



El Camino College

College Council Minutes
Monday August 16, 2021
1:30 – 2:30 p.m. Via Zoom

Attendance

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

Absent

Breeanna Bond, Kenny Galan, Dalyan Johnston

Support/Presenters

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

Minutes

1. Welcome/ Approval of the Minutes

Dr. Thames opened the remote meeting and welcomed participants. Dalyan Johnston introduced herself as the student representative on College Council. She is the 2021-22 ASO President.

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

2. Board Agenda Review

The [agenda for the August 16, 2021 Board of Trustees meeting](#) was distributed to College Council members prior to the meeting for review.

Clarification was made the presentation from ALMA Strategies is institutional wide. The analysis calculates the capital ratios using a formula, from the State, to determine if we are utilizing buildings for their designated use (lecture, lab, etc.) efficiently.

Confirmation was provided that the Board meeting this evening is a public meeting and could be attended in person.

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

3. Self-Evaluation Survey Results

Viviana Unda presented the [2020-21 College Council Self-Assessment Survey report](#). This is the survey College Council takes at the end of the year to check and review its effectiveness as a collegial consultation committee.

The membership composition of College Council was discussed. The membership of College Council is addressed in the [2020-25 Making Decisions Guide](#). It was emphatically recommended that every member of College Council is effectively informed and able to communicate out to their constituents accurately. A possible goal for 2021-22 may be to assess Council membership, including the role of the alternates and support members.

It was confirmed College Council, as a body, conducted the review and aggregated input from the other governance committees for the current 2020-25 Making Decisions Guide in 2020-21.

After it was noted College Council members are not aware the committee has a web page, the URL to the [College Council web page](#) will be provided when the agenda is distributed to committee members and the campus community.

It is suggested all governance committees should use BoardDocs as a centralized place to manage their agendas and minutes. Our current subscription does not allow for multiple governing bodies. Pricing for upgrading our subscription will be explored.

Clarification is made on how the self-evaluation survey is distributed and to whom. It was reiterated the response was 67% (8 out of 12 members responded). It was noted the survey is distributed with several other self-evaluation surveys, at a very busy time of the semester and is often not a priority. Another goal could be to improve self-evaluation surveys delivery. Staggering the schedule for the six collegial consultation committees will be considered.

4. Comprehensive Master Planning Process & Participation

Viviana Unda provided an overview of the [Comprehensive Master Planning Process and Participation](#). She requested approval from College Council to form a Steering committee and Task force for the Comprehensive planning process, membership participation and their responsibilities. Currently the Comprehensive Plan and Strategic Plan are not aligned. In the effort to align the plans there will be gaps/overlaps. A Gantt chart to illustrate overlaps and gaps in the planning process was suggested. Institutional goals will be used during the gap year of the Strategic Plan.

The distinction between Comprehensive and Strategic Plans was reiterated. The Comprehensive Master plan is a very broad general picture and reflection about the College. Broad goals are created in four areas - education, facilities, technology and staffing. The Strategic plan is making operational/implementing the Comprehensive Master plan by developing the Educational Master plan, Facilities Master plan, Technology plan and Staffing plan. The Educational Master plan drives the other three plans.

Scheduling time to evaluate the outcomes, performance data assessments and analysis of any plan, to inform the next plan, is critical.

Concern is expressed that representatives recommended for the Strategy Task Force do not represent the number or diversity of the constituents adequately (i.e. one faculty representative to speak for 700 instructional and non-instructional faculty members). It is suggested that non-management representatives are specifically requested for the last seven suggested representatives for the Strategy Task Force. Charrettes or focus groups for student participation in this process is suggested.

The timeline for the process is reviewed and discussed. It is noted, for this specific process, a participatory governance structure is preferred over input from focus groups. The September 7 date does not work for faculty. The timeline would work better if it started in October.

We are looking for ownership of the process and final deliverable. Ownership is defined as, *shared commitment and creation through collaboration*. The idea of ownership was well received. However, it was commented, this concept will require a culture shift.

College Council members need to bring the participation, membership and timeline for the Comprehensive Master Plan to their constituents and bring back the input to the September 20, 2021 College Council meeting to make a recommendation to Viviana. This will be a longer meeting.

5. Components of a Communication Plan

Ann O'Brien provided a comprehensive review of the [Communication Plan Components document](#). The communication plan for the demolition of the former Student Services and Student Activities buildings was used as an example. The key components include identifying a time period, objectives, stake holders, timeline of communication, tools and frequency of communication. The priorities for College Council's proposed communication plan have to be discussed at a future meeting. A better understanding of the **needs, tools, and frequency** need to be determined as a start to developing the communication plan. College Council members need to identify and discuss those three elements at the next meeting.

It is noted communication of planned events is effective. Communication is lacking for unexpected events – information on COVID for example. The necessary **tools** for this type of communication should be brought back to College Council.

6. Goal Setting 2021-22

Tabled as the first item for the next meeting. Please send any goal suggestions for 2021-22 to Dr. Thames. The goal is to provide a list of goals to discuss at the next meeting

Side note: Provide written guidelines for submitting public comments for Board meetings.

There may be a need to plan for longer meetings as the year goes on.

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)