

Student Services Area Council Meeting
Tuesday, June 8, 2021, 2:00pm-3:00pm

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: April Bernabeo, Breeanna Bond, Katherine Bonilla, Marco Colom, Brian Krause, Ann Libadisos, Toni Newman, Henry Ta, Nina Wong

The meeting began at 2:02 p.m.

Review of the May 12, 2021 Draft Minutes

1. Higher Education Emergency Relief Fund (HEERF) grant – \$35 million available one-time funds for ECC. Ross submitted \$1.7 million of requests. \$10 million will go towards upgrading ventilation and purchase of mobile hepa and UV filtration machines for every campus office.
2. No changes were made to the meeting minutes.

2021-2022 Meeting Dates and Time

1. The committee decided to continue meeting on the second Tuesday of every month from 2:00pm-3:00pm.

How to Provide Services with Limited Number of Temporary Employees (TNC & TC positions)

1. A Temporary Classified (TC) is temporary position hired into a classified position. A Temporary Non-Classified (TNC) is temporary position that does not fit in any classified position Job description. Can we function/provide services with 1/3 of these positions? Do seasonal positions actually fit the definition of temporary positions? Discussion:
 - a. Never thought of temporary workers as ‘seasonal.’ TC positions are harder to get and pays more. A TNC is someone who is not a student on campus but have similar duties to student workers. Maybe there is a way to create a matrix/policy/procedure to eliminate 2/3 of our temporary workers. Once FWS students are trained, that should help cover the gap.
 - b. There are a lot of TNCs that get comfortable in their position – but it needs to be clear that the position is needed based on the position and not the person.
 - c. Seasonal TNCs are like ushers who work during performances. Student success coaches in Counseling is an excellent use of TNCs. Their jobs are done after their hours are fulfilled. Temporary positions hired year-after-year all year round are not temporary positions.
 - d. Every individual request to hire a TNC or TC is decided by the Executive Cabinet. VPs cannot approve Formstack requests until the position is discussed in Cabinet. Academic Affairs and Student Services are areas that are highly dependent on TNCs and TCs. If 2/3 will be cut, some full-time/part time classified positions need to be added. 3 TCs = one FT classified. The TCs in the Warrior Welcome Center were replaced by a FT classified position. How

difficult is it to replace TCs with full-time? Depends on approval in Cabinet. TNCs should be seasonal and TCs should be temporary. Funding sources must be considered.

- e. The focus of the union is to protect their full-time classified members and non-members. The stance of the union, since the pandemic, has been to preserve existing jobs. TNCs/TCs are not a priority for ECCE. There is a need for TNCs in some areas. We created an environment where we depend on TNCs and built them into our structure of work.
- f. If TCs are removed, then the full-time classifieds will have to take on the job responsibilities of the TC (which may not be part of their job description.). This means FT classified jobs will need to be audited.
- g. Some FT positions were approved by Cabinet using Equity fund 12, but other times requests were denied. Still needed the people so Equity hired TCs to meet their needs. Hiring TCs in this case is appropriate if the grant/funding requires it. HR says it's okay to use TCs for 1-3 years depending on the situation.

To Vaccinate or Not Vaccinate (should we require)

- 1. Mandatory vaccination will not occur until vaccines are approved by the FDA.
- 2. Even though the number of students in the CARE program is small, there is a lower vaccination rate among black students. Students are concerned about bringing their children to campus offices since a lot of them are keeping them home from school. Is there an exemption for students who have some immunity for having COVID? Having COVID may not provide adequate immunity from mutations and other COVID strains. Vaccines cover various COVID mutations.
- 3. Students may feel more open to receiving a vaccination if we had a vaccination site on campus. The Student Health Center has applied to administer vaccines on campus. An event will be held on July 8 where one of the local hospitals will come to campus to administer the J&J vaccine.
- 4. If there is an outbreak (3 cases within 2 weeks), the campus will shut down again – following the state's mandate. We will follow what the LA Department of health requires. Concern about the effects of shutting down again, both financially and psychologically.
- 5. The vaccination verification process is not yet known. An outside company will provide testing in July for those not vaccinated. Bring your proof of vaccination to campus to be entered into their system when checking in at one of the 24 check-in tables. Those not vaccinated will be swabbed at check-in tables. This pertains to everyone on campus – visitors, children, and employees. You will be given a color wrist band for that day.

Updates

- 1. SRC - site license for Kurtzweil 3000 was approved and ordered along with the 50 licenses of Otter.ai. Brian will provide a demo to this group. Brian will work with ITS to roll out the Kurtzweil 3000 program. The program is not only for students with learning disabilities but also for ESL students and students who prefer having books read back to them. And students with scanners can scan any material and have it read back.
- 2. This is Katherine Bonilla's last meeting with us. New ASO Rep, Audrie, will be taking Katherine's place on this committee and Katherine would like to invite her to the Student Services Combined Managers meeting.
- 3. Katherine is the new VP for ASO and ICC and will work as a student ambassador during her last year at ECC.

The meeting ended at 3:00 p.m.