



El Camino College

College Council Minutes
Monday September 20, 2021
1:30 – 2:30 p.m. Via Zoom

Attendance

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

Absent

Kenny Galan, Jacquelin Sims

Support/Presenters

Jane Miyashiro, Ross Miyashiro, Ann O'Brien, Ann Tomlinson, Virginia Rapp, Doug Graham, Jessica Padilla, Viviana Unda,

Minutes

1. Welcome/ Approval of the Minutes

Dr. Thames opened the remote meeting and welcomed participants.

After review and a friendly amendment, College Council moved to approve the September 7, 2021 meeting minutes.

2. ALMA Strategies, Update on Facilities Master Plan

Doug Graham, from ALMA Strategies presented an [update on the Facilities Master Plan](#). The update included the progress of work done by ALMA Strategies on linking facilities, instruction and student services with technology, master planning best practices, SWOT analysis, guiding principles and objectives, a campus survey and next steps.

A presentation to Student Services will be added to ALMA's schedule to present their updates.

The survey piece is still in development. Content and distribution of the survey will be discussed later this week. Any feedback is welcome. Please submit feedback to Shobhana Warriar in Administrative Services.

Clarification is provided that this plan is a comprehensive campus wide plan, including instruction, student support and student environment. It is preferred to have the Comprehensive Planning process completed prior to the Facilities Master plan. The Comprehensive Educational plan inclusive of the IT plan and Staffing plan would inform the Facilities Master plan. ALMA Strategies is developing an expanded scope of work that may allow the two processes to work together to alleviate having a Facilities Master plan that may not fit with our completed Comprehensive Master Planning process.

At this time the State considers El Camino to be over built. We have unused space, even before COVID. The State will not likely allow us to grow additional space until we demolish some buildings. It is critical

we look at examples of how other colleges have renovated their existing space to fit their needs. A potential project would be to increase our lab classrooms using under-utilized space.

Online education is growing. It is critical we join facilities with technology needs. Redundancy is an issue specifically in IT. We need more power and we have a lot more traffic on the internet highway. Redundancy is critical at this time, as well as the campus backbone/infrastructure. ALMA is currently working on joining technology and facilities to improve the infrastructure.

We need an efficient scheduling software that would efficiently schedule classes and load and provide a quick turnaround time.

Funding for these improvements are being explored – Scheduled Maintenance funds, a future bond program or other funding opportunities. ALMA is linking these ideas and objectives.

The goal is to have ALMA Strategies work collaboratively and align with the work we do on the Comprehensive Educational Master plan to ensure what has been Board approved is not a temporary fix but what is needed for the next 10 years (specifically the Student Health Center).

ALMA Strategies and Institutional Research & Planning will identify, through their processes, what we need for the next 10 years. College Council should facilitate these needs and support the recommendations.

College Council needs to message that the real estate, all instructional spaces, belong to the College and not the departments. College Council should create a process and provide guidelines for the usage of space.

The need for more lab classes is reiterated. A formal study is recommended to determine the true need. We have to identify the resources, renovated spaces and/or personnel, needed to accomplish this. This relates back to linking the Facilities Master plan with a Staffing plan. We currently do not have a Staffing plan in development. The current timelines for creating the Facilities Master plan are an issue in this regard. The Comprehensive Educational Master plan should drive the Staffing plan, IT plan and Facilities Master plan.

Right sizing is needed. However, the College has fiduciary responsibilities to consider. Right sizing in the areas that have demand and decreasing in areas that aren't producing, is the balancing act that is recommended, especially since our FTES is currently down by 4000.

The need for long term and proper improvements to Colleague is expressed. Colleague is far from perfect and IT is aware of the issues. Blaming Colleague has been an easy scapegoat. The real issues are business processes and not system related. Both can be ultimately resolved. An update on the improvements made to Colleague will be provided at a future meeting. It is College Council's purview to determine, if the issues with the system have been resolved and if there are problems with our business practices. College Council can take leadership in directing appropriate changes.

It is further noted the State can potentially agree to replace aging buildings - not grow but replace. The lab buildings are an example of aging buildings on campus that could be modernized with State subsidized funding.

Comments in the chat pertaining to scheduling will be addressed at a future meeting as this is a completely different agenda item.

3. Feedback Comprehensive Master Planning Process & Participation

Viviana Unda reviewed [slides](#) related to her request for College Council's input on the membership of the Strategy Steering Committee and Strategy Task Force. The proposed memberships of these committees were reviewed. The Strategy Task Force, is a subset of the Strategy Steering Committee.

It is suggested 2 - 3 faculty should be included in the Strategy Task Force. These faculty members could be representatives from other stakeholder groups (i.e. Technology planning, Education Master planning, Enrollment management). It is important the voice of the faculty is not relegated to the single Academic Senate representative.

The membership of the Strategy Steering Committee should be codified prior to the Strategy Task Force.

There are 4 faculty members on the Steering Committee. However, the Federation rep, as well as the other bargaining unit reps are included as a courtesy. Working conditions are not the purview of College Council or this committee. They can have an advisory role on the Steering Committee. Therefore, there would be three faculty members, appointed by Academic Senate. The Federation rep is welcome to join as a courtesy.

Over representation of management on committees is addressed. The distinction that management is a diverse group including directors, supervisors, Deans and Vice Presidents with expertise in different areas and area of assignment is important. Equally important is that Academic Affairs, Student Services, instructional and counseling faculty have representation.

The four Focus plans consist of Distance Ed, EEO, Enrollment Management and Student Equity plans. The Steering committee already identifies an Enrollment Management plan representative. Would there be a distinction to include two different representatives?

Are plan representatives misdirected?

Who is assigning the representative for Disproportionally Impacted (DI) Students? The assignment of the representatives still needs to be discussed. Will there be an overview of the DI student representative's responsibilities to ensure their effectiveness in the process? The first two meetings of each group would address the roles, responsibilities and expectation of the members including the timeline and deliverables.

Another recommendation is to have a representative for Career Education to address Strong Workforce and Perkins funding.

Is it more appropriate to get feedback from focus groups of DI students rather than have them stand on a committee due to their time constraints and challenges? The Steering Committee would not require much of a time commitment – once a semester. Time commitments for all student representatives will be taken into consideration. The key point is the opportunity for students to engage and have input in the process. It is recommended a Student Equity representative should be included because of the importance of student equity and achievement.

We can definitely structure opportunities for students to engage. Selecting DI students, labeling them as such and expecting their perspective, world views and experiences to inform a Comprehensive Educational Master Planning process is a concern. The intent is to include the student perspective

beyond the student leaders. It is important to get the perspective from a cross section of students. Any suggestions to better achieve this is welcomed. It is the job of the Steering committee to direct the work of the Comprehensive Master planning process and to inform the Task Force on how to get input, feedback and information from the student groups.

ASO students are definitely traditional students – fresh out of high school and transfer after two years. The ASO cannot effectively represent diverse population of 23,000 students. Focus groups are a good recommendation, rather than identifying DI students and have them participate in the Steering committee.

Perhaps selecting three representatives from the Student Equity Advisory Council (SEAC) is an option. These students are informed and impassioned with working toward equity and may be a better pool to pull from.

Dual Enrollment and Non-Credit are not listed for representation. These areas are important if we want to grow the College.

A representative from Campus Police, to advise on campus safety issues, is a better representative than a Peace Officers Association (POA) representative. Similar to the other bargaining units, the POA can have a courtesy representative. Working conditions are not a part of this committee.

Please send a recommended list of membership for the Strategy Steering Committee to Dr. Thames, by next Monday, September 27, to provide a recommendation from College Council to Dr. Unda. The other option is to go with the recommendations provided, with the exceptions of the bargaining unit representatives. Boundaries have to be respected. The membership of the Strategy Task Force will be derived from the Strategy Steering committee.

4. Goal Setting 2021-22

Tabled as the first item for the next meeting.

5. Meeting Adjourned

Closing remarks: College Council meetings will be scheduled for 1:00pm – 3:00pm moving forward. If two hours is not needed the time will be adjusted.

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: 1:00 p.m. - Via Zoom B. Thames Reminder only

Fall/Winter 2021 College Council Meetings

Monday October 7, 2021
Monday, October 18, 2021 (Board Day)
Monday, November 1, 2021
Monday, November 15, 2021 (Board Day)
Monday, December 6, 2021
Monday, December 20, 2021 (Board Day)