



El Camino College

College Council Minutes
Tuesday, January 19, 2021
1:30 – 2:30 p.m. Via Zoom

Attendance

Breeanna Bond, Giancarlo Fernandez, Edith Gutierrez, Kelsey Iino, Rose Mahowald, Dena Maloney, Darcie McClelland

Absent

Kenny Galan

Support/Presenter

Iris Ingram, Jane Miyashiro, Ross Miyashiro, Ann O'Brien, Jean Shankweiler, Loic Audusseau

Minutes

1. Welcome/Approval of Minutes

Dr. Maloney opened the remote meeting and welcomed participants.

After review, College Council moved to approve the December 21, 2020 meeting minutes as presented.

2. Board Agenda Review

In compliance with Governor Newsom's Executive Order N-25-20, in response to the ongoing COVID-19 pandemic, the District will conduct the Board of Trustees meetings as audio only teleconferences. There are two dedicated email addresses for public comment - one for public comments on Closed Session agenda items and one for public comment on Open Session agenda items and non-agenda items.

An overview of the January 19, 2021 Special Board Meeting/[Brown Act Workshop presentation](#) was provided. There was also a comprehensive review of the [Regular Board of Trustees Meeting agenda](#).

The review included Closed Session items, Presentations, Consent Calendar items, Action items and Future Action Items/General Information.

Darcie McClelland summarized the pedagogy audits processes at Long Beach Community College. El Camino will use their program as a model for the pedagogy audit to be conducted in winter 2022. Instructional faculty will be asked to assess their pedagogy in terms of being culturally relevant. The program will use a cohort model similar to PRIDE. Applications will be submitted and the cohorts selected. This first cohort will be led by the design team. The intent is to have alumni of the program lead future cohorts.

The Vice Presidents highlighted Consent Calendar items of particular interest from their areas and answered any questions.

Jean Shankweiler - Academic Affairs
Ross Miyashiro - Student Services
Iris Ingram – Administrative Services and Measure E

Dena Maloney highlighted Community Advancement, President/Board agenda items and Action items

3. AP 3300 Public Records

Marc Stevens, Director of Public Information and Government Relations provided an informational [presentation on the procedure for handling requests for public records](#). The presentation included background on the California Public Records Act (CPRA), and El Camino's [Board Policy 3330](#) and [Administrative Procedure 3330](#). New language will be added to specify the Superintendent/President's designee to receive public record requests is the Public Information Officer. A single point of contact will guarantee a consistent, coordinated, timely and efficient response to those requests.

A request to add information to distinguish public records requests from subpoenas will be discussed offline. This will be brought back to College Council for review once finalized.

4. Actions in Support of SIG Recommendations

Loic Audusseau provided a [presentation on Colleague](#) (by Ellucian), El Camino's Enterprise Resource Planning (ERP) system, improvements. The presentation included background on Colleague's functionality and utilization at El Camino. The usage of Colleague by the institution has been assessed on two occasions. The assessment results, recommendations and implementation of the recommendations are detailed in the presentation. The prioritization criteria of improvements and a completion status report of the implementations were highlighted. Funding through Guided Pathways was recently secured to make significant progress on improvements in the coming weeks.

This is tremendous progress on addressing issues that have been pervasive for many years. Kudos to the ITS team. Sincere appreciation and excitement for the improved functionality of Colleague is expressed.

5. List of Topics for Spring College Council Meetings

Dr. Maloney reviewed the [list of topics for future College Council meetings](#). This living document identifies the scope of work facing College Council and will keep us on track for achieving our 2020-21 goals. It is suggested College Council meet for 90 minutes on February 16 to allow for the Board Agenda review and a presentation on Aligning Counseling with Guided Pathways.

Email any additional topics you may think of for the spring term to Dr. Maloney.

6. Adjournment

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: 1:30 p.m. - Board Room, Adm 150 D. Maloney Reminder only

Winter/Spring 2021 College Council Meetings

- Tuesday, January 19, 2021 (Board Day)
- Monday, February 1, 2021
- Tuesday, February 16, 2021 (Board Day)
- Monday, March 1, 2021
- Monday, March 15, 2021 (Board Day)
- Monday, April 5, 2021
- Monday, April 19, 2021 (Board Day)
- Monday, May 3, 2021
- Monday, May 17, 2021 (Board Day)
- Monday, June 7, 2021
- Monday, June 21, 2021 (Board Day)