



El Camino College

College Council Minutes
Monday February 1, 2021
1:30 – 2:30 p.m. Via Zoom

Attendance

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

Absent

Giancarlo Fernandez, Kenny Galan

Support/Presenter

Iris Ingram, Jane Miyashiro, Ross Miyashiro, Ann O'Brien, Jean Shankweiler/Julieta Arámburo, Marc Stevens

Minutes

1. Welcome/Approval of Minutes

Dr. Maloney opened the remote meeting and welcomed participants.

After review, College Council moved to approve the January 19, 2021 meeting minutes as presented.

2. Accreditation Update – Action by ACCJC

Jean Shankweiler summarized the report received from the Accrediting Commission for Community and Junior Colleges (ACCJC). El Camino received reaffirmation of our accreditation for the next seven years. The Commission commended the College for its professional development, noting these efforts encourage leadership and innovation.

We received no recommendations for compliance, sanctions or warnings. There is no need for a follow up visit.

We did receive three recommendations for areas of improvement: developing a consistent approach to the analysis and use of disaggregated data, ensuring consistent regular and substantive interaction in distance education courses and enhancing the regular assessment of Board Policies.

The next report from the College will be the Midterm Report due on October 15, 2024. The institution's next comprehensive review will occur in the fall term of 2027.

Dr. Maloney sent a letter of thanks to the Chair of the visiting team for the team's peer review and hard work. Sincere appreciation is extended to Jean Shankweiler for her role as the Accreditation Liaison Officer. Great job on an extensive process!

3. Review of Revised AP 3330

Marc Stevens recapped the [presentation on AP 3330 – Public Records](#), given at the last meeting. Addition language was added to the updated procedure to differentiate a subpoena from a public records request. This was in response to comments made at the January 19 meeting.

College Council moved to approve the revisions to AP 3330 – Public Records. The procedure will be presented to the Board of Trustees as an information item at the February 16, 2021 meeting.

4. Governor's Budget Proposal/Legislative Agenda

Iris Ingram provided a [presentation on the 2021-22 State Budget proposal](#). The presentation included a recap of Spring 2020 finances and unemployment numbers, review of the current Spring 2021 projections, a snap shot of the State General Fund Budget summary, highlights of the Governor's budget proposals and those specific proposals that have an impact on community college funding. These numbers are subject to change. They are proposals from the Governor that will now move on to state legislative hearings. We will have a better idea of the final budget with the May revise.

El Camino will start to develop a budget using our last flat budget (FY 2019-20). The Chancellor's Office has created a dashboard for the Student Centered Funding Formula to help colleges project potential revenue. Fiscal Services is starting to go through the dashboard to project our allocation. Results of the analysis will be presented to the Planning and Budget Committee (PBC) and go through collegial consultation.

This proposed budget is better than anticipated. However, it will have to go through the legislative hearings.

We have started reaching out to members of our State legislature to advocate full payment of the deferrals from last year, discuss the misuse of contingencies on the COLA and note the fact the Federal Stimulus package was not known at the time when the Governor developed his proposed budget. A lot can change before we present a tentative budget to the Board in June and a final budget in September.

We are holding a Town Hall on February 18 and will review the proposed budget with the campus community.

5. Enrollment Operations and Enrollment Management

Enrollment is down state wide and down at El Camino for Spring. Community College students are most affected by the pandemic due to personal loss of employment or that of family members.

Ann O'Brien and Julieta Aramburo provided a [presentation on Spring Enrollment Marketing and Outreach](#). The presentation included the timing and messaging that has gone out to students, marketing tactics, outreach efforts and class registration and student support services offered.

2,501 students have been called through increased phone banking efforts. A number of students have expressed online instruction is very challenging and to please call back when we are back on campus. To continue to support students, we should refer them to the Virtual Information Desk and share the numerous resources available to them.

The human touch is also critical. We should try to personally reach out and encourage any struggling students we may know to continue with their education, connect with their peers and provide motivation and inspiration. In this remote environment, the phone calls are the best means to provide this personal outreach. The calls being made are very intentional.

The Virtual College Night increased the number of South Bay Promise applications received for next year. The applications numbers are lower compared to last year. Acceptance letters will be sent earlier this year to give the students early confirmation of their status at the college.

Regularly scheduled virtual orientations are being offered to assist new students enrolling in the fall and are also being utilized by students currently enrolling in spring.

The Fire Academy is fully enrolled for spring. Police Academy is at about 85%. EMT programs are full as well.

The impact of limited Industry and Tech courses and conditioning and activity courses through Athletics is affecting enrollment.

Availability of the vaccine may help enrollment for fall.

During these difficult times our compassion is so important to our students. Offering specific tangible support resources is what is needed. Everyone's work is greatly appreciated.

6. Adjournment

Parting remarks:

- Next meeting is February 16. Board Review and Guided Pathways alignment with Counseling are on the agenda. Dipte Patel and Kristina Martinez will lead the conversation.
- Guided Pathways Winter Summit is scheduled on February 9 from 10am-2pm.
- Professional Development Day is February 10 along with the Tenure Reception scheduled at 12:30pm

Meeting adjourned.

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)
- Friday, March 26, 2021 (Policy Review 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)