

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

College Council Meeting Minutes
April 12, 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 March 29, 2021 College Council Minutes

The March 29 minutes were approved by all members present with no abstentions. Member Abboud joined meeting after approval of minutes.

2. Administrative Procedures

- Chris Dela Rosa, Vice President of Administrative and Technology Services, presented [AP 3725: ICT Accessibility and Acceptance Use](#) and [AP6365: Contracts – Accessibility of Information Technology](#) for first readings.
 - It was noted that AP3725 commits the College to procure electronic materials, whether hardware or software, and that it follows Section 508 of the Rehabilitation Act of 1973, ensuring that people with accommodation needs have an equal opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without accommodation needs in an equally effective and equally integrated manner. Including the documentation of the processes to demonstrate the College's commitment to equity. AP3725 is a recommended procedure under the CCLC templates and has already been vetted through the Technology Committee in March 2021. AP 6365 simply states that whenever the District enters into a contract for the purchase, development, procurement, maintenance or use of any electronic or information technology, the vendor shall certify that it complies with the requirements of Section 508 of the Rehabilitation Act of 1973 and its related regulations. The College has been doing this for a long time, but did not have the adopted administrative procedure; AP 6365 is to codify the actual College's practice. These items will be presented as second readings for endorsement at the April 26, 2021 College Council meeting.

3. ACCJC Follow-Up Report

- Tony DiSalvo, Vice President of Academic Affairs / Deputy Superintendent, presented the Accrediting Commission for Community and Junior Colleges (ACCJC) Institutional Follow-Up Report as a first reading.
 - Please review [ACCJC Follow-Up Report](#) for a complete overview of the several steps the College has taken to improve its policies and processes to ensure online instructors consistently provide regular and substantive interaction between faculty and students, in response to the Commission Recommendation and Peer Review Team findings. It was noted that the document encompasses Ohlone's journey from when ACCJC last visited the College on March 13, 2020 and its focus on Distance Education. The College has since created a continuous improvement process to systematically ensure effective and substantive student contact per ACCJC Standards and Policy. The College's Strategic Plan provides a vehicle for assessment and reflection to strengthen the process each year. Mandatory training and specific revisions to the addendum and online course evaluation processes have been put in place to improve compliance with REC/RSI requirements, and accessibility laws and standards. ACCJC is scheduled to do a follow-up visit in October 2021. During this visit, ACCJC will look at how the College has galvanized and responded to the COVID-19 pandemic, as it relates to instruction, and review approximately 45 to 50 of the courses offered during the Spring 2021 semester. Those faculty members of the selected courses will be notified in advance. Faculty will also be contacted to make sure that their Zoom classes have easy identifiable evidence of regular substantive interaction; course, syllabus, and Canvas. This item will be presented for endorsement at the April 26, 2021 College Council meeting.
 - **Question:** Concerning Zoom sessions having regular substantive interaction, could you elaborate a little more on what that entails? **Answer:** I like to think of it as the accreditors are opening the door and looking into your classroom and if there is no documentation of what you have done somewhere in a in a hard format, they are not going to see that regular substantive interaction within your course. Just like you have your overview for the week, I recommend that you put in there 'this week in our breakout sessions, make sure you are thinking about these topics because we are going to be talking about that in breakout.' That is all it has to be or when they come back to the main session, you have them engage – 'what was one of the best things that you learned from somebody in the breakout room' and then they all write it in the chat and that way, if you save those chats, you now have the documentation of that effective contact. But remember this has to be every week where there should be something that is documented in your in your classroom to identify that. They are going to look at your class in Canvas. One of the hardest things to remember is that asynchronous session, in our mind it is like we are in the classroom, but it is not, it is online. By definition, there is an entirely different set of criteria that we have to meet. You have to be really cognizant and make sure that you are really being proactive in setting up instances where you are going to be documenting this interaction.

4. Sustainability, Facilities, and Workplace Safety Committee

- Narinder Bansal, Environmental Studies Faculty member and Sustainability, Facilities, and Workplace Safety Committee Chair, presented an update on the Sustainability, Facilities, and Workplace Safety Committee.
 - It was noted that the Sustainability, Facilities, and Workplace Safety Committee meets on the third Thursday of every month from 3:00PM – 4:00PM and consists of 25 voting members and 3 ex-officio non-voting members composed of faculty, staff and students. The purpose of the committee is to ensure the College's facilities are conducive to a quality learning environment through environmentally conscious design, professional operation, and maintenance efforts. The committee also stands to provide a forum in which the College can discuss workplace safety issues and collaborate on solutions. The committee will provide advice consistent with the Strategic Plan and the Facilities Master Plan; provide input into using the College's physical resources responsibly, effectively, and safely; advise College Council on the implementation of

Major Capital construction projects; advise College Council on planning and modernization, maintenance, and repurposing existing facilities; promote environmental sustainability and serve as an advisory committee on day-to-day sustainable practices; and create and design ways to promote sustainability and safety into every aspect of how we do business. The committee has completed Keenan and Associates training and discussed the Statewide Association of Community Colleges (SWACC) report. SWACC is a member owned and operated property and liability Joint Powers Authority (JPA) that provides programs and resources to specifically address its community college members exposure to loss through broad and unique coverages, specialized loss control services, trainings, fiscally responsible self-funding, and risk-transfer. The committee members have also completed the Academic Core Buildings (ACB), the soccer field lighting project, and the north parking lot project. Facilities is currently providing support to the Return to Campus (RTC) committee with cleaning and social distancing measures, and by removing excess furniture from certain areas as necessary to create social distancing. The Fremont portables have been moved out. Phase 2 of Geo-Thermal under Measure G has been completed. COVID-19 has had an impact on sustainability. The pandemic has shown that we need to accelerate effort to respond to climate change, now known as 'climate emergency'. The pandemic has provided the committee a glimpse of how our world could be for better or for worse. Current studies show how the vaccination of the developing part of the world, will not take fully until 2024 or 2025. The vast majority of COVID-19 transmission happens indoors. Environmental racism means that disenfranchised does not always have access to clean areas to work and study. Green student spaces are important – outdoor communities. The committee is holding off on developing a framework for a new District Facilities Master Plan (DFMP) until after COVID-19 is somewhat behind us. There are too many moving pieces that would not allow an appropriate DFMP to address the Ohlone College Community and the District at this given time. Closing out Measure G, will make it easier to develop highlights for a new DFMP, and it is premature to know the needs of the District. The College needs to keep in mind the Ohlone Heritage and Strategic Goals. Ultimately, keep building on the College culture.

- **Comment:** Thank you for the presentation, I appreciate the Sustainability, Facilities, and Workplace Safety Committee so much more now. I know that we can contribute to sustaining and building on the culture we have at Ohlone. **Comment:** I really want us to take pride and showcase that there are so many outdoor learning environments at the Newark campus that really can be incorporated into a bunch of outreach and partnership with the high schools, as well as our own, students and getting folks to look at the green economy. There are many organizations and commercial organizations looking to find this kind of program. My hope is that this can be showcased in a way that we can invest in making sure we beautify that campus and actually utilize the resources of those external open labs in the gardens and in the vineyard. I commend your work, you have been a nonstop fighter for this and around issues of equity and inclusion, and I just want to say thank you. **Comment:** I would like to add for those who might have not known but the Newark Campus is a certified Monarch Butterfly Waystation. We have partnered with the University of Kansas to restore the monarchs.

5. IEPI Update – Integrated Program and Services Review

- Andrew LaManque, Executive Dean of Academic Affairs and the Newark Center and Shelly Spratt, Communication Studies Faculty, lead a conversation surrounding the Integrated Program and Services Review task force efforts.
 - Shelly Spratt has been identified as the faculty coordinator of the Integrated Program and Services Review task force. Shelly is to help document the items needed for the IEPI-Integrated Program and Services Review area of focus. It was noted that the task force is in the early stages of revamping and reassessing the Integrated Program and Services Review processes and is soliciting input from peers and other colleges who have recently undergone similar procedures. Input and perspective were requested from those in attendance to

generate conversation that surrounds IEPI's Integrated Program and Services Review area of focus.

- **Question:** Is our vision for the Integrated Program and Services Review to include non-academic offices, such as Facilities, Purchasing and Campus Police? **Answer:** Yes. We are one campus and we have one set of mission and goals. We are approaching this in many different ways. A large part of this is going to be integrated, so that we can be more collaborative. This will let us get to know what everyone does, how we affect one another, and how interdependent we are on one another to be able to do our jobs well. Essentially meeting the College Mission and Goals together. **Comment:** Later down this process we will have to define what is a program and what is a service. I believe it would be great dialogue to have, to get this area of focus as comprehensive as we can. **Comment:** I agree. I think it is an interesting discussion about what does constitute a program and how microscopic do we get with it. I think it is really important that we also look at Institutional Effectiveness. **Comment:** I look forward to the Student Affairs and Student Services conversation around this and the synergies to work with colleagues across the campus on various programs. I look forward to the discussion and working together. **Comment:** If anyone has any other thoughts, questions or input, please feel free to email myself or Andrew as we are beginning the process.

6. Commencement 2021

- Milton Lang, Vice President of Student Services, provided an update on the 2021 Commencement Ceremony.
 - Please review [Commencement 2021](#) for a detailed overview of the graduation final plan. It was noted that President Bishop provided a directive to look at commencement to provide some ideas, thoughts, and suggestions that could be embraced to celebrate the achievements of Ohlone's student. A group of individuals from IT, Facilities, Grounds, Campus Police, Student Life, and RTC member Rob Moore gathered to have comprehensive conversations about the possibilities for a high energy commencement ceremony. A drive-thru commencement, a drive-in commencement, and a commencement on the baseball field were all considered. It has been decided that the College will be moving forward with a drive-thru graduation program on Friday, May 21, 2021. Graduates for fall 2020, spring 2021, and summer 2021 will be celebrated. On or around April 21, 2021, the College will finalize the drive-thru graduation schedule that could potentially consist of a two or a three-ceremony event depending on the number of student RSVPs. The parade route is to consist of a check-in, cheering supporters, and three DJs to help create the excitement for Ohlone's students. Graduates are to enter on Pine Street, move through switchbacks and head towards Key C to enter the Graduation Stage Area, located in front of the Palm Bosque. Once they move through the Graduation Stage Area, they will head out towards Key B and exit down Witherly Lane onto Mission Blvd. At the Graduation Stage, the graduate will get out of their car, receive their diploma cover, provide their card to MarchingOrder, have their name read, and at that time, have the option to be photographed with President Bishop. The graduate will then exit the stage, have an opportunity for an individual photo, and receive their graduation gift. Additionally, the College will have golf carts made available for those students who may not have a car to participate, but who do RSVP and are able to make it onto campus. Lastly, a VIP section has been dedicated to the Board of Trustees and special guests who are able to attend.
 - **Question:** Has it been determined which programs are going to be part of the first or second convocation if there are multiple events? **Answer:** Unfortunately, at this time, that is still unknown but we will have a better idea on or around April 21, 2021. We would like to have a final headcount to determine what students are graduating from those specific departments before we finalize the commencement schedule. Ideally, we would like to have the largest commencement first and then break off into the smaller ones. President Bishop has given us the green light to go ahead and move forward and ask faculty to RSVP to order the regalia, whether they can or cannot make it, so that we do not hold up the planning of this event and

continue moving forward. More information concerning the graduation ceremony specifics will be sent to all faculty once it is made available, letting those who have RSVP know what to expect; food, bathrooms, shade, etc. Our hopes are to have faculty come and participate in the event that represents their department. Those faculty will be placed amongst the graduation stage area. There will be an intermission where we will have an hour to relax and change things up for the next group to come in. During the intermission lunch will be provided.

7. Return to Campus

- 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 held two baseball games on Saturday April 10, 2021. Those events provided insight concerning the amount of labor needed to manage these types of events safely. A Spring Dance Production showcasing student talent will be held on April 15-16 at 8PM. At this time, outside spectators are not allowed. A live Piano Recital has been approved for Monday, May 18 from 6:00PM – 8:30PM. Personal Protective Equipment has been successfully installed in Building 7, with hopes to have Student Services employees come back beginning May 3, 2021. Testing will be implemented for those employees coming back to campus in a more permanent basis. COVID health screenings are still being held on the first floor of building 7. New non-contact temperature scanners have been purchased. The College is currently in the process in hiring a Case Investigator. Lecture halls across campus are currently being assessed to determine the capacity of students allowed in those spaces. Alameda County is currently in the Orange Tier which outlines the capacity for indoor lectures and student gatherings must be limited to 50% or 200 people, whichever is less. Some courses conducted in certain indoor settings, such as labs and studio arts, may be open at regular capacity. Space Planning continues and efforts to prepare for summer are underway.
 - **Question:** Those protocols that you guys are putting into place on the upper campus with the plexiglass, are those going to trickle down to Facilities? We currently do not have the screens between our workspaces. **Answer:** I will have a conversation with your supervisor, because if you are working in offices, then your office workspace should be set up properly.

8. 2021–2022 College Council Meeting Dates

- Jeff Roberts, Kinesiology Faculty and College Council Co-Chair, presented the first reading of the proposed [College Council 2021-2022 Academic Calendar Meeting Dates](#). Action will be taken at the April 26 meeting to finalize and endorse the 2021–2022 meeting dates.

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

- **Comment:** There are a couple of GP Café chats coming up. Some that include Student Wellness Ambassadors chatting about their program and Guided Pathways interns talking about the student survey for our interest area icons. We invite everyone to come and support our students and hear what is going on.
- **Comment:** For the first time ever, ASOC held an Election Debate on Thursday, April 15, 2021 from 3PM – 4PM via Zoom. There are three positions that are running opposed and two that are unopposed. Everyone was invited to attend, watch, and listen.
- **Comment:** The Office of Professional Development, Onboarding, and Employee Engagement (OPDOE) present 'We Belong' Week' beginning Monday, April 26 to Friday, April 30, 2021. 'We Belong Week' opens a pathway for us to share our skills, knowledge, experiences, expertise, support, motivation, and passion. This is a voluntary activity where you can use what you know to strengthen the college community. The goal is to create a platform where full-time and part-time employees are invited to add value in increasing the knowledge base and upskilling one another, including students. A diverse student panel will be put together to hear students' perspectives on cultivating a culture of belonging and inclusion. Whether you are a classified

professional, faculty, or administrator, if you are interested in facilitating a workshop, informative session, or discussion group on a topic that you think others can benefit from, we want to hear about it. A 'We Belong Week' schedule is forthcoming. In addition, we will be offering a six-session virtual self-defense class to serve as a source of inspiration to the types of techniques you can use to protect yourself and your loved ones. These classes will begin on April 27 through May 13, held on Tuesdays and Thursdays, from 5:30PM TO 6:30PM. Everyone is welcome.

- **Comment:** The [Women in Law Enforcement \(WLE\) Symposium](#) on Thursday, April 8 was phenomenal. There were women across ethnic/racial identities, sexuality, and other differences talking about their experiences from the multiple aspects of the judicial and criminal justice system. They really spoke to how important it is to diversify the entire system and allow other voices and other perspectives to come into play. We hope to continue events like these, because it provides students an opportunity to rethink perspectives regarding law enforcement and what their roles could be, especially coming from diverse backgrounds.

ADJOURNED: 4:30 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