

OHLONE COMMUNITY COLLEGE DISTRICT  
43600 Mission Boulevard, Fremont, CA 94539  
Conducted via Zoom

College Council Meeting Minutes  
February 22, 2021

APPROVED

---

MEMBERS PRESENT: Chris Dela Rosa Mark Young  
Delphyne Rollins Matthew Ng  
Eric Bishop Mike Leib  
Ghada Al-Masri Milton Lang  
Jeff Roberts Samir Abboud  
Jennifer Zhou Shairon Zingsheim  
Katherine Michel Sheryl Einfalt  
Krina Shah Susan Myers  
Larissa Favela Tony DiSalvo

MEMBERS ABSENT: James Keogh  
Marco Escalante  
Sabrina Panjwani

OPEN MEETING:

1. Roll Call

Approval of the February 8, 2021 College Council Minutes

The February 8 minutes were approved by all members present. A spelling correction was noted on page 1.

2. Student Equity and Achievement (SEA)

- Brenda Reynoso, Counselor and SEA Co-Chair, and Melissa Cervantes, Executive Dean of Equity, Inclusivity and Campus Diversity and SEA Co-Chair, provided an update on the Student Equity and Achievement Committee.
  - Please see [SEA Presentation](#) for a detailed committee update. It was noted that the purpose of the SEA group is to coordinate campus efforts to improve student success and to close equity gaps. SEA examined student data to understand where equity gaps exist, then recommended activities and programs to address those gaps by creating the [2019-2022 Student Equity Plan](#). The SE Plan focuses particular attention on improving the outcomes for three student groups; African American, Latinx, and first-generation students. In order to improve outcomes for the noted groups of focus, the SE Plan calls for the development of three major initiatives; the Multicultural Student Center (MSC), Summer Bridge (SB), and First Year Experience (FYE). The MSC is officially open (virtually). The MSC Coordinator has been hired and efforts continue to complete the setup of the MSC Advisory Board. The SB program is to begin in August 2021. Faculty to teach SB courses have been identified and efforts continue to finalize the SB website. Additional efforts include creating a SB logo, recruiting students via outreach visits to local high schools and other settings, collaboration with the Transfer Center/Admissions/Financial Aid, and securing quotes for budgetary expenses (e.g. - student merchandise, trips, book stipends). The FYE will begin in fall 2021, with a non-curricular component, with a planned full launch for a

curricular cohort and non-curricular activities in fall 2022. Efforts moving forward for FYE include creating non-curricular programming, development of an outreach and recruitment strategy, creation of assessment rubrics for evaluations, and the development of a SB to FYE pipeline. The 2022-2025 Student Equity (SE) Plan will be created during the next academic year.

### 3. Noncredit Courses

- Sheida Parvasi, faculty and Noncredit Coordinator, Emily Burns, Career Education Coordinator, and Andrew LaManque, Executive Dean of Academic Affairs and the Newark Center, presented an update on the latest achievements and activities of the noncredit program.
  - Please see [Noncredit Courses](#) for a detailed overview of the latest program accomplishments. It was noted that noncredit courses and programs complement Ohlone's mission to provide high quality educational and career pathways by offering tuition-free course and program opportunities to diverse, nontraditional, and traditionally underserved populations throughout the Tri-City area. Noncredit certificates provide an effective option for advancing the educational, career, and personal success of students. A new canvas shell is to be created for noncredit faculty where the Noncredit Faculty Guidance document will be available and accessible. The noncredit program has launched a new procedure on reminding students to attend their classes via email, phone call, and text message. The new procedure has effectively increased enrollment. Since fall 2020, three additional noncredit certificates and four noncredit courses have been successfully added. Efforts are going on reviewing the Labor Market Information to help make decisions on what courses and certificates work with our noncredit community. Work also continues with organizations such as FUHSD Adult School and SBDC (Small Business Development Center). From spring to fall of 2020, noncredit FTES has more than doubled, even while general enrollment at Ohlone had been declining. The number of noncredit courses and sections offered have increased, with an increase in the number of students completing noncredit certificates. For fall 2020, the noncredit course completion rate was 78%, 29% of noncredit students were enrolled in credit courses during the same term, and 26% of noncredit students went on to enroll in credit courses for spring 2021. Two sections of ESL continue to be the top enrolled noncredit courses alongside Business Administration (BA). As noncredit offerings continue to expand and diversify, the makeup of the noncredit student body is expected to shift.
  - **Question:** Are we keeping track of how noncredit courses are helping students succeed? For example, the Real Estate Exam Preparation – are we able to monitor how many students actually took the exam, how many passed on the first attempt? **Answer:** We have already done one survey and are planning to do another this spring. We are also tracking how many students go into the credit program. We will continue doing that assessment and following up with students who have received a certificate and asking them the impact of that certificate. **Comment:** Being here when we started this conversation of noncredit and where we are now, the entire team has done such a phenomenal job. Acknowledging that extra work that you all have done, especially as we were trying to define what it looks like and how does it work with the State Chancellor's Office. The fact that it is becoming such a robust program and clearly serving a lot of the students, says a lot about how we really are embedding ourselves and serving everyone in our community. You have done an amazing job. Keep up the good work. **Comment:** Andrew, Emily and Sheida – thank you for your hard work. It seems like it was just yesterday when we applied for the IEPI-PRT Grant to assist with this noncredit program. With your hard work, it is a testament that there is really an opportunity for us to continue to help the other segments of our student population and district residents.

### 4. ASOC (Associated Students of Ohlone College)

- Krina Sha, ASOC President and College Council member, provided an update on the Executive Elections 2021.

- It was noted that due to the current pandemic and being in an online instruction environment, the ASOC election process had to be amended. Where students would normally be required to obtain 50 signatures for candidacy eligibility, will now need to present to a class of five units, or a combined number of classes totaling 5 units, to be eligible. Once the student has notified ASOC of their presentation(s), successfully completed and submitted their resume with cover letter, then may be allowed to begin their month-long campaign. The deadline for submission is March 14. Generally, the Election Committee would not be responsible for providing candidates suggestions on how to campaign but due to the unusual circumstances in place, the committee has agreed to provide candidates with assistance. Faculty will also play a valuable role during this election process. The election voting deadline is set between Tuesday, April 13 and Thursday, April 15. Students may refer to the [Executive Elections 2021](#) flyer for further information or contact ASOC directly.
- **Question:** Which positions within ASOC will be eligible for candidacy? **Answer:** Five of the six executive positions will be available – President, Vice President, Legislative Representative, ICC Chair, and Treasurer. **Comment:** Colleges try to make sure that each and every student has an opportunity to be a part of the association of ASOC. Being under this COVID environment, where many students are Zoom fatigued, you have become very creative in making sure that our students know how to get engaged. You are leaving a great legacy and doing an outstanding job with providing each and every student the opportunity to participate in our student government, so thank you and congratulations!

#### 5. Accreditation

- Tony DiSalvo, Vice President of Academic Affairs / Deputy Superintendent, provided an Accreditation update.
  - Please see [Accreditation Update](#) for a detailed overview on the most recent Accreditation activity. It was noted that the primary focus remains on the ACCJC compliance recommendation for distance education regarding regular and substantive interaction between faculty and students in online education. The Plan of Action reflects how the College has addressed the compliance findings. The follow-up report timeline has been updated to reflect what has been achieved and what remains to be achieved. The report process has been a collaborative effort involving the Executive Dean of Academic Affairs, eCampus team members, Academic Deans, and faculty. This document is currently in draft form and undergoing editorial changes. The final endorsed report is due to the ACCJC Commission on October 1. Following submission, ACCJC will schedule a follow-up visit and in January 2022, provide feedback regarding our efforts. The goal is to be reaffirmed for accreditation.

#### 6. Faculty Senate

- Susan Myers, Acting Faculty Senate President and Counselor, provided an update on the last several Faculty Senate meetings.
  - It was noted that Faculty Senate has had a few meetings that consisted of various updates, readings and presentations. Chris Dela Rosa, Vice President of Administrative and Technology Services, provided an update on the IEPi-PRT report. Mike Leib, Dean of Enrollment Services, presented the second reading of AP 4230. Rebecca Ozoa, Professional Development Chair, discussed the pros and cons of Learning College Week Spring 2021 and suggestions for Fall 2021. Mike Taguchi, Curriculum Committee Chair, proposed to have second readings on the procedure for department name changes. This process has been recently used by the former Multimedia department, which is now known as Digital Arts and Interactive Design. Senate has had a proposal for new prefixes, meaning a new department and new academic prefix, such as eSports and ETHN. Both proposals have had second readings and been approved. A challenge that the Senate is facing this semester with the Curriculum Committee membership is finding representation from our very small divisions, such as Deaf Studies. Faculty Senate has successfully recruited faculty for ten hiring committees that will take course over the spring

semester. The SOAA for Guided pathways has been presented for second reading. Future items involve looking at methods to better staff open vacancies in the representative structures, reviewing the equivalency processes to ensure they are updated and in place for all prospective new hires, and creating faculty workshops on integrating equity into the syllabus and curriculum.

## 7. Q2 FY 2020-2021

- Chris Dela Rosa, Vice President of Administrative and Technology Services, presented the second quarter financial report update.
  - Please see [Q2 FY 2020-2021 Financial Report](#) for a complete financial report update ending December 31, 2020. It was noted that the second quarter financial report has been discussed at the Budget Committee meeting and accepted and approved by the Board of Trustees. The Dean of Enrollment Services is the person responsible in running the report and projecting the FTES (full-time equivalent students). The P1 (period one) reporting was due to the Chancellor's Office in January 2021. When the new funding formula took effect, FTES was recorded at 8,240 and Ohlone will be funded using that number. For fiscal year 2020-2021, enrollment number for summer and fall 2020, and spring and summer 2021, will be used to help reach that FTES amount. 8,240 has been the highest FTES submitted for funding over the last four or five years. Funding FTES is different from Actual FTES. There is a rule from the Chancellor's Office that affects funding in such a way that, if one does not reach their target goal in a certain number of years, they will seat you at the Actual FTES reported.
  - **Question:** Concerning the emergency funds update slide, there is an available amount of \$610,093. Is there a list by which we know what those things are likely to get allocated to? **Answer:** That is a bit difficult to predict. The available amounts seen in these slides, reflect amounts as of December 31, 2020. As of today, we have roughly around \$100,000 under those emergency funds. **Question:** Based on the Budget vs. Actual Resident FTES (P1) slide, there is a difference of 1,120, is that correct? **Answer:** That is correct. Our hold harmless amount that has been extended by two years is about \$8 million. There is nothing to be concerned about at the moment but if our metrics do not change, we will see a \$8 million loss in fiscal year 2024-2025 using the new funding formula. **Comment:** There is a sense of urgency to stop the bleeding around enrollment. Which is why we are making various plans through the IEPI's Enrollment Management plan, the Apprentice Program, and Guided Pathways. There is a lot of energy in the work that is going into enrollment. Recruiting students, retaining students, graduating to transfer students. We want to make sure in the next couple years we meet these enrollment goals, so that we can begin and have the financial resources to continue and move forward.

## 8. Return to Campus

- Shairon Zingsheim, Vice President of Human Resources and Training, and Robert Moore, COVID Project Manager and Return to Campus (RTC) Chair, presented this topic.
  - Please review [Return to Campus Status](#) for the latest campus activities. It was noted that the Fremont Campus successfully reopened the symptom screening stations at Building 7 on Tuesday, February 16, accessible from 8:00 am to 3:15 pm, Monday through Thursday. Faculty must use Form Stack to be able to come onto campus. The Student Study Center (SSC) also successfully reopened on Tuesday, February 16, serving 43 students within the first 3.5 days and 17 students on Sunday, February 21. The SSC will add more quiet spaces to assist students with accommodation needs. Conditioning for student-athletes will begin on Monday, March 1. Additional oversight will be needed to ensure students and coaches are abiding by protocols. A new structure for communication has been created to help assist with the many different components to the return to campus plan, focusing primarily on the safety of employees and students.
  - **Comment:** The state provides many COVID-19 guidelines, rules, laws and regulations as to what we can and cannot do, that include having laws in place on staff management and student

safety. A written plan must be available to manage COVID-19 for all staff under Cal/OSHA's emergency directive. This also includes the periodically revision of each of our building's safety and ensuring sanitation consistency protocols are met. As we look at those cleaning protocols, we realize that we all will have to change our mindsets. This will be a collaborative effort to make the necessary changes on how we will have to operate. With regards to athletics, athletics is broken out differently from academics. In academics, we are extremely limited as to what we can and cannot do. For example, labs with hands-on with equipment, that cannot be emulated by an online experience and are part of courses falling under Federal and State guidelines, are what we are allowed to offer academically on campus right now. Even though Alameda County has moved into the purple tier, the state guidelines have not changed for institutions of higher education. The athletics department has a plan to bring back certain cohorts to support certain sports to begin conditioning on March 1. In order for student-athletes to go from conditioning into the training phase, it will require that we have a testing strategy in place. We have talked to a variety of companies that have been vetted by California Community Colleges and have identified one that we think will work for Ohlone. We are putting some numbers together to allow them to tell us what it will cost to get us going. Fortunately, we can expand that strategy onto the campus staff side of things overtime if desired. Lastly, for those who are near Alameda County and are interested in getting vaccinations, the Oakland Coliseum is now vaccinating educators. To schedule an appointment, you may visit <https://myturn.ca.gov/>.

9. Heard it Through the Grapevine / Looping / Suggestions for Future Topics

- No items were shared.

ADJOURNED: 4:49 pm

**Spring 2021 Meetings:** *Via Zoom, Mondays at 3:00 – 4:30 p.m. (unless noted)*

- ~~January 25~~
- ~~February 8~~
- ~~February 22~~
- March 8
- March 29
- April 12
- April 26
- May 10