

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

College Council Meeting Minutes
April 26, 2021

APPROVED

MEMBERS PRESENT: Chris Dela Rosa Marco Escalante
Delphyne Rollins Mark Young
Eric Bishop Matthew Ng
Ghada Al-Masri Mike Leib
Jeff Roberts Shairon Zingsheim
Jennifer Zhou Sheryl Einfalt
Katherine Michel Susan Myers
Larissa Favela

MEMBERS ABSENT: James Keogh Sabrina Panjwani
Krina Sha Samir Abboud
Milton Lang Tony DiSalvo

OPEN MEETING:

1. Roll Call

Approval of the April 12, 2021 College Council Minutes

The April 12 minutes were approved by all members present with no abstentions. Members Al-Masri, Michel, and Escalante joined meeting after approval of minutes.

2. Administrative Procedures

- Chris Dela Rosa, Vice President of Administrative and Technology Services, presented the second readings of [AP 3725: ICT Accessibility and Acceptance Use](#) and [AP6365: Contracts – Accessibility of Information Technology](#).

MOTION: Moved/EINFALT; Second/LEIB to endorse AP 3725 and AP 6365 as is. The motion was approved by all members present.

3. Administrative Procedure

- Rob Smedfjeld, Mathematics Faculty and CEER Co-Chair, presented [AP 7211: Faculty Service Areas, Minimum Qualifications, and Equivalences](#) as an informational item.
 - It was noted that all faculty that are hired in California Community Colleges have to meet minimum qualifications that are defined at the state level and by the Academic Senate. Within that definition is an allowance for applicants to have equivalent minimum qualifications for employment. The law leaves it to the individual colleges to decide how they will assess those equivalent minimum qualifications. Before APs and BPs were phased in, Ohlone had a Board Regulation that was focused on equivalency. During that transition, an AP for equivalency had not previously been created. AP 7211 was approved by Faculty Senate on April 21, 2021, and incorporates feedback from faculty, deans, ideas from other colleges, and recommendations from the Academic Senate. The purpose of AP 7211 is to help clarify the procedure an

applicant could achieve the minimum qualifications that are equal to those established by the California Community Colleges Chancellor's Office.

- **Comment:** I would like to thank Rob for his work and dedication. You are leaving the district with something that we can continue on. I truly appreciate your assistance with the full-time faculty recruitments and the recommendations made to the Committee Chairs in regards to what equivalent and minimum qualifications are to be considered in the applications. All of that research is valued. Thank you. **Comment:** I am also in the final phases on creating a set of recommendations that I will share with Susan Myers and Shairon Zingsheim, so that other aspects of the faculty hiring can be looked at going forward. **Question:** Is the person's placement on the salary schedule tied into the assessment of their equivalencies? **Answer:** It is not. Sometimes the way that a person may have equivalency is through a combination of course work and professional experience. It is possible that somehow this combination could be used in the placement on the schedule, but in the equivalency itself no. **Comment:** Everything you do is always done with high integrity, we are lucky to have you as a member of this college. Thank you.

4. Administrative Procedure

- Sara Goldware, Director of Strong Workforce and Career Pathways, presented [AP 4235: Credit for Prior Learning](#) as an informational update.
 - It was noted that an additional method for Credit by Prior Learning has been added to the AP 4235 document shared at the November 9, 2020 College Council meeting. The Chancellor's Office requested to include Evaluation of Student-Centered Portfolios. It was identified that the new method currently fits best within Ohlone's CE Arts Programs. A few departments have been recognized where the College offers the opportunity to earn Credit for Prior Learning through portfolio assessment in a select group of courses within the following academic programs: Broadcasting; Digital Arts and Interactive Design; Entertainment Design and Technology; and Photography. In order to be eligible for Credit for Prior Learning in the above academic programs, students must work directly with a discipline faculty member to submit a portfolio that demonstrates evidence of mastery of the Student Learning Outcomes (SLOs) for the course(s) in which they seek credit. Faculty will use a rubric to evaluate the evidence of learning and students' ability to apply and reflect on that knowledge. The modified AP will be vetted at Faculty Senate per 10+1 on Wednesday, May 5, 2021.

5. ACCJC Follow-Up Report

- Andrew LaManque, Executive Dean of Academic Affairs and Mike Bowman, Executive Dean of Research and Planning, and ALO, presented the second reading of the [Accrediting Commission for Community and Junior Colleges \(ACCJC\) Institutional Follow-Up Report](#).
 - It was noted that no additional feedback was received.

MOTION: Moved/EINFALT; Second/FAVELA to endorse the ACCJC Follow-Up Report as is. The motion was approved by all members present.

6. 2021-2022 College Council Meeting Dates

- Jeff Roberts, Kinesiology Faculty and College Council Co-Chair, presented the second reading of the proposed [College Council 2021-2022 Academic Calendar Meeting Dates](#).

MOTION: Moved/EINFALT; Second/AL-MASRI to endorse the College Council 2021-2022 meeting dates as is. The motion was approved by all members present.

7. Counsel for Peaceful Resolution

- Shairon Zingsheim, Vice President of Human Resources and Training, and Rob Smedfjeld, introduced the [Counsel for Peaceful Resolution \(CPR\)](#) work group.

- CEER (Certificated Employee-Employer Relations) is a work group prescribed by the Faculty contract that focuses on faculty administration relations and relations amongst faculty. It was noted that at the beginning of the semester, CEER began talking about civility and quickly identified that the word 'civility' could have different connotations just like 'professionalism' can. CEER wanted to identify ways to create a positive working environment for everyone and methods on how to encourage individuals to be involved and to possess a different type mindset before conflicts arise. CEER eventually settled on work group Counsel for Peaceful Resolution (CPR). The purpose of CPR is to empower employees with tools and resources that assist in conflict resolution and to support individuals when they engage in challenging conversations. The document provided is a draft of the items CEER has discussed. The ultimate goal is to create an administrative procedure that establishes the cross-representational and institutionalized working group. CPR will be housed under the Office of Professional Development, Onboarding, and Employee Engagement (OPDOE). Ultimately, CPR will send resources out to the College Community on items individuals can learn about, participate in, and serve as a resource for when guidance is needed.
- **Comment:** The council for CPR has not yet been determined. We would like to establish the AP first that will have some description in it about it being representative and after consulting with each one of the unions. Also, the original name of this work group was Council for Peaceful Resolution but we were concerned that 'council' might have a power connotation to it and that it might sound like a decision-making body. So, we moved to the different spelling of 'counsel' to hopefully capture what we envision for this group to do; advise, guide, support, and nurture. **Comment:** In my mind diversity and equity cannot live in a nurturing space without inclusion. This is one of those spaces that does afford inclusion, where we are not looking at the power structures, but instead coming together as people regardless of our perspectives.

8. Equal Employment Opportunity (EEO)

- Shairon Zingsheim and Teresa Massimo, Communication Studies Faculty and EEO Co-Chair, presented the first reading of the Nine Multiple Methods.
 - Please see [Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form](#) for detailed information on the various activities that Ohlone has implemented to promote Equal Employment Opportunity for each of the 9 Multiple Methods during the 2020-2021 fiscal year. Once a year, the Chancellor's office provides the College funding based on its EEO Fund Multiple Method Allocation. The College must meet all 9 Multiple methods to receive the funding. The methods are listed below. This item will be an action item at the May 10 College Council meeting.
 - **Method 1** (District has EEO Advisory Committee, EEO Plan, and submitted Expenditure/Performance reports for prior year)
 - **Method 2** (Board policies and adopted resolutions)
 - **Method 3** (Incentives for hard-to-hire areas/disciplines)
 - **Method 4** (Focused outreach and publications)
 - **Method 5** (Procedures for addressing diversity throughout hiring steps and levels)
 - **Method 6** (Consistent and ongoing training for hiring committees)
 - **Method 7** (Professional development focused on diversity)
 - **Method 8** (Diversity incorporated into criteria for employee evaluation and tenure review)
 - **Method 9** (Grow-Your-Own programs)

9. Diversity Survey

- Shairon Zingsheim and Mike Bowman, presented an overview of the Diversity, Equity, Inclusion and Climate Survey questions and responses.
 - It was noted that on Tuesday, March 2, 2021, an email was sent to all employees inviting them to participate in a [DEI survey](#) in order to gather insight regarding issues of diversity, equity,

inclusion, and the college climate. One hundred and eighty-seven individuals participated in the survey and the [summary of results](#) were overall pleasing. All employees are encouraged to review the documents presented and provide additional insight to Mike or Shairon.

- **Comment:** You may be asking yourself: why do we think this is important; why do we even want to talk about it; why do we want to dig deeper into this? This is about diversity and inclusion; open conversations; people being safe, feeling safe, and feeling vulnerable. We cannot have a community like that unless we have taken care of all of these things together. It is a big charge, but we are able to do it and this is the opportunity to have those safe conversations. We appreciate everyone who took the time to provide both positive and negative feedback, we hear you and we will dig a little deeper. Thank you.

10. Return to campus

- Shairon Zingsheim presented this topic.
 - Please review [Return to Campus Status](#) for the latest campus activities. It was noted that the COVID-19 related meetings are ongoing between the Return to Campus committee, Chairs, and the Executive Team. Efforts to improve communication amongst the College continue, including the use of newsletters, College Council, website updates, and monthly EE updates. Current challenges consist of the many conversations surrounding vaccinations, new changes in environment, and individual perceptions. A contact tracer/case investigator was hired. A comprehensive presentation was provided to Classified Staff. Student Services Staff had an on-site orientation to go over work office spaces and the modifications of building 7. Student Services staff are scheduled to return to campus beginning on Monday, May 3. The College will be hosting an Open House for high school seniors at the Fremont Campus on Saturday, May 8. A live Piano Recital is scheduled for Tuesday, May 18. Lastly, the 2021 Drive-Thru Commencement Ceremony will be held on Friday, May 21.

11. Technology Committee

- Scott Snyder, Executive Director of Information Technology Services and Ron Sha, CNET Faculty, and Technology Committee Co-Chairs, presented the annual Technology Committee update.
 - Please review [Technology Committee Review](#) for a detailed overview on the 2020–2021 Technology Committee update. It was noted that the purpose of the Technology Committee is to ensure the effective use of systems and technology at the College to benefit students and employees. This includes the exploration of new technology for teaching, learning, and institutional effectiveness. The committee ensures that the Technology Master Plan aligns with the District Strategic Plan. Twenty-two major projects were completed during 2020–2021, including the 2020-2025 Technology Master Plan, Academic Core Buildings technology, Noncredit Admission Application and Admission Equipment fraud fixes.

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

- **Comment:** In conjunction with our virtual 'Week of Welcome', the Student Pathways Apprenticeship (SPA) team will be hosting an on-site Open House for high school seniors this Saturday, May 8. This event is to bring excitement to prospective freshmen and to also showcase the Fremont Campus and its new buildings. The goal is to welcome and encourage students to apply and to consider Ohlone as their college for the fall. We are seeking additional volunteers to help at this event. If you are interested in participating, please sign-up at <https://forms.gle/NUY2NjKRVEq5KS1M6>.
- **Comment:** 'We Belong Week' series of events began on Monday, April 26 and were carried out over the course of last week.

ADJOURNED: 4:33 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

Fall 2021 Meetings: *TBD, Mondays at 3:00 – 4:30 p.m. (unless noted)*

- August 16 - Retreat
- September 13
- September 27
- October 11
- October 25
- November 8
- November 22
- December 6