



El Camino College

College Council Minutes
Monday October 18, 2021
1:00 – 3:00 p.m. Via Zoom

Attendance

Breeanna Bond, Edith Gutierrez, Kelsey Iino, Dalyan Johnston, Rose Mahowald, Darcie McClelland, Jacquelin Sims, Erika Solorzano, Brenda Thames

Absent

Ann Tomlinson

Support/Presenters

Jane Miyashiro, Ross Miyashiro, Ann O'Brien, Jessica Padilla, Loic Audusseau, Chief Trevis, Viviana Unda, Nina Wong

Minutes

1. Welcome/Approval of Minutes

The next meeting agenda and materials will be accessible on the BoardDocs platform.

After review, the minutes were approved as presented.

2. Clery Report

Chief Trevis introduced Nina Wong who provided an informational [presentation on the 2020 Clery report](#). The presentation included a brief history of the Clery Act and the 2020 crime statics for El Camino College.

There were no questions or comments on the presentation or report.

3. Final Membership Strategic Steering Committee

Vivian Unda shared the results of the [recommendations for membership on the Strategic Steering Committee](#) for the Comprehensive Master Plan.

- The Student Equity Advisory Committee (SEAC) should appoint the SEA Initiative representative not the VP of Student Services. SEAC is being formed at this time for Spring but will be able to appoint a representative. (November at the latest)
- Professional Development Committee should appoint the Professional Development representative not the Dean.
- Strong Workforce team (Committee/Workgroup) should appoint the Strong Workforce Initiative representative rather than the Dean. Jackie to confirm there is a Strong Workforce group.
- It is noted, Student Services is not represented in the membership. Add VP of Student Services, VP of Admin Services and President to the Management membership.

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- Three additional student representatives will be appointed by SEAC (7 student representatives in total). After discussion, student representative from student programs (i.e. Puente and MANA) should not be included in the membership. If one program has a representative, then all programs would have to be included. That is not the direction for this committee. It is reiterated focus groups would be used to gather input from students.
- A Guide Pathways representative should be included in this group. The Guided Pathways committee will appoint a representative.
- Small Business Development Center representative should be appointed by an advisory committee rather than the Dean if possible.
- It is noted special populations of students should have representation. It is important these voices are heard. They have been missed in the past.
- A total of 34 members, plus three advisory members representing the bargaining units will make up the membership of the Strategic Steering Committee for the Comprehensive Master Plan.
- Vice Presidents and the President can send a designee.

It is noted the faculty representatives will be diverse and include a part time faculty member. It is agreed a stipend will be paid to the part-time faculty member.

College Council moved to approved the amended list of members for the Strategic Steering Committee for the Comprehensive Planning Master planning process, based on the recommendations discussed.

4. 2022-23 & 2023-24 Academic Calendars

Ross Miyashiro presented revised versions of the [2022-23 Academic calendar](#) and the [2023-24 Academic calendar](#). Due to an oversight, a non-class room, “dead”, week was added between summer and fall. August 15-19 for Academic year 2022-23 and August 14- 18 for Academic year 2023-24.

The Lincoln Holiday was changed from Friday to Monday.

Indigenous People day and Caesar Chavez day are still being discussed. They will have to go through consultation with the bargaining units, College Council and the Board of Trustees. Juneteenth will also be looked into. Holidays occurring on the summer Fridays, when the campus is closed, are not notated on the Academic calendars.

Ross confirmed Instructional hours are in compliance with Educational code and calculated correctly.

College Council moved to approve the Academic Calendars for 2022-23 and 2023-24.

It is recommended Jackie Sims calculate the instructional days. If there is a need to modify the Academic calendars they will be brought back to College Council.

5. AP 6365 Contracts – Accessibility of Information Technology

Loic Audusseau provided a review of the draft of [AP 6365 Accessibility of Information Technology](#). His review included the background on why we the need the procedure. The procedure is aligned with the

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CCLC template. The procedure complies with the Rehabilitation Act of 1973 to provide language that vendors will respond to any complaints regarding accessibility.

The procedure is not retroactive. It will be considered when hiring future vendors and for the renewal of current contractors. Vendors that are not ADA compliant at the time of renewal but can demonstrate they can meet requirements, given a certain amount of time, can continue to do business with the District.

Representatives will take the draft of AP 6365 to their constituents for input and provide feedback, in writing, to Loic by the end of the month. College Council will approve AP 6365 Contracts – Accessibility of Information Technology at the November 1, 2021 meeting.

6. Board Agenda Review

10.2 AS - Contract - LDP Associates, Inc. - APC Uninterrupted Power Supply Service (UPS). This item will be amended during the meeting. The renewal is for the maintenance contract only and removes the purchase of the modular battery replacement.

7.46 Student Housing Grant Program – Clarity is provided that this is for the approval of a feasibility study.

Clarity is provided on the Dual Enrollment agenda items (Items 7.5, 7.6 & 7.7) – El Camino courses are being taught at the high schools by high school faculty members who meets our minimum qualifications. Evaluations of the instructors will be conducted by both Districts.

7. Goal Setting 2021-22

College Council reviewed the revised draft of the [amended 2021-22 College Council goals](#). Real time edits were made to the draft during the review and discussion.

Accreditation will be addressed as part of College Council's function and role. If Accreditation is not identified as part of College Council's function and role, Accreditation may be brought back as an annual goal.

It is suggested the list of the other possible goals discussed, appear as an appendix.

College Council moved to adopt the 2021-22 College Council goals.

Upon review of the *Making Decisions Guide*, it was noted the term "innovation" is prominent in the Mission Vision, and Value statement. Should College Council be attentive to innovation as part of its charge?

The relationship "map" between the consultation committees in the Guide is not clear. The relationship between College Council and the Area Division Councils needs clarification. It is noted, Area Division councils do not meet very often during the year and report out to College Council on occasion. Area Division councils will likely be removed from the Guide. The remaining groups and their relationships will

DRAFT

be restructured. Dr. Thames requested a comprehensive list of all the committees on campus. Academic Senate and ECCFT will provide a list of committee representatives that sit on their respective groups. We are reminded a list of committees are listed in the Guide including hyperlinks to their webpages. Guided Pathways and Strong Workforce are not on the lists in the Guide. It is suggested an inventory of current groups on campus be created and identify whether the group is a collegial consultation committee, work group, task force, advisory committee, etc. Defining the campus groups will be added to the next meeting agenda. The Guide provides definitions for groups on campus. We do not have to start from scratch.

Dr. Thames would like to add to the charge of College Council as a recommending body to the Superintendent/President and Executive Cabinet. She would also like to ensure College Council takes leadership and stewardship of the accreditation processes.

For the next meeting Council members should consider the membership of the committee and suggest any missing representation.

8. Meeting Adjourned

Closing Remarks: The status of the Vice President of Administrative Services search was explained. The search yielded a single finalist. The search will be expanded to find more viable candidates.

Informational items from Cabinet will be a recurring College Council agenda.

It is the intent to move the COVID-19 Task Force under the stewardship of College Council. A member of the Task Force will report out at every College Council meeting. College Council will determine when the Task Force has completed their work.

Future Meeting Dates: 1:00 p.m. Via Zoom

B. Thames

Reminder only

Fall/Winter 2021 College Council Meetings

Monday, November 1, 2021

Monday, November 15, 2021 (Board Day)

Monday, December 6, 2021

Monday, December 20, 2021 (Board Day)

2021-22 College Council Goals

1. Review Board Policy and Administrative Procedure review process. Regularly review and provide input on legally advised and legally required policies and procedures.
2. Provide coordination, facilitation, and leadership in Safe Return to Campus
 - a. Integrate work of COVID Taskforce into scope and purview of College Council.
 - b. 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.
3. Review and revise (as necessary) Council charge, guidelines, functions/responsibilities and membership:
 - a. Review Integrated *Making Decisions Guide* and revise as necessary
 - b. Review and revise participatory governance structure as well as reporting and recommendation processes to College Council.
 - c. Develop College Council Handbook, orientation, planning calendar and roles.
 - d. Assess effectiveness of College governance processes
 - e. Coordinate with Planning and Budget Committee to review and revise Resource Allocation, Budget Augmentation Request, and Funding Recommendation processes.
 - f. Improve Council self-evaluation survey process and response rate.
 - g. Assess Council membership, including the role of the alternates and support members.
 - h. Coordinate with Facilities Steering Committee to create processes and guidelines for space utilization allocation, requests, and recommendations.
 - i. Migrate Governance committees/councils and college taskforces, workgroups, committees under scope of College Council to BoardDocs platform.
 - j. Facilitate and support the Comprehensive Master Planning process.

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- k. Adapt College practices, reporting, and evaluation mechanisms to better measure effectiveness and campus climate (information regarding campus climate survey cycle inclusive of surveys addressing post-COVID perceptions).
4. Facilitate and provide leadership in the adoption of an equity-minded, student-informed, and data-driven decision-making process college-wide.
 - a. Engage in discussion on strengthening campus climate, reduction of student equity gaps, *identify and remove institutional barriers* using standardized disaggregated data methodologies, and enhanced inclusion and diversity at El Camino College. Explore opportunities for inclusionary spaces for cross-campus dialogue.
5. Strengthen campus communications by creating a communications plan designed to inform the stakeholders on major developments that affect the campus.
 - a. Clearing house for CCCCCO communications
 - b. Increase awareness of programs and services at all locations
 - c. Guide on where decisions are made
 - d. Inform stakeholders on major discussions
 - e. Inform stakeholders on recommendations from College Council
 - f. Ensure College Council is informed of and discusses College initiatives including but not limited to:
 - i. Guided Pathways and Equity outcomes
 - ii. Associated Students Organization initiatives
 - iii. Technology modernization
 - iv. Sustainability Plan progress
 - v. Enrollment operations and enrollment management
 - vi. Strategic Plan implementation and monitoring
 - vii. Facilities Master Plan developments
 - viii. Impact of fiscal developments on the campus
6. Develop and implement a comprehensive Enrollment Management plan and processes that ensures student-centered class scheduling and course offerings at all locations; including communication on roles in enrollment management.
 - a. Dual Enrollment
 - b. Non-Credit
7. Assess issues with Colleague and current business practices. Take leadership in recommending changes on business process improvements to improve and streamline operations of college.