

Student Services Area Council Zoom Meeting

November 9, 2021, 2:00pm-3:00pm

Chairperson: Ross Miyashiro

Recorder: Lucy Nelson

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

Attendees: April Bernabeo, Breanna Bond, Marco Colom, Audrie Devera, Brian Krause, Toni Newman, Henry Ta, Nina Wong

The meeting began at 2:03 p.m.

Review of the October 12, 2021 Draft Meeting Minutes

1. "Creating a Data Informed Culture in Community Colleges" book - Ross has extra copies for anyone interested. Every manager in Student Services will create indicators for their department/division to monitor how they're moving towards success for their goals. Unsure if there is a digital copy of the book: ISBN-13: 978-1682530870 ISBN-10: 1682530876 – Harvard Education Press.
2. CARE/CalWORKs is taking monetary donations but will accept toys that will be on a first come-first serve basis for the students at the holiday drive-thru event.
3. ASO looked at sample furniture and selected the final pieces for the Social Justice Center.
4. The ASO Benefits Pass is on pause until the One-Card is launched.
5. No changes were made to the meeting minutes.

Return to Campus

1. Ross will report to Executive Cabinet the pros and cons when Student Services employees (managers, faculty, classified and student workers) are required to return to campus five days a week. The Student Services managers proposed the date of February 1, 2022. Online services will still be provided on campus.
2. Discussion:
 - a. Not sure if February 1 is enough time for Leo Barrera to process the vaccination medical exemptions. The updated ECCE MOU states December 3 or December 8 as the deadline date to start the medical exemption process. Referring to accommodations that fall under ADA. Leo will facilitate the process for those request accommodations.
 - b. Is there a back-up plan if an area needs to shut down due to exposure to COVID-19? We would follow the same protocol to move to a virtual format for 10 days. Working from home if exposed and quarantined is an HR question – it may depend on symptoms or not.
 - c. After February 1, everyone is required to be vaccinated; those with exemptions would be tested twice a week.
 - d. Guidelines change every few months, so to stop having shut down protocols would depend on current guidelines. By spring we may see a different environment than what we have now.
 - e. The February 1 timeline is not set in stone and is still being discussed.

- f. Those with exemptions will be tested through the 30-minute rapid test – set up in MBBM – free of charge to students, staff, and faculty. 75-80% in-person classes will be offered in spring.
 - g. Suggest everyone return to campus on February 7 on Professional Development Day (a return is more welcoming with food) or the first day of spring on February 14. President Thames shifted PD days to include everyone and allow all offices to close that day to attend and be involved in staff development. Suggest having lunch at the Spring PD Day like on Fall PD Day.
 - i. Suggest handing out gift bags on PD day, i.e. Warrior t-shirts, Starbucks gift cards, etc. Maybe safer to have an in-person event outdoors rather than indoors. A sports theme was suggested. This should be a happy, welcome back to campus event.
 - h. There may be some flexibility in work schedules (like on Fridays) after everyone returns, but the plan is to be where students need us. Only those vaccinated or have an exemption and tested can enter the buildings. Remote appointments seem to be more convenient for students. Hope there is some degree of flexibility on scheduling depending on students' needs. Remote work may be here to stay.
 - i. HyFlex education is a new type of learning that is the most student centered, but requires faculty to be on campus. It allows students to decide on the day of class whether to attend class in-person or online, whichever best suits their needs. Evening students need both online and in-person classes.
 - j. Some staff are nervous about returning to campus especially if social distancing guidelines are eliminated. ECC follows the CDC/LA County guidelines but can be more restrictive.
 - k. If someone in your household tests positive for COVID-19, you are required to follow the quarantine guidelines. Decisions about positions that do not interface with students and their flexibility in the work environment will be made on a case-by-case basis. HR is developing an administrative procedure on this.
 - l. Have not heard anything at this at this time about uploading proof of booster vaccination information.
3. Ross will recommend to the Student Services managers February 7 as the return to campus date. He will also share the committee's suggestion of providing breakfast, lunch, small gifts, Warrior Wednesday t-shirt, Starbucks gift cards, etc. on the first day back. On Professional Development Day, all offices will close to allow everyone to get settled/situated to open the next day. Please email Ross if you have more suggestions.

Updates

1. A spring registration event is scheduled on January 10. The Extreme Registration event used many ideas suggested by Area Council. Ross will bring to the next meeting the recommended changes to next spring's event.
2. Asking for donations for the CARE – Holiday Drive Thru Event on Dec 3. Hoping to give a gift card each to 150 children. More information to come. Breanna will temporarily move to Outreach to help set up a Call Center. The Call Center. Call center will change ECC in both access and retention.
3. Please share the Discord link <https://discord.gg/6CYWAAAY4> discussed at the last meeting. Please share the link with your students; SDO will send out a more formal flyer later.

The meeting ended at 2:54 p.m.