



# El Camino College

College Council Minutes  
Monday July 19, 2021  
1:30 – 2:30 p.m. Via Zoom

## Attendance

Breeanna Bond, Edith Gutierrez, Kelsey Iino, Rose Mahowald, Darcie McClelland, Brenda Thames,

## Absent

Kenny Galan, Dalyan Johnston

## Support/Presenters

Jane Miyashiro, Ross Miyashiro, Ann O'Brien, Ann Tomlinson, Jacquelin Sims, Jessica Padilla

## Minutes

### 1. Welcome/Introductions

Dr. Thames opened the remote meeting and welcomed participants. College Council Members introduced themselves.

### 2. Approval of the Minutes

After review, College Council moved to approve the June 21, 2021 meeting minutes as presented.

### 3. Board Agenda Review

The [agenda for the July 19, 2021 Board of Trustees meeting](#) was distributed to College Council Member prior to the meeting for review.

Confirmation was provided that the *Presentations and Reports* attached to the Board agenda would be updated for 2021-22 and will appear on the August 16, 2021 agenda.

A brief review of Action items was conducted.

There were no further questions or comments on the Board agenda.

### 4. 2021-22 College Council Goals

Rose Mahowald provided a brief summary of how last year's goals were developed.

It was suggested, Goal number 7 – *Strengthen campus communications by creating a communications plan to inform, the stakeholders on major developments that affect the campus*, was not achieved and should be a goal for 2021-22 and prioritized. A comprehensive plan was not developed. College Council has not discussed specifically what we would like to see in that plan. The dialogue is important and has not taken place. It is suggested College Council consider providing an Annual report for constituency groups.

The 2020-21 College Council Self-Evaluation results will be agendaized for the next meeting. Viviana Unda, Director of Institutional Research & Planning will be invited to the meeting to provide the results of the evaluation, to help inform the goals for 2021-22.

A request to review the Board agenda Thursday, before the Board meeting, rather than the day of the Board meeting, is made. Clarification is provided the Board agenda is not published until the Thursday before the meeting. Reviewing the agenda prior to publishing is not effective.

It is noted, in the past, an item by item review of the agenda was provided at College Council. The new process of self-reviewing the agenda prior to the meeting and preparing questions or comments as the new practice, was unexpected. An item by item review is offered by Dr. Thames. Given this Board agenda is straight forward a comprehensive review is deemed unnecessary. The new practice was unexpected but acceptable. No further comments or questions on the new practice was received.

It is suggested a review of the charge of College Council might help guide the direction of what goals should be created for 2021-22. The Purpose statement - *To facilitate communication and serve as a forum to exchange information that affects the college community*, indicates College Council would not provide changes to the Board agenda. The operative word in the Purpose statement is, *an exchange of information*. Historically, the exchange has been very one directional and it would be great to receive more reports from various constituent groups to report to College Council. There have been a few. More of an exchange would be very informative for members.

It is noted the Strategic Initiative C – Collaboration: *Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making*, is listed beneath the Purpose statement and suggests there is a mapping of the initiative in the *Decision Making Guide* that should inform the deliverables and outcomes hoping to be produced. That is the ideal intent of the initiative.

It is noted the approvals from College Council feel like a “rubber stamp” to endorse collegial consultation. It would be great if the committee better emulated the Purpose statement: where all constituent groups were actually involved in the decision making.

Dr. Thames provided examples of what she is used to seeing on College Council agendas:

- Review of resource allocations following the prioritization by the Planning and Budget Committee (PBC). Further discussion at College Council on the rankings would occur and a recommendation would be made to the President.
- Review a presentation of the Guided Pathway Plan following the development of the Plan by the Guided Pathways Advisory Committee and/or Guided Pathways Steering Committee. Council members would take the plan to their constituents for feedback and review, bring back input, collaborate to make any refinements and approve the Plan.
- Space request – changes or requests for space for new programs, depending on the scale and fiscal impact of the request.
- Accreditation Midterm reviews and ISRS.

Adoption of these kinds of agenda items and consultation processes is well received.

Dr. Thames expressed her understanding of the role of College Council is to provide input and feedback on the operations of the College and doing what is in the best interest of students. It is not to mingle working conditions with what is best for students. It is her expectation that College Council deal with the business of the college and what is the best interest of teaching and learning; which supports our mission.

The agenda for the next meeting is established:

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|---------------------------------------|---------------|
| 1. Welcome/Approval of Minutes        | Brenda Thames |
| 2. Board Agenda Review                | Brenda Thames |
| 3. Self-Evaluation Survey Results     | Viviana Unda  |
| 4. Components of a Communication Plan | Ann O'Brien   |
| 5. Goal Setting 2021-22               | All           |

College Council members should bring back suggestions for measurable goals. They should be written in a way we can benchmark our progress and report out on them. However, not all goals necessarily have to have that objective.

#### 5. Return to Campus

As with all things COVID, there is some ambiguity. Flexibility is required to navigate the circumstances.

The implementation of the World Back to Work (WBTW) screening process is complete.

The COVID Task Force is having the *Return to Campus Safety Plan* reassessed by WBTW and have it aligned with Federal, State and local guidelines. Those guidelines will continue to change. Dr. Thames' recommendation will be to align the campus requirements with current Federal, State and local guidelines. The revised Plan will also include dates for the phased return to campus.

A request for constituent representatives on the Task Force including Academic Senate and the ECCFT was made. Constituents from these groups are looking for information. The request will be taken to the Task Force on behalf of College Council.

Student Services has reopened their building and have a limited schedule to provide student services in person. This may change depending on local guidelines.

Constituents need to get used to looking for updated information. The Executive team needs to ensure information is accessible, routine and communications is streamlined to the fluidity of the pandemic.

The return of employees will be based on divisional needs. Your department manager will disseminate information on the return of employees.

The ECCE MOU is still in negotiations. There is a meeting scheduled on July 26.

There was mass confusion stemming from the announcement stating the campus was opening July 19. The communication was a follow up from the Town Hall where WBTW unveiled their screening and testing processes. The intent of the announcement was to communicate the launch of the implementation of WBTW access points. It is also reiterated the campus was never closed.

Faculty are unclear on who is allowed on campus and the procedures for coming on campus. Protocols were reiterated and discussed.

There is no hard date for returning to campus. The Vice Presidents are working with their managers on returning employees based on need. Student Services staff is returning to campus on August 2 on a limited schedule, providing student services every day the campus is open. Ross Miyashiro indicated a full return of the Student Services staff is anticipated in November if local guidelines permit.

Information for faculty regarding how many students will be allowed in classrooms would be helpful for faculty planning their fall lab schedules. Existing Enrollment caps should be used for class schedule planning. Any changes will be discussed case by case. Jackie Sims will get back to the appropriate Deans regarding protocols on who is allowed in the class rooms.

Will the role of College Council change? Will the focus be redefined? It is noted communication should be an important focus. College Council will work on the 2021-22 Goals and try to align them and the work we do, with the existing Purpose statement. The 2021-22 Self Evaluation will determine any need to make any changes.

Procedure implementation is another area that needs work. Specifically, consistencies among divisions. This topic could be brought back. However, this may be better discussed at the Deans' meeting. Every division follows the contract. The protocols will differ. Each division has specific and different needs.

If particular data interests related to establishing goals is needed, please let Dr. Thames know in advance. Specific information would need to be requested from Institutional Research & Planning.

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 B. Thames Reminder only**

### **Summer 2021 College Council Meetings**

- Monday, August 16, 2021 (Board Day)