

OHLONE COMMUNITY COLLEGE DISTRICT  
Student Services Center (Room 7101) / Fremont Campus  
43600 Mission Boulevard, Fremont, CA 94539

College Council Meeting Minutes  
February 25, 2019

APPROVED

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MEMBERS PRESENT: Farhad Sabit Chris Warden  
Jesse MacEwan Phoebe Pham  
Andrew LaManque Nabeel Atique  
Terry Exner Gari Browning  
Chris Dela Rosa Shawna Lujan  
Minh-Hoa Ta James Keogh  
Delphyne Rollins

MEMBERS ABSENT: Nicole Fonacier Jennifer Zhou  
Laura Weaver Jeff Roberts  
Shairon Zingsheim Chad Cygan  
Debra Halloran Ben Peralta

OPEN MEETING:

1. Roll Call

Approval of February 11, 2019 College Council Minutes

The February 11 minutes were approved by all members present, with an abstention by Member Jesse MacEwan.

2. Frontage Property

- Gari Browning, President/Superintendent and College Council Co-Chair, spoke about recent activity surrounding the frontage property.
  - The college presented the Frontage Property proposal to the City of Fremont's Planning Commission on Thursday, January 31. The meeting was well attended by supporters of the college as well as members of the community who were opposed to the project. The presentation, including comments, lasted about an hour. No action was taken by the commissioners during the meeting. The commissioners opted to wait until the City of Fremont completes the Mission San Jose Commercial Study. This study is expected to be completed in March. The college will then present the proposal to the Planning Commission, again. The commissioners will make a recommendation to the City Council. The City Council is expected to take action at an April or May meeting.

3. Administrative Procedures

- Gari Browning, President/Superintendent and College Council Co-Chair, continued the update on Administrative Procedures
  - The idea is to have a consistent process so that everyone who has input can provide it. As with Board Policies, there are templates for Administrative Procedures supplied by the League. Those templates are legally vetted. If there is one that does not have a template, it will need to be reviewed by legal counsel.
  - **Question:** There are several APs online that have broken hyperlinks. What does that mean? **Answer:** Those need to be updated. We may not need them. They could need to be completely redrafted. For the other APs, there are wording changes and citation changes based on the review. **Question:** You identified the VPs that are leading the charge. It is

appropriate to also vet through stakeholders? Are there some that do not need vetting?

**Answer:** Some of the general ones do not need vetting. An example would be the conflict of interest code. That is very specific to the Board Policy. It does not apply to anyone except the Board of Trustees. **Question:** I know we are going through a process that makes sure BPs and APs are updated. Will there be a timeline of when they are supposed to be updated?

**Answer:** That was the original plan the last time we reviewed, but it didn't work well. Changes come all the time and there is no order to which ones are affected. It took us four years to go through the BPs. Some colleges do have timelines. Right now, we are not updating them systematically. We are updating the ones that are most urgent. We are trying to make sure the BPs and APs align. That is the critical need. **Comment:** To follow-up, the accreditation standard talks about a systematic process of review. This is it. In terms of accreditation, this is the systematic process which may not be on a regular interval. The language does not state that it has to be on a regular interval. **Comment:** Coming from an institution that received a recommendation on this item, the accreditation team was looking for a piece of paper that had a timeline. That college also didn't do updates. **Comment:** This is something that we do more often. This is quicker than that. The college has a subcommittee of Board members that review the BPs. It is an advisory committee to the President. They meet to review policies ahead of the full Board reviewing them. There is a first reading before policies are updated. **Comment:** I think that it would be a good idea if departments reviewed their own APs. **Comment:** It is the responsibility of the Vice President to reach out to those departments to make sure they align with what we actually do. **Comment:** That is helpful since departments are more aware of their own requirements. **Comment:** I think this needs to be a two-way street. A group needs to review them. It will be in silos if we do not. **Comment:** I totally disagree. It has to be systematic. There would be no one person assigned who is responsible for it if it was done that way.

#### 4. Non-credit Handbook

- Andrew LaManque, Vice President Academic Affairs (interim), and Robin Kurotori, Faculty Member, presented information on the Non-credit Handbook.
  - Non-credit expands career and education success for those who might not attend college. Overall, it could offset the downward enrollment trend. Non-credit courses are free to take. They are repeatable to allow for the mastery of subject matter. Please see *Non-credit Courses in a Nutshell* for a summary of information regarding non-credit.
  - **Question:** Did you say that all non-credit courses in the pilot have at least 30 students?  
**Answer:** Yes. All the classes have 30 plus students. It is exciting. **Comment:** This clarified a lot of questions for me. Thank you!

#### 5. Safety and Security Master Plan

- Chris Dela Rosa, Vice President of Administrative Services (interim) and John Worley, Chief of Campus Police Services, provided an update on the Safety and Security Master Plan.
  - The mission of the Safety and Security Master Plan is as follows, "Safety and security, both physical and virtual, is a way of life at Ohlone College and encompasses the need to protect and promote the well-being of the campus community by having a safe environment in all learning and working spaces of the District." The reality is that the college has limited resources. There has to be equitable coverage for both campuses. Security updates at both campuses include access control, intrusion detection and prevention, security cameras and emergency notification. The college migrated from Regroup to Rave as the campus notification system. Additional blue phones are to be added. The arming of officers is in progress. There are 20 steps to arm sworn officers on our campus. The directives are complete, and they are under legal and local law enforcement review.
  - **Question:** Is there a role for constituent groups to have input on directives? **Answer:** Directives are departmental procedures. **Question:** I imagine the Fremont Police Department has a community body that makes their directives. **Answer:** These are departmental procedures. **Comment:** There is a provider that supplies best practices. Those are in a

canned format. We then apply those as our directives. They are legally mandated. **Comment:** There are ways to have input. **Comment:** That is good feedback. It is hard to do that. There are things that we do not want to disclose to the public. That is counterproductive in producing a plan. It can expose loopholes to the public. **Comment:** The Fremont Police Department has some of their policies online. There is a link to lockdown procedures. The more transparency you have, the more people can use the policy. **Comment:** We will take a look at it to see what we can do. If there is a way we can communicate differently, we will make sure to do so. **Comment:** Arming an officer is a change in communication to the campus community. Once you have a weapon, you change the way you communicate. **Question:** When College Council endorsed the arming of officers, it was clear the college would wait to have policies and procedures in place before officers were armed. What was the date when everything was to be in place so the officers were armed? **Answer:** July 2020. **Comment:** Before more officers are armed, there must be an evaluation. **Question:** Is that what you are here doing today? **Answer:** No. **Comment:** We cannot update things in a vacuum. It is good the college is working with our local police departments. **Comment:** The college is using the exact same provider as the local police departments. **Question:** The Safety and Security Master Plan is much broader than the arming of officers. Was it complete when we saw it before College Council last year? **Answer:** Yes. It was approved by the Board of Trustees. **Comment:** We just had another fire alarm. Are those procedure documented? Is additional training needed? **Answer:** The training is ongoing. **Comment:** We should do something during Learning College Week so that everyone knows what to do. **Comment:** There is training offered during Learning College Week. Two classes were offered. Those classes cover that information. **Comment:** It is hard to let everyone know what they are supposed to do. I think more training would be good, like the training with the earthquake drill. **Comment:** That is the reason why we have building monitors in place. You have a constant building monitor on campus. **Comment:** We should have more drills. **Comment:** We would love to have more drills; however, a lot of pushback is received. There has to be a balance.

#### 6. Planning and Decision Making Handbook

- Due to time constraints this item was briefly touched upon.
  - **Comment:** We are making lots of updates to the Planning and Decision Making Handbook. One thing that we are asking College Council members to report out on the Strategic Plan updates from the retreat. Also, please prepare to report out your team's accreditation activities.

#### 7. Guided Pathways

- Isabel Reichert, Faculty Member, presented an update on Guided Pathways.
  - See *Guided Pathways Update* for an in-depth update on Guided Pathways.
  - **Comment:** This is great work. **Comment:** It can be frustrating at times. The group is coming together nicely. I think that it would be better if we could connect more with the executive leadership on campus. **Comment:** You are doing a great job! If you grow your committee, it will be harder to manage. You might look into creating a taskforce. C: Thank you for all your hard work. You mentioned that more people were needed for the taskforce. Is there any particular area that you need for your committee or taskforce? **Answer:** No. It is about getting it out to more people.

#### 8. Looping

- No comments.

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

- **Comment:** There is a Board of Governors meeting scheduled for March 18. I have been requested to be present on AB705 and Guided Pathways on behalf of the college. I would like to connect with them. **Comment:** Phoebe, I am sure that Isabel, Jesse, and Sobia would be happy to work with you.

- **Question:** We are making a lot of changes because of AB705. Is College Council an appropriate venue? **Answer:** Yes. We can look at agendaizing it.

ADJOURNED: 4:31 p.m.

### **Spring/Summer 2019 Meetings:**

*Fremont Campus / Room 7101, Mondays at 3:00 – 4:30 p.m. (unless noted)*

- ~~January 23 (workshop – Fremont 19-107)~~
- ~~February 11~~
- ~~February 25~~
- March 11
- April 8
- April 22
- May 13
- June 10