanical engineer to improve indoor ventilation in eleven identified buildings. The engineer will recommend and design improvements to reduce the airborne contaminants in the ventilation system. New technology to upgrade our air handlers will also be recommended.
- Filter replacement for our ventilation system is being upgraded with high quality filters and will be regularly scheduled four times a year.

#### 5. ESL Plan

Jean Shankweiler provided an overview of the ESL Plan. The ESL plan is part of the AB705 initiative to push students to get through their basic skills in a timely manner. The ESL plan is the last component. We have been working on English and math over the past couple years.

- The original due date of July 1, 2020 for the submission of the ESL plan was extended to July 1, 2021 due to the pandemic.
- The goal is to have ESL students with a goal of degree or transfer, enter and complete a transfer-level English composition course (or an ESL course equivalent) within three years of declaring a transfer or degree- seeking goal.
- The adoption plan explains the placement method, the evidence to be collected, and why the college believes it will be effective.
- Our plan describes existing ESL placement processes, which are consistent with AB705 including revisions and improvements scheduled for 2021

A comprehensive review of the [Adoption Plan document](#) was provided. Senate and Council of Deans have reviewed the document. Academic Senate had two readings and approved the plan.

College Council moved to approved the ESL plan. The plan will be submitted to the Chancellor's office.

## 6. ECC Website

Ann O'Brien provided an informational [presentation on the new website](#) currently in the beta phase. A new website is critical as it is the virtual front door to our campus. The presentation included background information on the project: why it was launched, the timeline, examples of the issues discovered, results of the Online Experience survey data and new improved features and functionalities. Links to the beta site included in the presentation are in the testing phase, and are not operational at this time.

Due to time constraints, Ann will return to College Council to provide a comprehensive live demonstration of the new website including: the homepage with dynamic slides and video, redesigned division pages, improved filter functionalities, updated faculty and staff directory, new faculty profile pages and the news landing page with current news stories.

It was suggested Ann could record her presentation for distribution. Ann prefers providing an in-person demonstration.

## 7. Adjournment

### **2020 - 21 College Council Goals**

- 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.
- Complete/continue the development and regular updates to, legally advised and legally required policies and procedures, placing priority on legally required policies and procedures.
- Support the Accreditation Peer Review Team visit and the reaffirmation of accreditation of El Camino College.
- 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.
- 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.
- 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
  - Strengthen campus communications by creating a communications plan designed to inform the stakeholders on major developments that affect the campus.

**Next Meeting: Monday, June 21, 2021**

**(Board Day)**