



El Camino College

College Council Minutes
Monday, December 3, 2018
1:30 – 2:30 p.m. Library 202

Attendance

Kristie Daniel-DiGregorio, Dena Maloney, Chris Jeffries, Jesse Mills, Rose Mahowald, David McPatchell, Ann O'Brien, Jean Shankweiler, Brian Fahnestock, Ross Miyashiro, Jane Miyashiro, Joseph Mardesich, Debbie Turano, Edith Gutierrez,

Absent

Erika Solorzano

Presenters/Guests

Barb Perez, Greg Toya, Andy Nasatir, Julie Bourlier, Debra Breckheimer, Stephanie Frith, Justin Bell staff writer from The Union

Agenda:

1. Welcome/Approval of Minutes

Introduction of College Council and presenters and guest

After review, the minutes from the November 19, 2018 meeting were approved.

2. Food Service Committee Report

The Food Service committee did not exist until an informal group was formed to find a new food services provider about 8 months ago. Once the provider was selected, we decided to keep going with the idea of a Food Services committee to give and take feedback with the new vendor. The committee is a subset of College Council. This committee will report out to College Council every couple of months.

Andy Nasatir, the committee chair, provided an update from the Food Service committee regarding Pacific Dining, the new food service provider on campus. It was suggested that the revenue from food services could be reinvested into food services on campus to benefit as many people as possible. The committee has been working on how that might work. The expectation is that a quarterly meeting serve as a platform of giving and receiving feedback to improve food services. The first meeting was very positive.

In the past 10 years, the college has received about \$50,000 - \$60,000 from the previous vendor. We expect to take in revenue this year. Ideas about coupons, specials and ways of encouraging people to eat on campus are being entertained to generate more interest and enthusiasm. Three possibilities will be discussed in the next meeting in January.

The location of the former *Manhattan* has been surveyed by an architect to redesign the space as a coffee shop with indoor/outdoor seating and taking part of the bookstore. The plans are currently underway. . Another idea for the revenue is creating an app that would allow for you to pre-order your coffee to eliminate long lines and shorten wait times and provide a user friendly facility.

Suggestion cards/boxes at the food service locations is addressed. This is something that is being worked on. Surveys are also going to be distributed with each catering service. Input from all stakeholders is encouraged. Implementing a mechanism to receive feedback from a broad population is critical to the ongoing quality. Is there a way to automate the process – possibly a link on our website? Another suggestion was the use of QR codes that can be scanned at the cash registers to provide direct input at the time of purchase. We can also leverage existing platforms like Yelp or Facebook. These suggestions to reach out for input beyond the committee members should be discussed at the January meeting. Communication is key.

3. Collegial Consultation Evaluation Project

Ross Miyashiro gave an overview of the progress of the Collegial Consultation Evaluation project. We have a *How to Make Decisions Guide* at El Camino College that lapse in 2020. We are starting the process of evaluating our present systems. Are they still effective and how do stakeholders feel about the processes? We will be rolling out an evaluation tool that we used in 2015. Only this time we will be much more inclusive with all the constituency groups: ASO will be included. We are moving forward with the same evaluation instrument we used in 2015 because we want to see longitudinal results to track any changes. One of our goals in College Council is to see if there were additional questions we wanted to ask. There has been no additional questions suggested. Academic Senate did the same and no other questions were forwarded. The only real change will be the participation of ASO leadership in the process. They are an important part of collegial consultation. We will move on and get that rolling in the spring.

4. Strategic Plan Alignment with Vision for Success Goals (Attachment)

Dr. Maloney shared the Power Point presentation from the Chancellor's Office. Most funding opportunities from the Chancellor's Office require that the college's strategic plan be in alignment with the Chancellor's Office Vision for Success. Initially there was no process, we were not clear on the deadlines or when we had to demonstrate this alignment. It was unclear. This presentation provides clarity on the Strategic Plan Alignment with the Vision for Success Goals. The first step was to ascertain and acknowledge to the Chancellor's Office that we have a process in place to align our goals. We do.

More work is required in going through the process. Dr. Maloney went through each of the slides. El Camino is already well into the process including keeping our Board involved with Board reports on our goals (slide 3) and reviewing baseline data and reporting our goals through our Strategic Planning Committee work (slides 4, 5 & 6). Starting in January 2019, we will start with our existing plans and make sure they are measurable and aligned (slide 7). That work will commence with our next Strategic Planning committee meeting. Forums will be conducted to

insure we are providing enough opportunity for all stakeholders to provide input. We will want to have Student Focus groups as well. We will use our usual process of consultation to go through all of our committees to give everyone an opportunity to look through our goals in progress (slide 8 & 9). We will adopt the goals after the Board has approved them and we have submitted them to the Chancellor's office by May 31. This is our road map to make sure we achieve this goal.

There are no questions about this process

5. Compton College Transition Plan Update (Attachment)

Jess Mills guided College Council through the hand out that listed the major accomplishments on the Compton College Transition Plan report.

Discussion Points:

Will the course numbers be the same? If the division has already converted to the three-digit course numbers, the answer is yes. All of the courses have been converted to three digits as long as they are transferable. This will be effective summer 2019. Barb Perez will provide Jean Shankweiler the crosswalk of ECC courses to Compton courses.

When a student gives authorization to release educational records, their ECC course work will transfer to Compton as transcript items and be on record. Every student who attended any classes at Compton within the past two years or more received an email notifying them to provide authorization to release educational records to Compton. 15,000 El Camino students received the notification and a second batch was sent to 13,000 Compton students. To date 1200 students have participated so far.

This is a very high-level review of what is being done to facilitate the transition. A lot of work is being done below the surface. Everything is very much on track.

6. ASB/ASO Transition

Consultation timeline was distributed. (Attachment).

Dr. Greg Toya, Director of Student Development and Co-advisor to Associated Student Organization (ASO) and Joseph Mardesich, President of ASO presented the proposed transition of the Student Activity Fee revenue to the ASO to College Council as part of the consultation process.

The presentation provided an explanation of the optional ASB, \$15 fee. Students are able to opt out of paying this fee. Details were presented on how the student activity fee revenue has been historically allocated by the Auxiliary Service Board (ASB). Information was also presented on how ASO and the Inter –Club Council utilized their share of the revenues and what they would do with a larger budget.

Research from attending conferences and speaking to other ASO Directors of Finance, indicates that El Camino College is the only ASO that does not control 100% of the student activity fee revenue in the state of California. The ASO Director of Finance has met with over 40 different ASO Director of Finances across the state and we have looked at their structure and how they allocate their funding.

The proposal is to shift control of student activities fee revenues from ASB to ASO. ASO is committed to supporting students in Athletics, Fine Arts, Journalism and Forensics. However, revenues from ticket sales and/or ads in the Union would stay with the programs rather than given to the ASB board. Reasons supporting this proposal were presented as well as details of the proposed structure. It is noted the proposed change is compliant with CCLC legally required Board Policy 5420 and there is a need to delete BP/AP 5032 as it contradicts BP/AP 5420 and is not found in the CCLC templates.

Each Academic division has two ASO Senators. Each division is encouraged to meet with their ASO Senators to discuss their programs and how they promote student success and relate to the ASO mission. 35% percent of students opt out of purchasing the fee. We would like to see 97% opt in.

Discussion Points:

Clarification of the distribution to co-curricular activities - Is there a long-term plan for funding for co-curricular activities or is there a three years transition time? Will annual requests for funding be required? A three-year transition can be recommended. Proposed structures have not been decided yet. However, an annual request is likely since ASO sets a budget every year with new ASO members.

Ed Code, Title 5 - This Ed Code is guiding this change as well as a legally required BP/AP 5420 from CCLC. As such, should an optional student activity fee be funding curriculum activities such as the Union?

ASO Representatives - This change will address the need for each division to participate in the ASO Senate for representation to secure funding. This change will also give ASO representatives more prestige by giving them the opportunity to manage a significant budget. ASO advisors will guide the students and appropriate signatories will be required to pass any decisions. In the case of journalism, it would create a conflict of interest to have students participate in ASO. In that case, journalism students could speak to their ASO senator to talk about their program.

Bottom line - This is a change and elements of change management should be considered. We should not be afraid to let student voices inform decision. We should be excited to guide them in their leadership.

7. Adjournment

All

Future Meeting Dates: 1:30 p.m. in Lib. 202

D. Maloney

Reminder only

Fall College Council Meetings

- a. Monday, December 17, 2018 (Board Day)

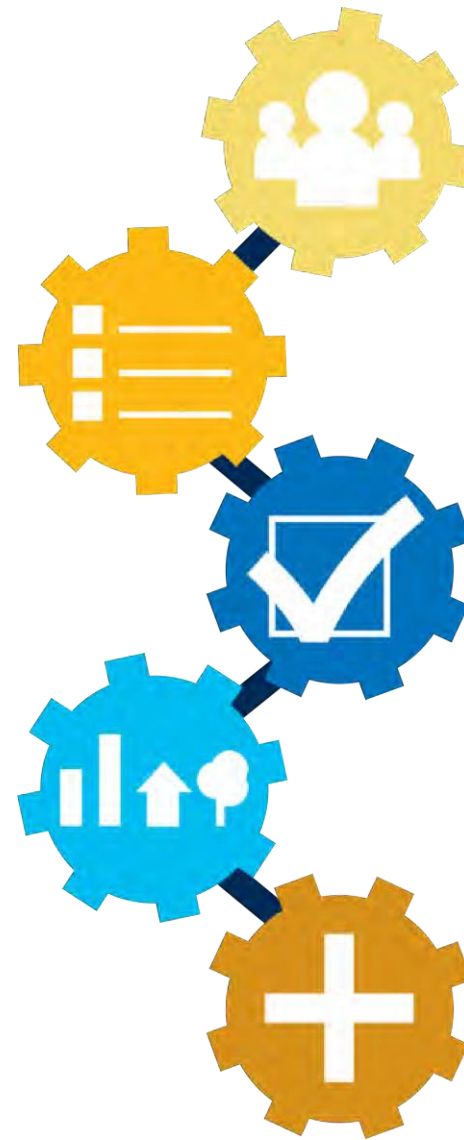
Spring College Council Meetings

- a. Monday, February 18, 2019 (Board Day)
- b. Monday, March 4, 2019
- c. Monday, March 18, 2019 (Board Day)
- d. Monday, April 1, 2019
- e. Monday, April 15, 2019 (Board Day)
- f. Monday, May 6, 2019
- g. Monday, May 20, 2019 (Board Day)
- h. Monday, June 3, 2019

2018-19 College Council Goals

1. Lead the ECC Governance Evaluation Project and develop recommendations to improve governance processes at ECC.
2. Complete/continue development of legally required policies. Review strategies and tools to improve accessibility of BP/APs and select/implement solution.
3. Support Compton Transition Planning process to conclude partnership by June 7, 2019.
4. Consult collegially to help develop a Strategic Plan, ensuring alignment with the Chancellor's Office *Strategic Vision for Success* and findings from the Climate Survey.
5. Consult collegially to discuss and recommend the topics for the Quality Focused Essay by February 1, 2019.
6. Monitor progress on overarching initiatives, including but not limited to, Guided Pathways, Strong Workforce, and AB705 implementation

Process for Local District Goal Setting 2018-19



Process for Local District Goal Setting

Review Baseline Data
and Report Goals
Development Process

Set Local Goals



Plan to Involve Board of
Trustees

Review Existing
Plans and Priorities

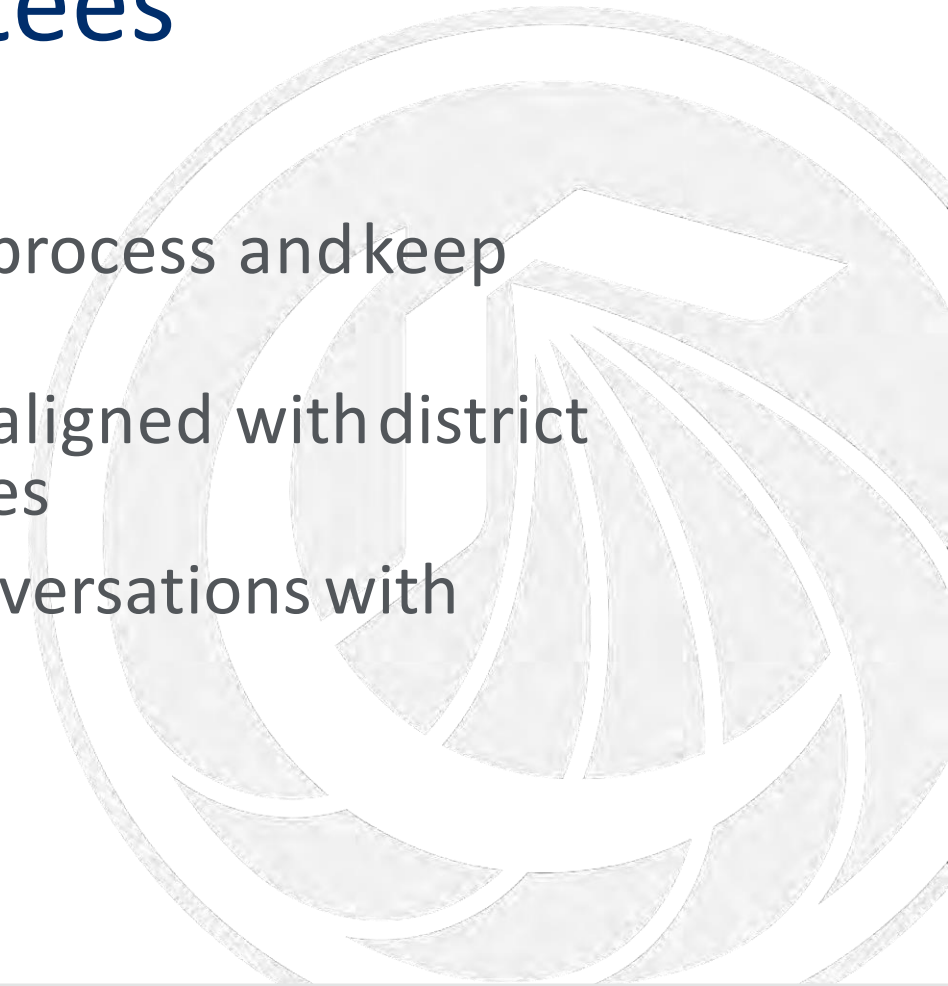
Adopt and Report
Local Goals



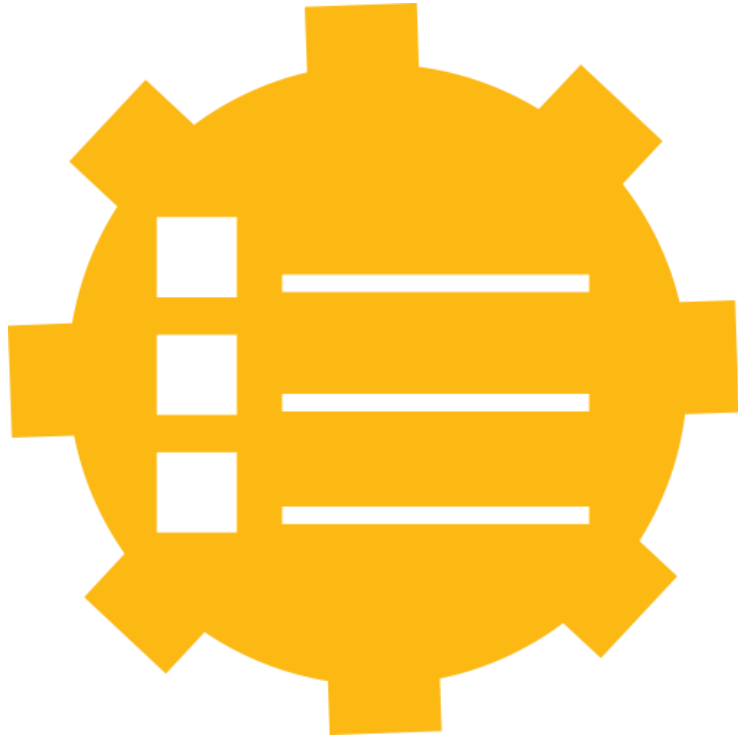
Plan to Involve Board of Trustees



- Colleges lead the process and keep Trustees involved
- Assures goals are aligned with district needs and priorities
- Invite them to conversations with stakeholders

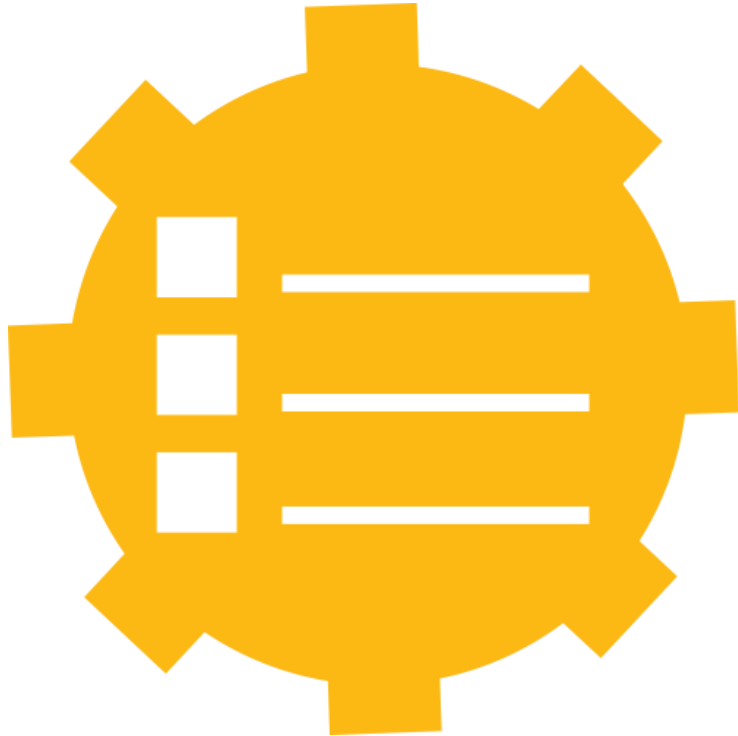


Review Baseline Data and Report Goals Development Process *November - December, 2018*



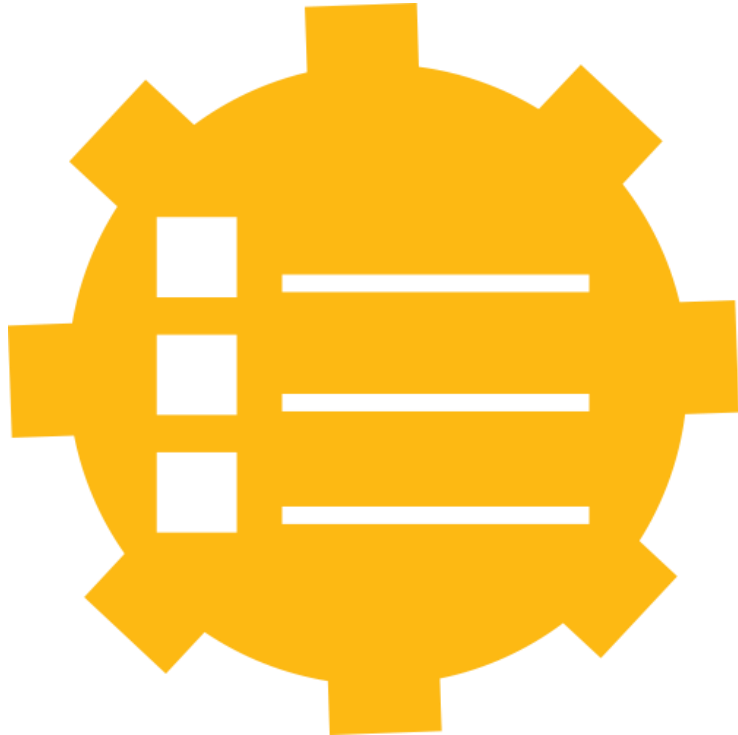
- Use the new Student Success Metrics available on the Launchboard
 - Available early November
- **Completion Indicators**
 - Completed associate degrees
 - Completed CCCCO-approved certificates
- **Transfer Indicators**
 - Completed ADT degrees
 - Transfers to UC/CSU

Review Baseline Data and Report Goals Development Process *November - December, 2018*



- **Unit accumulation indicator**
 - Average units earned per completed associate degree
- **Workforce indicators**
 - Median annual earnings of existing students
 - Change in median annual earnings of existing students
 - Percent of CTE graduates earning a living wage
 - Number of exiting CTE students who report being employed in their field of study

Review Baseline Data and Report Goals Development Process *November - December, 2018*



- **Equity indicators**
 - All of the above indicators, disaggregated for those student groups identified as disproportionately impacted in your annual Equity Plan
- Submit local goal-setting plan to the Chancellor's Office
 - *Required by December 15, 2018*

Review Existing Plans and Priorities *January, 2019*



- Start with existing plans: Strategic Plan, Educational Master Plan
- Review existing goals
 - Are they measurable?
 - Do they align with the *Vision for Success* goals?
 - Compare to current baseline data

Set Local Goals *February - April, 2019*



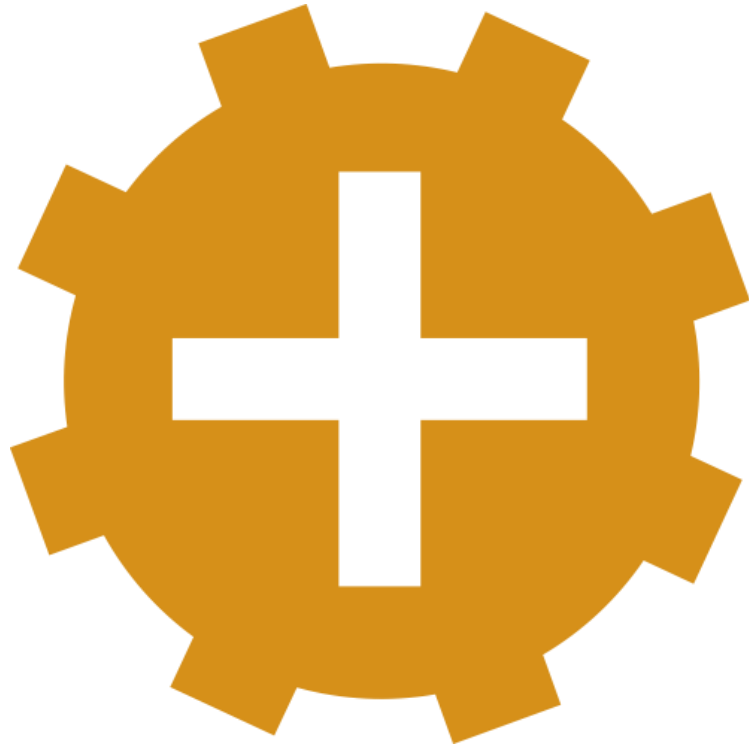
- Community dialogue about college priorities
 - Community forums
 - Student focus groups
 - Standard consultative practices
 - Leverage existing processes and forums

Set Local Goals *February - April, 2019*



- Work with district leadership to set measurable goals using indicators from the Student Success Metrics
 - Completion Indicators
 - Transfer Indicators
 - Unit accumulation Indicator
 - Workforce Indicators
 - Equity Indicators

Adopt and Report Local Goals *May, 2019*



- Add goals to board agenda for formal adoption
 - Finalized goals
 - Timeline to achieve by 2021-22
 - Explain how goals align with *Vision for Success* goals
- Districts submit adopted local goals to Chancellor's Office
 - *Required by May 31, 2019*

Compton College Transition Plan Report

12/3/2018

Banner ERP

- Authorization and Consent to Release Educational Records.
 - 1200 students have participated so far and are “in-test.” They will eventually be put into the “live” system.
 - Migrate all ECC records.
 - Negate redundant application to Compton College.
 - Doesn’t preclude students from taking classes on both campuses.
- All faculty and staff are currently being loaded into Banner.
 - Production server – December 2018.
 - Live – January 14, 2019.
- Implementing “Degree Works” (degree planning and tracking systems).
 - CRM Recruit – track student recruits.
 - CRM Advise – early alert system for current students (akin to Starfish).

Board Policies and Administrative Regulations – Student Services and Academic Services

- Have been created, and vetted by the Academic Senate and other stakeholders.
- Going to the Board for approval.

Bookstore

- Independent Compton College Bookstore is currently open
 - Stocking orders for Winter and Spring sessions.

Curriculum

- Adopted Compton College Curriculum.
- Curriculum Advisor Maya Medina is updating our curriculum database.
 - Lots of data “cleaning” is necessary.
 - Priority is being given to certificate programs.

Financial Aid

- Office has undergone the bulk of necessary training.
- Waiting on eventual funding number.

Police Dept.

- Hired new Compton College Police Chief Raymund Box.
- Building department headquarters.

Miscellaneous

- 12 Unit residency requirement for graduation temporarily waived (in-line with policy made at the formation of the partnership).

El Camino College Student Activities Fee Revenue - Consultation Calendar



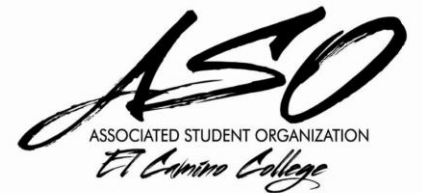
Fall 2018 and Winter 2019

Committee	Date(s)	Presenter	Note
Auxiliary Services Board (ASB)	October 29	Greg Toya Joey Mardesich	Introduction/background; planning implications; discussion; Support
Inter-Club Council (ICC) Cabinet	October 31	Mari Baquir, Wiley Wilson	Background; discussion; Support
Associated Students Organization (ASO) Committees	October 31- November 2	Mari Baquir, Chris Dela Cruz, ASO Committee Chairs (various)	Committees: Sustainability, Policy/Advocacy, Activities, Publicity, Initiatives, Cabinet Background; discussion; Support
ICC General Meeting	November 5	Mari Baquir, Chris Dela Cruz, Chinua Taylor-Pearce	Background; discussion; Support
ASO Senate	November 8	Mari Baquir, Chris Dela Cruz, Chinua Taylor-Pearce	Background; discussion; Support
Planning & Budget Committee (PBC)	November 15	Greg Toya, Chinua Taylor-Pearce	Background; discussion; Support
ASB Funded Programs	November 19	Greg Toya, Joey Mardesich	Background; planning implications; discussion; Support
Academic Senate	November 20	Ross Miyashiro, Wiley Wilson	Background; discussion; Support
ASB Funded Programs	November 27	Greg Toya, Chinua Taylor-Pearce, Joey Mardesich	Background; planning implications; discussion; Support
College Council	December 3	Greg Toya, Idania Reyes, Joey Mardesich	Background; discussion; Support
Executive Cabinet	January 14	Ross Miyashiro, Marilyn Valdez	Background; discussion; Support
Board of Trustees	January 22	Ross Miyashiro, Marilyn Valdez	Background; discussion; Support

STUDENT ACTIVITY (ASB) FEE TO ASO



COLLEGE CONSULTATION
FALL 2018



What is the STUDENT ACTIVITIES (ASB) FEE?

- Fall 2018 – Students pay an optional fee of \$15
 - Co-Curricular programs such as ASO and ICC
- AP 5032 (September 2014)
 - 65% - Auxiliary (AUX) programming
 - 35% to ASO and ICC
 - 5% to Reserve
- 65% - Managed by Auxiliary Services Board (ASB)

AUXILIARY SERVICES BOARD

- **Fund Governance**

- Director of Student Development (Chair)
- VP Administrative Services
- ASO Director of Finance
- College President Designee
- Educational (Academic) Management
- Classified Management
- Faculty
- Classified Staff
- One student at large (ASO)

ASB FUNDED PROGRAMS

- Large Allocations
 - Athletics
 - Fine Arts (Plays, musicals)
 - Journalism (Union Newspaper)
 - Forensics (Speech and Debate team)

- Smaller allocations
 - Counseling, HTP, Project Success, Puente, FYE, MESA, SI
 - Commencement, ASB Promotions
 - Academic Awards
 - Admin Awards (HR)

AUXILIARY SERVICES BUDGET (ASB) 2015-19 REVENUE

	Actual	Actual	Actual	Actual	Budget
Revenue	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Administrative	1,460.05	3,668.33	4,574.89	7,265.98	5,170.00
ASB Fees	155,693.80	333,068.41	331,681.90	329,491.81	480,300.00
Athletics	12,482.00	12,016.00	14,848.50	7,316.50	10,000.00
District Fund Transfer	182,500.00	25,000.00	29,620.00	25,000.00	25,000.00
Fine Arts	69,905.71	61,212.42	57,434.41	82,872.90	81,700.00
Union Newspaper	20,240.27	5,155.90	2,076.20	734.47	2,075.00
Total Revenue	442,281.83	440,121.06	440,235.90	452,681.66	604,245.00

AUXILIARY SERVICES (ASB) BUDGET 2015-19 EXPENSES

Expense Summary	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
	Actual	Actual	Actual	Actual	Budget
Administrative	46,460.41	52,422.08	55,343.26	48,852.49	54,672.00
Associated Students Transfer	86,120.50	116,573.94	115,955.66	115,182.13	168,000.00
Athletics	109,436.61	110,874.37	115,196.17	153,763.96	153,795.00
Fine Arts	59,197.84	62,001.95	62,117.94	85,877.18	92,885.00
Forensics	12,385.00	10,769.42	25,146.26	25,139.93	25,201.00
Other Programs	23,391.52	23,386.56	22,770.87	22,153.75	26,125.00
Union Newspaper	51,142.22	46,465.55	55,796.36	62,174.22	65,885.00
Total	388,134.10	422,493.87	452,326.52	513,143.66	586,563.00

ASO & ICC BUDGET – 2015-19

Student Activity Fee Revenue Actual

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
35% ASB	28,400.00	174,295	115,956	115,182	*85,292
Other revenue	15,996.00	19,283	15,731	17,054	2,070

What has ASO/ICC done with increased budget?

- Address food, transportation and housing insecurity
 - FloWater
 - Metro U-Pass subsidies
 - Warrior Pantry
- Community Building and Sense of Belonging
 - Increased student club events– 159%
 - Increased # of student clubs
 - Movie Night
 - Harvest Fest
 - Empowerment Dialogues
 - Homecoming

What will ASO/ICC do with larger budget?

- Support co-curricular learning and activity
- Continue to address food, transportation and housing insecurity
 - FloWater, Warrior Pantry and Metro U-Pass subsidies
 - Fall Feast
 - Clothing drive and closet for ECC students
- Community Building, Sense of Belonging, Student Equity
 - Movie nights/concerts
 - Cultural heritage months, Empowerment Dialogues, and more
 - Spirit Week
 - Student Activities Center

ASO RESEARCH

- Spring 2018
 - Student Activity Fee from \$10 to \$15/semester
 - Auxiliary Services Boards controlling Student Activity revenue – None
- Fall 2018
 - CCCSAA and GA conference
 - Auxiliary Services Boards controlling Student Activity revenue – None

PROPOSAL

- Shift control of Student Activities fee revenues from Auxiliary Services Board (ASB) to ASO
- District revenue would stay with District programs (e.g. Athletic ticket sales, Union newspaper ads, Play ticket sales)

WHY?

- Student and Professional Development
 - Leadership Skills
 - Fiscal and Budget Management
 - Accountability
 - Professional Etiquette
 - Sense of Belonging and Input in Campus Decision Making
- Congruent structure with sibling CCCs

WHY?

- **Board Policy 5420**

- The funds shall be expended according to procedures established by the Associated Students Organization, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:
 - 1. The Superintendent/President or designee;
 - 2. The officer or employee of the College who is the designated adviser of the Associated Students Organization; and
 - 3. A representative of the Associated Students Organization.

PROPOSED STRUCTURE

- ASO develops and approves the revenue from Student Activities Fee
 - Signatures/approval from Board of Trustees designee, ASO advisor, and ASO student
- ECC provides institutional support for ASO to succeed
 - Fiscal Services – Accounting support
 - SDO advisors
 - AUX board may serve in advisory capacity
 - Delete BP and AP 5032 as it contradicts BP/AP 5420
 - Follow BP and AP 5420
- ASO developing funding request and decision process

How Your Program should Prepare for this Change?

- ASO is developing a new funding request and decision process.
- Meet with your ASO Senators to discuss how your program:
 - Benefits students
 - Promotes Student success
 - Relates to the ASO mission
- How many of your students have the ASO (formerly ASB) Sticker?

QUESTION?
COMMENT?
CONCERN?

We want to hear about it.

