

Student Services Area Council Zoom Meeting  
April 13, 2021, 3:00pm-4:00pm

Chairperson: Ross Miyashiro

Recorder: Lucy Nelson

Members: April Bernabeo, Breeanna Bond, Katherine Bonilla, Angie Cholico, Marco Colom, Junnette Fariolen, Brian Krause, Ann Libadisos, Coleen Maldonado, Toni Newman, Diane Swendell, Henry Ta, Nina Wong

Attendees: Breeanna Bond, Katherine Bonilla, Marco Colom, Brian Krause, Ann Libadisos, Coleen Maldonado, Toni Newman, Nina Wong

The meeting began at 3:08 p.m.

Review of the March 9, 2021 Draft Minutes

1. Financial Aid is partnering with Sallie Mae to offer free scholarship webinars once a month to the end of summer.



The poster features the El Camino College logo and name at the top. Below it, the text reads 'Financial Aid' with the website 'www.elcamino.edu'. It then says 'PRESENTS A SCHOLARSHIP WEBINAR'. The main body of text describes the webinar: 'THIS FREE WEBINAR WILL INTRODUCE YOU TO THE SALLIE MAE SCHOLARSHIP DATABASE, PROVIDE KEY TIPS ON APPLYING FOR SCHOLARSHIPS, HOW TO CREATE A WINNING SCHOLARSHIP ESSAY, AND MORE.' Below this, it says 'HOSTED BY:' followed by the Sallie Mae logo and website 'www.salliemae.com'. An orange box at the bottom left contains the dates and times: 'Dates & Times: April 14, May 12, June 16, & July 14, 2021 From 5-6 pm'. Below the orange box, it says 'To attend use the link:' followed by the Zoom URL 'https://elcamino-edu.zoom.us/j/91258648787'. The bottom right of the poster shows a person's hands holding a coffee cup over a laptop keyboard. At the very bottom, there is a small disclaimer: 'THE EL CAMINO COMMUNITY COLLEGE DISTRICT IS COMMITTED TO PROVIDING AN EDUCATIONAL AND EMPLOYMENT ENVIRONMENT IN WHICH NO PERSON IS SUBJECT TO DISCRIMINATION ON THE BASIS OF ACTUAL OR PERCEIVED RACE, COLOR, ANCESTRY, NATIONAL ORIGIN, ETHNICITY, CREST, AGE, GENDER, SEX, SEXUAL ORIENTATION, GENDER EXPRESSION, SEXUALITY, HEIGHT, OR PHYSICAL, EXC. GENDER INCLUDING PREGNANCY AND DISABILITY, BEHAIOR OR EMPLOYMENT, GENDER CREATIVITY, GENDER EXPRESSION, SEXUAL ORIENTATION, GENDER EXPRESSION, SEXUALITY, CONDITION, GENDER INFORMATION, MARITAL STATUS, MILITARY AND VETERAN STATUS, OR RETALIATION, OR ON ANY OTHER BASIS AS REQUIRED.'

2. Deadline for Pathways and Dual Enrollment for fall is May 15. Recruiting now for a new Cybersecurity pathway, in addition to auto tech construction education and cloud computing.

3. There will be a tour of the area where the Social Justice Center will be located, as soon as the PPE office is relocated. Some members of Area Council will be involved in the physical design of the Center.
4. A food giveaway event sponsored by the Los Angeles Social Justice Learning Institute is scheduled on April 24, 2021. They are bringing enough food for 700 cars expected to come in for this event.

#### What Questions Will People Have When They Return to Campus in Fall?

Ross asked the Council for potential questions about returning to campus in fall 2021 to discuss in Cabinet:

1. Will both online and in-person classes be offered?
2. What will be the COVID safety protocol to protect staff and students on campus?
  - a. Will we all need to be vaccinated?
  - b. Temperature checks?
3. Is there an opportunity for staff to work from home and in person working staggered schedules?
4. Student appointments:
  - a. How will we monitor building capacity?
  - b. Will students be allowed to bring their children?
5. Will study centers be required to operate at a certain capacity for social distancing?
6. Phases of opening (what is open now and what is not) may be extremely confusing for staff and students. Are we going to have COVID testing available on campus? Will there be contact tracing? Will we have clear protocols in place if COVID cases are at the maximum level?
7. Who will determine which student workers/ambassadors and how many will return to work based on spacing and safety protocols?
8. If in-person class sizes will be smaller for safety protocol, will students have less opportunity to get the classes they need?
9. What accommodations will be in place for students with disabilities who want to take a specific instructor's class but did not want to attend because it's offered in-person? Will students have a choice between in-person and asynchronous online classes?
10. Is it possible the Student Services Building will open in summer 2021 if the state reopens on June 15?
11. What will be open (i.e. classrooms, food services, activities) on campus and when? Student Services Building will open in phase one.
12. When and how can staff and students get their parking permits?
13. Will escort services be available to students who attend in-person classes?
14. Will students be required to wear masks in the classroom? What happens if they refuse to wear masks in classrooms? What happens if staff refuse to wear a mask?
15. How soon after exhibiting COVID symptoms can students return to class? Will they require a doctor's note?
16. How will we handle high school students taking classes on campus?
17. What is the policy for outreach staff visiting other schools (i.e. Financial Aid staff conducting workshops on high school campuses)? What is ECC's policy for staff providing off-campus workshops?
18. Is there a policy on how to properly wear facemasks?
19. Is there a policy in place for students who self-quarantine and miss classes for 10 days?

20. Is there a policy for our faculty teaching classes off campus at high schools?
21. Is there a plan on how students can schedule their classes when enrolling for summer/fall? How will this be communicated? How will students be made aware of what to do?
22. Will staff be required to review safety videos before returning to campus?
23. Do we need to complete the online form every time before coming to work on campus?
24. Plexiglass in the computer labs in the Student Services Building only cover desk areas and not people sitting in chairs – will there be something in place to better protect staff helping students? Can a mobile plexiglass barrier be provided to staff when they help students at computer stations?
25. Will staff have in-person meetings or will meetings continue in Zoom? Will there be a policy about staff talking to other staff in offices?
26. Will staff who do not want to return to campus due to safety concerns be allowed to continue to work remotely? Telecommuting will have specific requirements.
27. If staff work a hybrid schedule (on-campus and at home), do they need to return the ergonomic equipment they were allowed to bring home? If so, how can they continue to work at home ergonomically?
28. How often will staggered schedules occur if allowed - weekly, monthly?
29. For outreach type activities – will the policy for going off campus be different for staff and college student workers?

The meeting ended at 3:57 p.m.