

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

College Council Meeting Minutes
March 8, 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
Marco Escalante	

MEMBERS ABSENT: James Keogh
Sabrina Panjwani

OPEN MEETING:

1. Roll Call

Approval of the February 22, 2021 College Council Minutes

The February 22 minutes were approved by all members present. Members Al-Masri and Escalante joined meeting after approval of minutes.

2. Community Agreements for Brave Conversations

- Mark Lieu, Academic Dean of Language, Communication, and Academic Success, Maggie McKenzie, English Faculty, Jose Rico, Mathematics Faculty, and Leading from the Middle members, presented the formal first reading of the community agreements.
 - Please review [Brave Spaces and Brave Conversations](#) for a detailed overview of the proposed set of Community Agreements for Brave Conversations. Today's presentation served as a guide on how we are willing to work together toward having better conversations on campus in conjunction with honesty, respect, diversity, equity and inclusion. Input and feedback have been solicited and obtained from multiple stakeholder groups across campus. It was noted that the primary edits of the November 9 draft version involved the changing of pronouns from 'you' to 'I' and the rearrangement of the statements. The Community Agreements for Brave Conversations will be presented for endorsement at the March 29 College Council meeting.
 - **Question:** How do you visualize us using these agreements? **Answer:** We envision all of Ohlone's committees and constituency groups adopting the community agreements as part of their meeting's foundation. The endorsed agreements will be accessible in all spaces. **Comment:** We plan to review the community agreements on a regular basis, if there is a statement that is not working the way we hoped, we will revise the item as a whole. **Comment:** In a different meeting, we had a discussion on how could we have conversations on campus that are open, honest, and respectful and I thought it would be a great idea to have examples. I believe it would be beneficial to have an example next to each statement to allow everyone be

on the same page. **Comment:** That is a really good suggestion. **Question:** Was there an intent behind the reordering of the statements? **Answer:** It was intentional. As we read the initial draft, we thought it read better if we adjusted a few. Note that there is no prioritization in their new descending sequence, number 6 is no less important than number 4. **Comment:** I just want to commend you all for this hard work that you are doing. This is not easy, but I think this is getting us to that precipice of really changing the culture. This will serve us to do that work effectively, so thank you.

3. Institutional Effectiveness Committee (IEC)

- Mike Bowman, Executive Dean of Research and Planning and ALO, Jennifer Harper, Counselor, and IEC Co-Chairs, provided an update on the Institutional Effectiveness Committee.
 - Please review [IEC](#) for a detailed committee update. It was noted that the purpose of the Institutional Effectiveness Committee is to assess the alignment of the College plans with Accreditation standards and the College Mission. The IEC has evaluated the progress of the Strategic Plan's objectives and action plans, and is in the process of assessing the planning processes of all Ohlone's major plans, with intent to circle back and close the loop. The IEC will evaluate the decision-making processes once they are codified in the revised Planning and Decision-Making Handbook draft later this calendar year. Current IEC accomplishments include: the review of the Environmental Scan and evaluation of the college-wide Strategic Planning Summit goals; discussion and prioritization of the 2020-2025 Strategic Plan Goals; and the review and follow-up of the Accreditation Report suggestions, beyond the formal findings. Planned 2020-2021 goals include: the continued follow-up of the Accreditation Team Report beyond the distance education follow-up report; the review of college-wide plans processes; the evaluation of the Planning and Decision-Making Handbook processes; and focusing on solidifying processes to ensure they are closing the loop and meeting Accreditation suggestions. The committees' motive is to support the systematic planning throughout the College and how they all integrate into the Strategic Plan. The committee membership involves 3 administrators, 4 faculty, 2 Classified/Confidential, 1 student, and 1 non-voting Co-Chair and meets monthly on Mondays.

4. Summer/Fall 2021

- Tony DiSalvo, Vice President of Academic Affairs / Deputy Superintendent, provided an update on the 2021 Summer and Fall Semester class scheduling.
 - Please review [SUFA 2021](#) for the summer and fall academic planning proposal. It was noted that the majority of summer course offerings will be in an online format. Due to state and county regulations, Ohlone is currently only permitted to have labs with hands-on equipment held on campus right now. These include labs that cannot be emulated by an online experience and are part of courses falling under Federal and State guidelines, such as Allied Health. Even though Alameda County has moved into the red tier, the state guidelines have not yet changed for institutions of higher education. The summer course offerings include four Health Sciences courses offered at the Newark Center and 14 courses at the Fremont Campus. 102 courses have been identified as hybrid offerings; asynchronous Canvas and synchronous Zoom, without the on campus component. When planning for the fall semester, it was agreed upon that it would be easier to plan a schedule that was primarily on campus and if needed, pivot to a Zoom or to an asynchronous online format. The fall course offerings are based upon the preliminary schedule that has not yet been published. The thought is to have the summer and fall schedule made available on Monday, April 5, and then to allow the different populations to start registering for summer and fall on Friday, April 9. There is a thought to not delay summer registration but to consider delaying fall registration. This would allow Academic Deans, the RTC team, and the VPAA more time for planning and to get a better sense if in person, face to face instruction could be had in really large spaces. Many buildings, classrooms, lecture halls, and labs have been inspected to see if they are capable to

accommodate hybrid modality or facilitate lectures in a safe and healthy manner. Theater and Dance, Summer Bridge, and First Year Experience programs are being considered to be brought onto campus in a scaled down version; not a full-on campus presence. Creating the beginnings of assemblance of some in person, face to face classes.

- **Question:** Do you know when a decision will be made to whether or not we adjust the fall registration dates? **Answer:** We hope soon. Nothing has been determined but I will make sure that you are included in that discussion.

5. Return to Campus/COVID-19 Update

- Shairon Zingsheim, Vice President of Human Resources and Training, presented this topic.
 - Please review [Return to Campus Status](#) for the latest campus activities. It was noted that Ohlone employees are now eligible for vaccinations at Fremont's Washington Hospital Urgent Care. An email was sent on Tuesday, March 2, with instructions on how to schedule an appointment. Employees are still recommended to go to through their healthcare providers, but Washington Hospital is a viable alternative. Ohlone has met with a consultant to assess each building's HVAC systems to ensure they are working effectively and properly. The ventilation system plays a major role in the return to work and OSHA planning. It has been identified that the buildings are good and meeting safety standards. The College is seeking a written report identifying that all required guidelines have been met. The architects who helped design the new Academic Core buildings will be visiting the campus to help assess classroom capacities and assist with each classroom's furniture arrangements for safety. The architects will also be looking into alternative spaces that could be used safely for instruction. Student-athletes are back on campus for conditioning. The Newark Center will open their Student Study Center (SSC) on Monday, March 15, from 9:00am to 6:00pm, Monday through Friday. The College will have an Employee Service Awards drive by during spring break. This will not be the actual celebration, but an opportunity to have award recipient's pickup their awards and meet President Bishop from a safe social distance. Lastly, the preparation continues to have managers and staff safely come back onto campus.

6. DEI Strategy Forums

- Eric Bishop, Superintendent/President and College Council Co-Chair, presented an overview debrief of the recent DEI Strategy Forums.
 - Five forums were held from Monday, February 22 to Friday, February 26. The series of forums provided all constituents equal opportunities to join and participate in facilitated, collegewide conversations surrounding the [Local Recommendations to Statewide DEI Task Force Strategies](#). It was noted that a little over 100 people attended across those five days. A lot of great feedback and suggestions were received, both in terms of the document's format and regarding content. Constituents participated heavily in good and healthy conversations surrounding the College's direction on diversity, equity, and inclusion. The next step is to review the feedback and suggestions documented and start developing themes that will help revise the current Local Recommendations to Statewide DEI Task Force Strategies draft.

7. Enrollment Workshop

- Eric Bishop, presented this topic.
 - Please review [Enrollment Planning Progress](#) for a detailed overview on the enrollment workshop. It was noted that the College has been dealing with an issue concerning enrollment and its impact on our Student-Centered Funding Formula (SCFF). Two methods of enrollment were identified; input and an output. Input occurs when new students join Ohlone or when the College retains its current students. The output reflects students completing their goals; attaining degrees, certificates, and transfers, but also includes the loss of students in other scenarios. The College's funded FTES target is 8,240. The Chancellor's office has Ohlone's baseline of enrollment as 8,240 and that is ultimately where the College would want to be.

Over the last four years, Ohlone has lost enrollment in almost every population demographic, with an exception of the South Asian/Indian population. As enrollment is looked at, one focus will be on how Ohlone currently serves each of these different populations and how it can better serve them. There is no specified timeline, but a goal to reach an FTES of 10,000 was identified. By 2024, the ultimate FTES goal is to reach 8,250 using the base budget through apportionment. 2024 is known by many colleges as a CLIP; the end of our hold harmless period. The SCFF consists of 70% base allocation, 20% supplemental and 10% success allocation. The state's goal was to revise the SCFF to 60% base allocation, 20% supplemental and 20% success allocation but unfortunately cannot sustain that formula during present times. Some ways to help the College achieve its goals include program development, community connections/outreach, IEPI- Enrollment Management Taskforce, strengthening high school connections, CVC Exchange Program, and Strategic Technology Integration. Also using Guided Pathways to help guide and prepare students in having career goal mindsets, as early as 9th grade. Ohlone's pathways to pillars concept includes targeting kindergarten through middle school, raising college awareness, and educating the community about college affordability options. Ideas of potential future enrollment roadmaps include additional athletic teams that may have major enrollment, additional career education opportunities, new international markets that the College is currently not serving but would be interested in Ohlone, workforce and labor market demand, and serving new populations. It is primarily about the identity of the College. Ensuring there is a campus culture where students feel welcomed and comfortable. Ohlone College's institutional commitments to being an equity-based, anti-racist institution will lend the College to creating that welcoming environment.

8. Student Pathways Apprenticeship (SPA)

- Eric Bishop, provided an introduction of the High School Apprenticeship Program to members.
 - It was noted that the [Student Pathways Apprenticeship \(SPA\) Program](#) goal is to strengthen and recreate the relationship with our feeder high schools. This program is guided and derived out of our equity and guided pathways work, with the idea of introducing the college system and career goals to students at an earlier time. Creating a direct high school connection between Ohlone and the high school. During this pilot program, graduate school apprentices will be used to create a pipeline between students and Ohlone. The apprentices will be assigned to a high school and become the Ohlone representative. The idea is for students to have a physical college presence where they are able to ask questions and get the assistance needed to help make the college transition much easier. The SPA team, that includes Supervisors, Evelyn Diaz Sanchez, Lindsey Flores, Harshdeep Nanda and Manager Rob Smith, will work with both the high schools and apprentices to ensure that Ohlone is compliant in helping bridge the enrollment gaps. Having the apprentice at the high school will give students no reason to not know who Ohlone is, where Ohlone is, what Ohlone offers, and how Ohlone can benefit them to be engaged. Embedded Ohlone apprentices will have a 20-hour work week. 16 hours at the high school and 4 hours on campus undergoing training with Student Services, learning about Ohlone's Academic Programs to become a fully trained resource person for high school students. The SPA Program will create an opportunity for students to take career assessments as early as 9th grade. Students will be able to look at their career path and review courses that they would take whether in high school or at Ohlone and determine which pathway they want to go and do career exploration without the sense of commitment. Students will have opportunities to participate in admissions and financial aid workshops, ensuring that their applications are being completed successfully and if an issue was to arise, students and parents would have a person on site that would be able to tend to their needs or concerns. The apprentice will be that representative who not only will have a relationship with high school students but also with their parents, counselors, career techs, and administration.
 - **Comment:** I find it very exciting to see this apprenticeship program taking off. Having been in Student Services and seeing the struggle, especially for some of our first-generation students,

this program seems like such a great fit! **Comment:** It is exciting to see this strategic approach and the support from the institution. This is definitely what we have been needing, so I applaud you, this is really excellent work. **Comment:** Thank you. We are also including our continuation schools and adult schools and have also reached out to our alternative and charter schools.

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

- **Comment:** I would like to acknowledge Rose-Margaret Itua, Liz Pannell, and Marina Gonzalez for putting together an amazing event on Friday, March 5. The Women in Engineering, Computer Science and Technology Mentoring Summit was so inspiring and overall lovely. We have such amazing people working for us with such amazing connections that truly benefit our students.
- **Comment:** I would like to acknowledge Billy Clontz. He has done an amazing job throughout this whole pandemic. A lot of the nice-looking areas that you see on campus, Billy has been largely responsible for. Just a big thank you to Billy for exemplifying teamwork.
- **Comment:** After an extensive research project to look at our options for graduation, through directive from President Bishop, I just want to let you know that will be moving forward with a drive-through graduation scheduled for May 21. A drive-in graduation or a graduation on the soccer field were considered but, after further review, we decided that the best approach to be safe and to provide an intimate experience for our students, was the drive-through option. More details are to follow.

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