

Student Services Area Council Meeting  
Tuesday, August 10, 2021, 2:00pm-3:00pm

Chairperson: Ross Miyashiro

Recorder: Lucy Nelson

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

Attendees: April Bernabeo, Breeanna Bond, Marco Colom, Audrie Devera, Brian Krause, Coleen Maldonado, Toni Newman, Nina Wong

The meeting began at 2:04 p.m.

Introduction of Audrie Devera, 2021-22 ASO representative on the committee. Her major is pre-Nursing.

Review of the July 13 & 14, 2021 meeting minutes

1. Students want to return to campus and are asking when ECC will have in-person classes. Some student ambassadors, staff and managers are working in the Student Services Building, helping students in-person in the computer labs, Welcome Center and Information Booth. The computer labs are open but not offices.
2. The Extreme Registration event will take place on August 16-19, 10am-2pm, in the Student Services Building and South Plaza. \$100 gift certificates to the Bookstore will be given to students registering in 6-12 units and a \$250 gift certificate for those registering in 12+ units.
3. J&J, Pfizer and Moderna vaccinations will be available - a community group will administer Pfizer and Moderna vaccines to the community and the Student Health Center will provide J&J vaccines for students. You will need your photo ID to receive a vaccination. World Back to Work will begin to administer nasal swabs at the kiosks.
4. Will also be giving away suede bottom, ECC logo backpacks and PPE for students to be prepared for classes. The Bookstore could not provide 30% off textbooks.
5. Express Counseling will be available, but not ed plans.
6. The Bookstore is also providing Café Camino meal vouchers to students who attend the event.
7. MarComm is advertising the event on social media and will send out 30,000 direct messages to students who applied to ECC but not registered for classes. An email will be sent today to everyone at ECC to forward to your students.
8. Children are allowed at the event but must also go through COVID kiosks (3 kiosks will be set up for the event).

Return to Campus

1. At the recommendation from this committee, Ross developed a Formstack form to address Student Services staff and faculty concerns about returning to work on campus.
2. Every Student Services manager should have sent this form to his or her staff. On this form, staff can state their 'Work Space Request's and their 'Special Circumstances.' After completion, copies of

the form are sent to Ross and to the staff's direct supervisor. It's better if staff complete and submit the form before returning to work.

3. The COVID-19 Task Force decided that Keenan is the preferred method of COVID-19 training for staff to take before returning to campus. This includes TNCs and those who have already been working on campus.

#### Return to Campus Manager's Guide:

1. Concerns to be addressed by the direct manager/supervisor regarding staff who:
  - a. Have a personal preference to remain remote
  - b. Have general fears of working on campus (no doctor's note involved)
  - c. Have concerns about health & safety protocols in place for the department/unit
  - d. Have concerns about getting sick from people on campus who aren't following the mask mandate (non-compliance reporting protocols)
  - e. Have a problem being around people who may or may not be vaccinated (health screening measures in place)
  - f. Are uneasy about the air quality or ventilation in an enclosed office at ECC (facility health & safety measures in place). Student Services Building has one of the highest-level building ventilation system on campus in addition to the individual air filter units in each office.
2. The Formstack form will push managers to start asking clarifying questions, understand staff members' points of view and create interactive dialogue for comfort, trust and resolution.
3. The Risk Management ADA Compliance Officer, Leo Barrera, will handle disability, medical concerns, medical conditions, and doctor's notes. The employee will contact Leo at lbarrera@elcamino.edu
4. Employees are to contact HR (Maria Smith) regarding elder care issues, childcare issues, and questions about paid versus unpaid leave options.
5. Ross will meet with the Student Services managers to have a dialogue about best practices for handling each situation.
6. This guide has been sent to all campus supervisors and managers.

#### Miscellaneous News

1. ASO will be moving back to their offices in the MBBM modules – ASO members will also go through the COVID-19 training.
2. EOPS/CARE/CalWORKs is accepting applications and will continue to offer services online. Please direct students to the EOPS/CARE/CalWORKs webpage for services. At some point we will be bringing students back into the building and Ross emphasized we want to be sure we are putting 'students first' and give them what they need to be successful. Many staff don't feel comfortable returning yet.
3. Outreach staff who go to K-12 schools must follow K-12 safety protocols. Ask your division manager if your staff will be allowed to go to in-person activities outside the campus.
4. ASO Senate had their second meeting to appoint new Student Services Commissioners, Shaheen Ali and Ingrid Barrera. Audrie will introduce Shaheen to the Area Council and Ingrid after her eligibility is approved.

The meeting ended at 2:55 p.m.