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

College Council Meeting Minutes
May 11, 2020   APPROVED

MEMBERS PRESENT:	Gari Browning	Tony DiSalvo
	Milton Lang	Shairon Zingsheim
	Chris Dela Rosa	Darline Gunsauls
	Mike Leib	Matthew Ng
	Sabrina Panjwani	Terry Exner
	Larissa Favela	Sheryl Einfalt
	Jesse MacEwan	Katherine Michel
	Jeff Roberts	Shawna Lujan
	Delphyne Rollins	

MEMBERS ABSENT:	Krina Shah	Jennifer Zhou
	James Keogh	Ben Peralta

OPEN MEETING:

1. Roll Call

   Approval of the April 27, 2020 College Council Minutes

   The minutes were approved by all members present with an abstention from Member Matthew Ng.

2. College Council Co-Chair
   - Terry Exner nominated Jeff Roberts as College Council Co-Chair effective fall 2020.

     MOTION: Moved/EXNER; Second/ EINFALT to have Jeff Roberts serve as the College Council Co-Chair effective fall 2020 - 2022. The motion was unanimously approved by all members present.

3. Request for Committee Creation: Facilities, Sustainability, and Workplace Safety Committee
   - The merger of the Facilities and Sustainability Committee with the Workplace Safety Committee was presented for discussion and endorsement.

     MOTION: Moved/MACEWAN; Second/ EINFALT to merge these two committees into one to create the Facilities, Sustainability and Workplace Safety Committee. The motion was approved by all members present.

   - **Comment:** The new committee will now have to update their purpose, goals, meeting schedule and membership, in accordance with College Council By-Laws.

4. Strategic Plan
   - Mike Bowman, Executive Dean of Research and Planning and ALO, presented the 2020 – 2025 Strategic Plan for second reading and endorsement.

- o It was noted that based upon the input received from Council Members, Faculty Senate, and the Institutional Effectiveness Committee, four major changes have been made to the first reading. The changes include:
    - Adding a new objective to improve the student online learning experience through faculty training and consistent application of distance education guidelines.
    - Revising measurable outcomes for Objective 1.6 to now include ensuring courses are offered on a two-year cycle, and incorporating degrees/certificate assessment as part of program review.
    - Adding a measurable outcome to Objective 1.9: By 2022 develop and implement an enrollment management plan.
    - Adding a new measurable outcome to Objective 3.4: By 2021, review, update, document, and communicate a collegewide program review process.

  MOTION: Moved/ROLLINS; Second/ PANJWANI to endorse the 2020-2025 Strategic Plan. The motion was approved by all members present with an abstention from Member Sheryl Einfalt.

- **Comment:** The next steps will be to present the 2020 – 2025 Strategic Plan to the Board of Trustees on Wednesday, May 13, and approval on June 10, followed by the development of action plans necessary to complete each goal's objectives.

5. Request for a Taskforce Creation: Effective Participation in Institutional Planning and Decision Making (EPIPDM)
   - Shairon Zingsheim, Vice President of Human Resources and Training, presented this topic for discussion and endorsement. The taskforce should determine the name.
     - o **Comment:** The purpose of the proposed taskforce is to clarify the decision-making process, allowing for effective and meaningful participation as per CCC laws and regulations. This would establish a philosophy of governance and decision-making at Ohlone. Roles and responsibilities for governance across the college would be defined and documented, leading to recommended updates to the AP 2510, Participation in Local Decision Making, and updates to the College Planning and Decision-Making Handbook. **Question:** There were back and forth exchanges amongst individuals at the last College Council meeting in regards to the proposed taskforce name. Was there a resolution to that? **Answer:** Under the proposed name of the taskforce, I have three names from the input received: Effective Governance and Decision-Making Taskforce, College-Wide Governance and Decision-Making Taskforce, and Governance Taskforce.

   MOTION: Moved/MACEWAN; Second/ FAVELA to propose an Effective Governance and Decision-Making Taskforce. The motion was approved by all members present.

6. Fuel-Efficient Vehicle Parking Permit Fee
   - John Worley, Chief of Campus Police Services, provided an update on eliminating the Fuel-Efficient Vehicle Permit.
     - o It was noted that in the past, the state of California would publish a list of vehicles meeting the California fuel-efficient vehicle criteria but will no longer be doing so. Ohlone would use this list as a guideline to determine what vehicles would qualify for the fuel-efficient permit. Based on this list, it was recognized that the fuel-efficient vehicles identified were newer and costlier which created the unfair advantage of providing a discounted permit to those who are able to afford these costly vehicles, while those who cannot afford such vehicles are required to pay the full permit price. The total annual fuel-efficient permit sales for Ohlone are between 1% and 2% of the total permits sold and based on the local colleges surveyed, they do not offer this type of permit. So it was recommended that the Fuel-Efficient Vehicle Permit be discontinued.

- o **Comment:** This was discussed in the Facilities and Sustainability Committee meeting in November 2019 and presented to ASOC in April 2020 to see if this was a good idea or not. They did not say yes or no. We also did not receive any negative reactions from either ASOC or the Facilities and Sustainability Committee. **Question:** If we're making this decision because it adversely supports people with money, is there something we could start to consider about reduced parking for low income students? **Answer:** There is the California Promise Grant discount. If they qualify for that grant, these students do receive a discounted rate. **Question:** How would this work moving forward with fuel-efficient vehicles getting access to these chargers? **Answer:** Regardless whether you have a discounted parking permit or not, you have to pay separately to park your vehicles in those designated parking spaces.

7. Request for Committee Creation
   - Milton Lang, Vice President of Student Services and Tony DiSalvo, Vice President of Academic Affairs / Deputy Superintendent presented a proposal to establish an Enrollment and Success Management Committee.
     - o Today's presentation covered the proposal to establish an Enrollment and Success Management Committee whose purpose would be to explore the creation of a responsive, flexible, educationally and financially sound, research-based approach to enrollment management for the College. It would review and assess the College's enrollment, retention, and outreach efforts by aligning with the 2020-2025 Strategic Plan's Visions Statement, Mission Statement and Values. The goal would be to enhance fiscal stability, maximize metrics outlined in the SCFF, and identify untapped opportunities. The committee would have college-wide membership and would support the Student Equity Plan and Guided Pathways initiatives. The committee was proposed as a permanent committee.
     - o **Question:** Is this committee like an Oversight Committee? **Answer:** I wouldn't define it as an Oversight Committee. Based on the data where our enrollment efforts are successful and where they may not be as successful, this committee would help guide and inform the schedule development process. **Comment:** In addition to that, this committee would help us develop an outreach recruitment and onboarding plan and create something very comprehensive that would allow the entire campus to look at a plan relating to enrollment management and diversity and inclusion goals. **Comment:** I think it's important and a great opportunity to bring all parts of the campus together, allowing students to get involved and engaged with the curriculum and the services we have to offer. **Question:** I was curious about job training and if there was going to be overlap with the One Stop Career Center. **Answer:** We need to explore all concerns involving enrollment management. This committee would assess and strengthen that program and all collaborative efforts moving forward. My quick answer would be yes. **Comment:** The new Strategic Plan includes objective 1.9 measurable outcome: "By 2022, develop and implement an enrollment management plan", so this committee would be terrific. I do suggest that you reevaluate the members you are looking for. I do not see Marketing and Outreach included. I think it comes back to what is this committee actually going to do and would it have the appropriate members on its committee. **Question:** Taskforce development is intentionally temporary - this proposal is for a new, permanent committee, correct? **Comment:** When you talk about creating a permanent committee, there is a lot of importance placed upon making sure that the committee's purpose is there. I want to make sure you are fully committed to making this a permanent committee as opposed to a temporary taskforce. **Answer:** Do you propose a temporary taskforce prior to establishing or asking the College Council for a permanent committee? **Answer:** Typically, if you find your taskforce has not served its purpose within a year or if your taskforce is making tremendous strides and no other committee is fulfilling that purpose, then at that time we recommend that College Council votes on moving a taskforce into a permanent committee. **Comment:** I have no problem with that. If we create the taskforce, that would allow us an opportunity to think strategically and put together the plan for a permanent committee. **Comment:** I'm really excited to see a little more integration in

terms of narrative, processes, and the implementation of Guided Pathways. **Question:** There is a large connection to this with program review. Is there a way to connect those two things without creating too many different committees.? **Answer:** If we move forward with the taskforce concept, we can assess that. **Comment:** I recommend that by Wednesday, May 20, we have our members that have not had a chance to review this proposal, to send any comments back to Tony and Milton. Prior to June 8, an updated version of this proposal will need to be sent out to members for review. Keep in mind that this would not change the terms of the approval process, but does allow for open commentary.

8. EEO Plan
    *   Shairon Zingsheim, advised that the 2020-2023 EEO Plan second reading and endorsement has been deferred to the June 8 College Council meeting.

9. Multiple Methods
    *   Shairon Zingsheim, presented the Nine Multiple Methods for second reading and endorsement.
        o   It was noted that the District is in compliance with all nine methods for the 2019 – 2020 fiscal year.

        MOTION: Moved/ROLLINS; Second/ LEIB to endorse the 2019 – 2020 Multiple Method Allocation Certification Form.

10. Technology Committee
    *   Scott Snyder, Director of Information Services and Technology Committee Co-Chair and Ron Sha, faculty member and Technology Committee Co-Chair presented the annual Technology Committee update.
        o   Please see *Technology Committee Review* for a detailed overview on the 2019–2020 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. Nineteen major projects were completed during 2019–2020, including assisting the College with the Academic Core service upgrades, implementation of Program Review and Strategic Planning software, and the transition to remote instruction as a result of Covid-19.
        o   **Question:** Based on the Process and Planning Cycle slide, it states that IT Services meets with department heads to identify action items in June, July and August. Would you consider changing this to earlier in the year? I have noticed that when departments are completing their Program Reviews and/or PIOs, they do have technology requests. **Answer:** I am not completely clear with Program Reviews but I think we could look into possibly making a change. We can definitely talk about it offline. **Comment:** We recommend that the Technology Committee integrate their process and timeline for identifying and developing technology action items with any new processes that are an outcome of Strategic Plan Objective 5.1: By 2021, review, update, document, and communicate a collegewide PIO/IIO process. **Comment:** Thank you for the Technology Department's responsiveness, especially during the transition from on-campus to remote instruction.

11. Heard it Through the Grapevine/Suggestions for Future Topics
    *   **Comment:** The Student Awards Ceremony will be held on Thursday, May 14 at 6:00pm via Zoom. Visit the Student Awards Ceremony webpage for more information about the event: https://www.ohlone.edu/facultysenate/studentawards/20192020studentawards

ADJOURNED: 4:23 p.m.

Spring 2020 Meetings:

Fremont Campus / Room 7101, Mondays at 3:00 – 4:30 p.m. (unless noted)
- ~~January 22 (NC1100, 9 am to 4 pm)~~
- ~~February 10~~
- ~~February 24~~
- ~~March 9~~
- ~~April 13~~
- ~~April 27~~
- ~~May 11~~
- June 8