

2024/2025 COLLEGE COUNCIL MEETING MINUTES

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COLLEGE COUNCIL MINUTES September 9, 2024

Present: Andrea Alexander, Ebonnie Berry, Vicki Brewster, Teneka Cornish, Antoinette Herrera

(proxy for Lu Crary), Henry Estrada, Juan Manriquez, David Hendricks (proxy for Steven

Mentor), Sarai Minjares, Kelly Nguyen-Jardin, Matais Pouncil, Howard Willis

Also Present: Grace Estrada, Penny Garibay (minutes), John Kaufmann

Absent: Lu Crary (proxy-Antoinette Herrera), Steven Mentor (proxy-David Hendricks), Denise

Noldon, Daisy Yadav

A. Meeting was called to order at 2:02 p.m.

VP Willis called the meeting to order and announced he would be chairing the meeting as President Noldon was called away.

B. Adoption of Agenda – M/S/P (Brewster/Berry)

C. Approval of Minutes – May 13, 2024 – M/S/P (Brewster/Manriquez)

D. Public Comments

- John Kaufmann noted that he had attended an enrollment summit two years ago and reflecting on what failed and what was successful two years later, it feels from his perspective there are not enough introductory classes. Often counselors are contacting instructors requesting exceptions for certain students. They all have great stories, but each special exception is then added to the class list, which is possible to some extent, but reduces the integrity of the class at a certain point. It places the burden on the faculty instead of us as a larger institute. He understands there are students that cannot graduate without a certain class or soccer students that cannot play if the don't get their classes. He feels students may still just be coming back after COVID, are testing the waters, and the issue sends mixed messages to students, which could cause them to eventually go elsewhere. He just wanted to share this information, so that at the next enrollment summit, the College can look back and consider the possible outcomes of not offering more introductory classes and potentially turning students away.
- Henry Estrada read a quote by Charles Krauthammer, "I believe that the pursuit of truth and right ideas through honest debate and rigorous argument is a noble undertaking." He hopes that sort of discussion can be encouraged among College Council members, so that what's right and what's truth for the campus can be found. As Academic Senate President, issues related to curriculum and academic affairs are the primary role for local senates and they are to ensure that the laws, regulations and policy established by the state and local boards relative to the senate are upheld. He stated that when these are violated, local senates need to take action, step up and be heard. He has committed to his senate that he will not be remiss in that responsibility and will be speaking up on issues of concern to the senate as part of this process.

E. Recognitions/Announcements

Vicki Brewster shared that Classified Senate continues their fund-raising by selling candy bars.
 An email was sent to all-EVC and anyone interested can reach out to her or the other individuals listed in the email.

F. Information/Discussion

1. Program Review/AURR Submission Dates & Overview

VP Alexander stated she had sent an email to the campus the prior week. The College is in the third year of the annual college resource allocation implementation going through the program review process. The process includes position and supplemental allocation requests that align with program review. While the program review cycle is every four years, there is an annual process in which departments not due for a program review can also request positions and/or supplemental allocation; this process is the Annual Resource Request.

The deadline to submit program reviews is November 29 and the deadline to submit an Annual Resource Request is December 13. Both may be submitted using CurriQunet. The email communication that was sent includes all of the details, in addition to a video that Lisa Hays created last year to assist with the process.

2. College Research Analyst/Program Review Update

VP Pouncil noted there has been two failed searches for the position of the college's Research Analyst. They are considering their options, which may include identifying a consultant to assist during the gap as there are several needs that need to be met. Further updates will be shared when they are available.

The program review process includes data-driven information. They have been working with an individual from the District Office to assist in retrieving data as it relates to program reviews. However, not ever section of program review requires data; the program review can be completed without the data and the data can be plugged in later as unfortunately this is out of the college's control. An email was sent to faculty the prior week to advise them of this information.

The Institutional Effectiveness Committee Chair, Fahmida Fakhruddin has followed up with an additional email to provide direction to faculty on how to complete the program review without the data piece. She will also be hosting workshops on completing the program review during September and October.

Sarai Minjares requested the emails sent to faculty regarding program review also be sent to the other constituent groups, and ensure all College Council receives the email.

3. Drop for Non-Payment

VP Willis shared a presentation and handouts were provided related to the planned drop for non-payment process. He recognized VP Alexander, Dean Morgan, and Director Berry for their efforts as part of the work group. He also acknowledged the work of VC Chandrasekar and SJCC colleagues.

The goal is to:

- Prevent the district and colleges from incurring additional student debt in future years
- Ensure compliance with fiscal mandates from the State Chancellor's Office.
- Assist Colleges in combating fraudulent student enrollments through an automated drop process.
- Clear course waitlists prior to the start of teach semester to maximize efficiency of the schedule build at the colleges.

Drop for nonpayment policy will be effective intersession/spring semester 2025. The policy will complement the reinstatement of course registration holds. Communications will go out to students via each college's public information officer.

Students will not be dropped for nonpayment if they meet one of the specified qualifications, including: balance under \$100, an approved payment plan in place, confirmed third-party sponsorship, anticipated financial aid, granted AB540 status, enrolled in concurrent or dual enrollment courses, fee payment extension granted, or is one of the following, athlete, CalWORKs, EOPS, Foster Youth, International, or Veteran. Students will not be able to be dropped for nonpayment once the term has begun.

There will be a coordination of efforts to alert students that they will be dropped. Students have a responsibility to ensure their tuition is paid.

President Noldon has requested the policy be brought back to College Council for endorsement at the next meeting.

G. Action

1. Classified Prioritization Ranking

VP Willis and Classified Senate President, Vicki Brewster co-chaired the committee.

VP Willis noted the information was shared at the May 13 meeting as Information. Although there are current budget constraints, it's important the process is completed and the work of the committee is memorialized.

Vicki Brewster thanked the committee for their participation. She shared that the positions were ranked by the committee and when funds are available, the positions noted will be the first to be filled.

M/S/P (Brewster/Herrera)

H. Reports

1. President's Updates

- VP Willis stated all were invited to attend the welcome reception for the new EVC President, Dr. Vinicio López, September 16 at 3:00 p.m. in the President's Symposium room.
- Penny Garibay asked on behalf of President Noldon that College Council members be considering goals for FY2024/2025 to bring forward at the next meeting. Penny noted the language for the goals ideally will be concise to be clearly understood, as well as measurable to easily determine whether the goal is met at the end of the fiscal year.

I. Adjourned at 2:55 p.m.



COLLEGE COUNCIL MINUTES September 23, 2024

Present: Andrea Alexander, Ebonnie Berry, Vicki Brewster, Henry Estrada, Angel Fuentes (proxy for

Lu Crary), David Hendricks (proxy for Steven Mentor), Juan Manriquez, Sarai Minjares,

Silvano Narvarro, Kelly Nguyen-Jardin, Howard Willis, Daisy Yadav

Also Present: Grace Estrada, Penny Garibay (minutes), Eric Narveson

Absent: Teneka Cornish, Matais Pouncil

A. Meeting was called to order at 2:02 p.m.

B. Adoption of Agenda – M/S/P (Fuentes/Brewster)

C. Approval of Minutes – September 9, 2024 – M/S/P (Brewster/Estrada)

D. Public Comments

No public comments.

E. Recognitions/Announcements

- Vicki Brewster acknowledged VP Alexander and her team for the big move to the new Students Services Complex. It was excellent. Not everything was working exactly when first moved in, but they found the problems and fixed it, so she wanted to congratulate them on the team's work.
- Vicki Brewster stated it was the last week of the Classified Senate's candy fundraiser. She
 asked those that haven't yet, to please consider supporting their efforts and thanked those
 that have already supported the fundraiser.

F. Action

1. Institutional Learning Outcomes Definition Modifications

Henry Estrada spoke to the item and noted it had been presented at the last meeting in May as Information. There was a misunderstanding about whether it needed to receive approval from College Council, which has been cleared up. The information had been shared with the constituent groups, and is being brought forward for College Council's action.

Vicki Brewster, EVC Classified Senate President, expressed concern the information was not shared with Classified Senate. Penny Garibay shared that at the May meeting College Council moved to have the document first shared with all constituent groups before being brought back for approval at College Council, and the President's office had been informed it had been shared with all constituent groups. Vicki Brewster stated she had not been contacted. VP Willis noted that the information had been provided to the Associated Student Government (ASG) leadership, but not to the general body.

There was a discussion regarding possible outcomes should there be a delay in implementing the new ILOs.

President Lopez stated he would like everyone to feel they are heard and are equal, so perhaps tabling the item would be the best course of action.

Sarai Minjares made a motion to table the item until it has been submitted to Classified Senate and ASG. Vicki Brewster seconded the motion.

M/S/P (Minjares/Brewster)

Endorsement of Drop for Non-Payment Policy M/S/P (Minjares/Fuentes)

G. Information/Discussion

1. Report-back on the FY2024/2025 Supplemental Allocation

VP Alexander provided a PowerPoint presentation to College Council.

May of 2024 the Collee Budget Committee (CBC) approved a supplemental amount, and it was brought to College Council to approve CBC's recommendation for distribution. It then went to President Noldon, which she approved over the summer. They wanted to make sure the supplemental allocation was included in the new fiscal year's budget for the areas that had made requests and received an allocation. The departments received their allocation last week when the budget was loaded into the system.

The information was being brought back to College Council to close the loop. They are beginning the process for this fiscal year in November/December.

2. FY2024/2025 College Council Goals Discussion

President Lopez recommended no more than two goals if they plan for the goals to be achievable in one year. He stated they should be specific and measurable and achievable by May. He suggested one pertaining to students and one for academic/faculty, and the one pertaining to students could be to increase student participation in extra curricular activities. For employees, it could relate to enhancing community on campus, such as team-building or learning activities. There would need to be an action plan and a working group. It could be monitored with monthly check-ins at College Council.

Henry Estrada stated he would like to see the number of sports at EVC grow. He also noted that AI is a major issue for the coming years, so consideration of how to get people trained needs to be addressed.

VP Alexander noted that she liked the idea of keeping it to one or two goals and having one student-focused goal and one faculty-focused goal. VP Alexander shared that having more than one or two goals would not be the best use of College Council's time since so many committees report to College Council and provide updates about their work to College Council that the goals at College Council shouldn't be duplicative of the work being done at the committee level.

Vicki Brewster stated that she would like to see the handbook completed. She'd like to see what has been accomplished and share it out to the campus.

Ebonnie Berry noted that she felt there is a disconnect of what the College Council actually does. There is a lot that people don't know about; we need a way to connect everyone to College Council by increasing awareness.

Sarai Minjares mentioned how Eric Narveson used to do a "big picture" report with summaries of what was happening. Eric noted that it was something he did at the end of each semester when he was Academic Senate President.

Henry Estrada noted how that could tie directly into one of the proposed goals, which would be how College Council communicates out and engages the college's constituents.

Daisy Yadav expressed appreciation that one of the goals could specifically be directed toward students. She also expressed agreement that there should be just one or two goals. She would like some time to discuss and receive feedback from ASG.

President Lopez stated he would work up a draft of some suggestions and communicate that to College Council, as well as solicit input for goals to bring back to College Council for discussion. He also stated there would be a wrap-up discussion of the 2023/2024 goals. Completing the Participatory Governance Handbook would also be an aim for this year.

H. Reports

1. President's Updates

- Thanked everyone for their warm welcome.
- Will be meeting with high school partners this week.
- Looking forward to meeting with each of the constituent group's leadership.

I. Adjourned at 3:21 p.m.



COLLEGE COUNCIL MINUTES October 14, 2024

Present: Ebonnie Berry, Briana Bordon, Vicki Brewster, Teneka Cornish, Lu Crary, Henry Estrada,

Vinicio Lopez, Juan Manriquez, Steven Mentor, Sarai Minjares, Silvano Narvarro, Kelly

Nguyen-Jardin, Matais Pouncil, Howard Willis, Daisy Yadav

Also Present: Sravani Banerjee, Darcy Ernst, Grace Estrada, Mayra Garcia, Penny Garibay (minutes), Eric

Narveson, Mike Osorio, Tejal Naik, Veronica Santos, Alexandria Streng

Absent: Andrea Alexander

A. Meeting was called to order at 2:02 p.m.

B. Adoption of Agenda – M/S/P (Fuentes/Brewster)

C. Approval of Minutes – September 23, 2024 – M/S/P (Brewster/Estrada)

D. Public Comments

- Alexandria Streng, President of the Psychology Club, expressed concern students are not receiving training for their committees.
- Eric Narveson expressed support for the DE Coordinator position. It was originally supposed to be a tenure track position, but is currently a two-year contract. He feels it needs to be a permanent position.

E. Recognitions/Announcements

None.

F. Action

1. Institutional Learning Outcomes Definition Modifications M/S/P (Minjares/Brewster)

G. Information/Discussion

1. OER Initiative Cohort I and II Accomplishments

Tejal Naik provided a PowerPoint presentation to College Council.

- Under Dr. Gilkerson's guidance, as part of focused work on racial equity and humanizing curriculum, EVC launched an OER initiative for faculty to be part of a community to curate, develop, and publish OER materials into a library that all can access
- OER gives faculty control over the instructional materials they use in the classroom and lowers education costs for students.
- OER takes a considerable effort on the part of faculty.
- To deliver on the objectives of the President's initiative, they took a two-pronged approach:
 - Make it easier for all faculty to find, use, and curate OER.
 - Develop an OER community of practice to create and curate OER, starting with cohort #1.

- Several OER publishing platforms were reviewed and it was determined LibreText best fit the needs of the college.
- Each cohort is approximately one-and-a-half years from planning and application review, then peer review and publishing on LibreText, and finally OER adoption in Fall 2024.
- The three-person OER team provides support, training, and resources to the cohort as they meet their milestones.
- Cohort II consists of ten faculty.
- One of the barriers to adopting OER is lack of ancillaries; Cohort II focused on this.
- EVC has its own campus bookshelf on LibreText called Campus Commons.
- With seamless integration between LibreText and Canvas, it will take just minutes for faculty to adopt and integrate the OER text into their Canvas course.
- Annual costs savings to students was noted for various courses.
- To continue the work to the next level with ZTC degrees.
 - They applied for ZTC acceleration grants through Nova and received two; one to make the Psych AA-T degree ZTC and the other to make EVC's Chemistry Certificate of Achievement fully ZTC.
 - o A timeline and process for ZTC Acceleration II Grants was shared.

2. Faculty Prioritization Committee Recommendation

- The Vice President of Academic Affairs and the Academic Senate President co-chair the committee.
- VP Pouncil and Prof. Estrada thanked the Faculty Prioritization Committee for their participation.
- The process was shared, as well as the makeup of the committee and the committee's timeline.
- The work commences in the fall each year.
- Three positions were paused last year, so they have been added to the top of the list for this year.
- The committee plans to make modifications to the rubric, as well as clarify the process for including hiring requests as part of the program review and AURR.
 - o Add a box specifically to indicate the number of positions.
 - Add instructions to justify the need for the position and prioritize faculty requests if multiple positions are requested.

The question was posed as to why the DE Coordinator position was not considered. Prof. Estrada responded that it is already a position, but a contracted position. VP Pouncil noted they are having conversations with HR; currently the two-year position will sunset in spring 2025. Prof. Naik shared that Distance Education wasn't a program, but they're trying to make that happen. Dean Fuentes noted they will submit for the coordinator position this year, but it won't be considered as part of the cycle until fall 2025.

3. College Budget Update

President Lopez shared a PowerPoint presentation and provided an update on the college's budget.

- Met with constituent leadership last week to provide updates.
- Update will be provided campus-wide via Zoom October 22.
- EVC made \$1.9 million in cuts for FY2024/2025, knowing further cuts would be needed in FY2025/2026 and FY2026/2027.
- FY2025/2026 \$516k in cuts needed. EVC proposed to the District that this amount will be achieved by not filling two positions (salaries and benefits); a classified position that has been vacant for two years and a vacant Dean position.

• FY2026/2027 \$212k in cuts needed. EVC has proposed making the reductions in discretionary instruction funds, which will then be made up using fund 17 dollars, where allowable.

4. FY2023/2024 College Council Goals

President Lopez shared a document with College Council that listed the 2023/2024 goals and their status.

- 1. Develop an assessment for participatory governance committee effectiveness.
 - This work was not completed.
- 2. Update Participatory Governance Handbook
 - This work is in-process. The information for the individual committees was completed by the 2023/2024 ad hoc workgroup, but the instructions and other language are under final review. The flow charts and index need to be completed.
- 3. Increase College Council communications with participatory governance committee chairs by: a) providing specific criteria to the committee chairs for their semester reports; b) including a link to approved College Council minutes with each College Council agenda emailed college-wide; and c) offering an expanded schedule for committee chair reports, affording committee chairs the opportunity to further highlight their committee's work and respond to the College Council's request for specific criteria.
 - This was completed fall 2023.

President Lopez reviewed the goals from 2023/2024 and proposed moving those two goals forward to complete as part of the 2024/2025 goals. There was consensus among College Council to support this. The following College Council members volunteered to be part of the ad hoc workgroup: Vicki Brewster, Henry Estrada, and Sarai Minjares. In addition, Eric Narveson volunteered to be part of the ad hoc workgroup.

5. FY2024/2025 College Council Goals Discussion

President Lopez suggested that in addition to completing the two goals from 2023/2024, to include an enrollment management plan as a third goal. There was consensus among College Council to support this.

H. Reports

1. President's Updates

 Activities have been underway related to Filipina/o/x American History month, AANAPISI Week, Latinx Heritage Month; encourage everyone to participate in the remaining events.

I. Adjourned at 3:35 p.m.



COLLEGE COUNCIL MINUTES October 28, 2024

Present: Ebonnie Berry, Briana Bordon, Lu Crary, Henry Estrada, Juan Manriquez, Steven Mentor,

Sarai Minjares, Silvano Narvarro, Kelly Nguyen-Jardin, Bryana Perez (on behalf of Vicki

Brewster), Matais Pouncil, Kim Steele (on behalf of Teneka Cornish), Howard Willis

Also Present: Grace Estrada, Penny Garibay (minutes)

Absent: Andrea Alexander, Vinicio Lopez, Daisy Yadav

A. Meeting was called to order at 2:03 p.m.

B. Adoption of Agenda – M/S/P (Crary/Estrada)

C. Approval of Minutes – October 14, 2024 – M/S/P (Crary/Berry)

D. Public Comments

None.

E. Recognitions/Announcements

None.

F. Action

- Faculty Prioritization Committee Recommendation M/S/P (Nguyen-Jardin/Berry)
- Acceptance of Final Outcome of the FY2023/2024 College Council Goals M/S/P (Crary/Estrada)
- 3. FY2024/2025 College Council Goals

Following a discussion among College Council members, Dean Crary made a motion to amend the recommendation so that number three of the goals read "Develop Enrollment Management Plan". M/S/P (Crary/Mentor)

Amended FY2024/2025 College Council Goals – M/S/P (Minjares/Estrada)

G. Reports

1. President's Updates

- The Participatory Governance Handbook ad hoc workgroup has met once and will be meeting again soon.
- The consultants for the Districtwide Strategic Plan will be visiting EVC November 18. Based on other meetings taking place that day, they have set aside 1:00-2:00 to meet with EVC's College Council for their input.
- The Institutional Learning Outcomes Definitions approved by College Council October 14, 2024 have been accepted by the President.

H. Adjourned at 3:25 p.m.



COLLEGE COUNCIL MINUTES November 25, 2024

Present: Andrea Alexander, Vicki Brewster, Lu Crary, Vinicio Lopez, Juan Manriquez, Steven Mentor,

Sarai Minjares, Kelly Nguyen-Jardin, Matais Pouncil, Kim Steele (on behalf of Teneka

Cornish), Howard Willis

Also Present: Niall Adler (minutes), Grace Estrada, Fahmida Fakhruddin, Gustavo Flores, Laura Garcia,

David Hendricks

Absent: Ebonnie Berry, Briana Bordon, Henry Estrada, Silvano Narvarro, Daisy Yadav

A. Call to Order - Meeting was called to order at 2:10 p.m.

B. Adoption of Agenda - M/S/P

C. Approval of Minutes – October 28, 2024 – M/S/P

D. Public Comments

- Academic Affairs would like the administration to look into the furniture outside their offices and if it is the best place for students to gather in the Student Services Complex.
- December 2 is the deadline for applications for CSUs and UCs
 - TRiO has been meeting with high school students about this.

E. Recognitions/Announcements

- America Minjares and the basic needs team fed over 1,000 people over the past two weeks, including a Second Harvest and pie giveaway.
- ASPIRE+PLLUS has done a good job with their many workshops.
- Paulina and OASISS has done a good job of giving out information for undocumented population following the recent election.
- Liza Kramer and Robert Gutierrez have led a team on English 1A and 1C.
- Liza Kramer also was an NPR / KPFA reporter as part of her sabbatical and learned the reporting trade.

F. Information/Discussion

1. Institutional Set Standards (F. Fakhruddin/M. Pouncil)

- Exceeded average success rates since 2020-21.
- State average is 72 percent.
- Have had rates from 73 to 76 percent over that period.
- Percentages are based on students who have completed the course and received a C or better.
- For classes that are below the standard, a conversation takes place between the dean and faculty member(s).
- Success rates is different than the retention rate.

2. Update on Progress and Implementation of AB928 and AB111 (G. Estrada/L. Garcia/M. Pouncil)

Updating the degrees and internal systems in the fall.

- Working on the outward facing parts in the spring; schedule, catalog, website, marketing.
- Goal is to make it simpler for students to complete degrees and transfer.
- UCs and CSUs have yet to agree.
- State has mandated community colleges to complete the work by Fall 2025.
- Courses will need to be updated for the next three years.
- Questions remain about academic freedom of courses.
- COR continues to give us a list of topics to teach, but not how to teach them.
- Internally each course change includes the following steps provided by a Classified Professional:
 - To the State Chancellor's office
 - Colleague
 - Degree Audit
 - Class Schedule (student facing)
 - Website
 - Catalogue

G. Reports

1. President's Updates

- Congratulated both men's and women's soccer teams on a successful season.
- Thanked Paulina and OASISS for providing information to EVCs undocumented population and the post-election forum itself.
- Will be having discussions with various groups on new laws in the new year, its impact on EVC, and resources that can be made available.
- Had discussions with District Police Department on Emergency Planning.
- Current management re-org has included moving Library, non-credit, adult education, dual enrollment, distance education, and tutoring to various deans, formerly overseen by Dean Kunkel.
- Faculty positions will be opened for the following:
 - English faculty
 - General Counseling
 - EOPS Counselor (with general counseling duties)
 - Distance Learning coordinator has been extended one year.

H. Adjourned at 3:15 p.m.



COLLEGE COUNCIL MINUTES December 9, 2024

Present: Andrea Alexander, Ebonnie Berry, Vicki Brewster, Lu Crary, Henry Estrada, Vinicio Lopez,

Juan Manriquez, Sarai Minjares (minutes), Kelly Nguyen-Jardin, Howard Willis

Also Present: Eric Narveson

Absent: Briana Bordon, Teneka Cornish, Steven Mentor, Silvano Narvarro, Matais Pouncil, Daisy

Yadav

A. Call to Order - Meeting was called to order at 2:10 p.m.

B. Adoption of Agenda – M/S/P (Crary/Brewster)

C. Approval of Minutes – November 25, 2024 Minutes deferred to next meeting.

D. Public Comments

None.

E. Recognitions/Announcements

- VP Willis recognized the Outreach team for a successful High School Partner Day. There were 96 attendees comprised of high school counselors and community partners. VP Willis extends appreciation to all the EVC academic programs that presented and shared their information to counselors. The EVC team noticed a trend of many new counselors that were grateful to learn about new CAL-GETC updates.
- Sarai Minjares shared the return of extended finals tutoring and study hours in partnership
 with the library team. It had been four years since there was an opportunity to offer late night
 study hours during finals. Appreciation extended to library staff and VP Pouncil for supporting
 this week-long event.
- Dean Crary announced the Nurse Pinning Ceremony will take place Wednesday,
 December 11, 2024, at 11:00 AM in the VPA theater.

F. Information/Discussion

1. College Council Updates

- Henry Estrada announced the Academic Senate approval of a division name change. The Math, Science & Engineering (MSE) division will now be referred to as the STEM division to incorporate Technology into the division name. Computer science courses will fall under this umbrella term. A meeting with college president will follow to discuss implementation.
- VP Alexander provided notice and reminder of a system "shutdown" that will take place during the holiday break. The ITSS department has sent email notices. All systems will be offline and will be rebooted during the break.

G. President's Report

- Provided an update on the Shared/Participatory Governance Handbook subcommittee (Henry Estrada, Vicki Brewster, Eric Narveson, Niall Adler, Sarai Minjares, Vinicio Lopez). The committee has met twice over the last few weeks and was tasked to update the Shared Governance Handbook to meet 2023-2024 College Council goals. All college committee chairs have received a copy of the updated draft and provided revisions if needed. The vice presidents have also received a copy to review and provide feedback or corrections if needed.
- The subcommittee has also drafted a Participatory Governance: Annual Effectiveness
 Assessment tool that would provide an assessment of each college committee and would
 provide an opportunity for committees to assess, highlight accomplishments and establish
 future goals.
- 2024-2025 College Council Goals: An established goal for this year is to develop an EVC Enrollment Management Plan. The vice presidents along with Professor Grace Estrada, Dean Gutierrez are currently working on this goal with an expected completion date of May 2025.
- Met with the OASISS team, Paulina Lee Reza, and highlighted their great work on hosting a postelection forum, providing orientations and enrollment assistance to our DREAMer and immigrant students.
- Provided an update on meeting with Chief Morales. There was discussion about possible training opportunities and workshops about emergency preparedness. Chief Morales reported that the Campus Police department has provided Active Shooter Training (2015) and Earthquake Preparedness (2019).
 - College Council provided suggestions and requests for post-event trauma training and preparedness, psychological first-aid training & counselors, new building training, deescalation skills. Dean Crary shared their experience attending an Incident Command Training at a conference she recently attended where they outlined multiple de-brief teams, and action plans (FEMA).
- President Lopez reported on his meeting with Vice Chancellor Shipp. Discussions about a few employees from SJCC. There are questions about employment and job loss. There are plans to provide workshops and Q&A opportunities at both campuses from Human Resources.
- Penny will be out of the office for an extended time. Please direct inquiries or forms to President Lopez.
- Provided notice and reminder of the EVC Holiday Gathering hosted by the Office of the President. Although a separate email to RSVP will not be sent, an Outlook Calendar invitation will be sent campus-wide, and individuals are advised to accept the invitation to RSVP they plan to attend.

H. Adjourned at 2:49 p.m.



COLLEGE COUNCIL MINUTES January 27, 2025

Present: Andrea Alexander, Ebonnie Berry, Vicki Brewster, Teneka Cornish, Lu Crary, Teresa De La

Cruz (for Juan Manriquez), Henry Estrada, Vinicio Lopez, Steven Mentor, Silvano Narvarro,

Kelly Nguyen-Jardin, Matais Pouncil, Howard Willis

Also Present: Grace Estrada, David Hendricks, Tina Nguyen

Absent: Briana Bordon, Sarai Minjares, Daisy Yadav

A. Call to Order - Meeting was called to order at 2:04 p.m.

B. Adoption of Agenda – M/S/P (Crary/Brewster)

C. Approval of Minutes

1. November 25, 2024

Changes/corrections requested:

- Vicki Brewster was in attendance; remove proxy.
- Page 2, add "Catalogue" to the bullets listed for course change steps.
- Add Grace Estrada to the list of attendees.
- Add Laura Garcia as one of the presenters for item F.2.

Following changes to the draft minutes – M/S/P (Brewster/Crary)

2. December 9, 2024 – M/S/P (Brewster/Berry)

D. Public Comments

- Henry Estrada noted he was approached regarding use of EVC facilities and costs associated with the use of the facilities. He suggested guidelines be made available that provide information about the use of facilities.
- David Hendricks stated he will be taking over as District Academic Senate President. He will
 be working to ensure both the District and College groups work together to operate as
 smoothly as possible. He also noted the ambient noise in the Symposium Room made it very
 difficult to hear what people were saying and suggested that Mishra Community Room would
 be a better option for College Council meetings.
- Steven Mentor noted that he was at SJCC for Professional Development Day, and they had a huge conversation about waitlists. He feels there is a lot of concern from faculty about the long waitlists. Faculty has thoughts on how to address this. It's recommended the two colleges get together to identify where we're at and where the students' needs are being ignored. He noted that perhaps there is a technological fix. He stated that, based on the long waitlists, it is a form of a hidden soft layoff since adjuncts are not hired to address the waitlists and students' needs.

E. Recognitions/Announcements

- Vicki Brewster noted that she recently became President of CSEA. Josie Aguirre will take her place as the EVC Classified Senate President.
- Dean Crary recognized Jeanine Vaughn and Elaine Kafle, nursing faculty, that published over the break.
- VP Pouncil recognized grounds and custodial. For PDD the grounds were immaculate, and the facilities were very clean and well-stocked.
- President Lopez noted the Chancellor's email regarding I.C.E. There will be meetings scheduled at the colleges. If you have questions, please refer to the Chancellor's email.

F. Information/Discussion

1. Virtual (Online) Bookstore Update – VP Alexander

VP Alexander noted they are in the process of finalizing. The information has been sent to the Deans to make sure materials they need will be included. As they transition, updates will be brought back to College Council. They are looking to implement summer 2025.

Vicki Brewster noted that at the PDD presentation it was mentioned that the information had been provided to management and to faculty, but it wasn't presented to the Classified Professionals. She asked what the process will be for training Classified Professionals. VP Alexander responded that they do not make a distinction between the employees as information will be disseminated to everyone and the modules will be for everyone.

2. Strategic Enrollment Management Plan Update - VP Pouncil

- VP Pouncil stated the document was emailed out Thursday, January 23 for feedback.
- There will be a timeline as to when the document will be presented to the stakeholder groups.
- They have met with Academic Senate leadership and have received important feedback, as well as from Classified Senate leadership.
- He will return as an information item once the feedback has been received and addressed, and then eventually it will be presented to College Council for action.

3. College Council Meeting Schedule - President Lopez

- President Lopez asked College Council to consider changing the meeting schedule to once
 per month for 2 hours versus twice per month for 1.5 hours. He noted there were some
 questions about how urgent items would be addressed between the monthly meetings.
 Those situations can be addressed either remotely or by email.
- Henry Estrada suggested the district meetings be considered when determining which day the meeting takes place.
- Dean Crary noted that she would be unable to stay past the regular time as her division meeting takes place immediately following College Council.

- VP Alexander stated that in April or May there would need to be two meetings due to the timeline of program reviews and budget allocation decisions.
- President Lopez asked College Council to consider the change of one meeting versus two
 meetings, and he will bring it back at the next meeting for further discussion.

G. President's Report

- Has been walking the campus for the start of the semester and everyone seemed happy and engaged.
- Thank you to everyone that has been helping at the welcome tables.
- Acknowledged the individuals responsible for a successful PDD. Binh Vo, Professional Development Committee Chair did a terrific job; he met with the President's office multiple times and he will have a report soon for College Council.
- Working group for the participatory governance handbook met twice during the fall semester.
 Recognized Sarai Minjares who is working on the revisions. When it's ready, it will be presented to College Council.
- Tesla graduation ceremony was last week. President met one of the graduates who had been
 involved in a car accident and still showed up that afternoon for class. The student noted how
 much of an impact the program and EVC have had on him. President recognized those involved
 in the program and the work they are doing. It is only one of nine programs in the U.S. All nine
 graduates received job offers.
- EVC's 50th anniversary many of you have been asked to join the committee. September 3, 2025 is the initial large event. They will work with the Foundation office on the campaign for that. There will be events through May 2026
- A ceremony to acknowledge the buildings that recently came online, as well as the naming of Tamien Way will take place April 9 from 1:00 to 3:30 p.m. Information about that will be sent out soon.
- Graduation VP Willis has been working with the committee. He will provide a report on that
- Dean Garza will provide a report on Student Equity soon.

H. Adjourned at 3:00 p.m. – M/S/P (Estrada/Brewster)



COLLEGE COUNCIL MINUTES February 10, 2025

Present: Andrea Alexander, Ebonnie Berry, Vicki Brewster, Teneka Cornish, Lu Crary, Teresa De La

Cruz (for Juan Manriquez), Henry Estrada, Vinicio Lopez, Steven Mentor, Silvano Narvarro,

Kelly Nguyen-Jardin, Matais Pouncil, Howard Willis

Also Present: Grace Estrada, David Hendricks, Tina Nguyen

Absent: Briana Bordon, Sarai Minjares, Daisy Yadav

A. Call to Order - Meeting was called to order at 2:19 p.m.

B. Adoption of Agenda – M/S/P (Brewster/Crary)

C. Approval of January 27, 2025 Minutes – M/S/P (Nguyen-Jardin/Crary)

D. Public Comments

Steven Mentor introduced Anthony Prince, the new Executive Director for AFT 6157.

E. Recognitions/Announcements

• Vicki Brewster reminded everyone of the various events planned for Black History Month. A flyer has been sent out that includes the various activities.

F. Information/Discussion

1. ZTC 2025 Fund Allocation - T. Naik

Tejal Naik shared a presentation with College Council.

- EVC is working on a certificate of achievement.
- Expanding zero textbook to students allows for equitable classroom environment.
- Up to this point they have been working in a silo; faculty would find an OER and use it. They now have a network and are working together.

2. College Council Meeting Schedule - President Lopez

President Lopez provided a handout, which outlined the proposed new schedule for the College Council meetings.

- Changing to one meeting per month, the fourth Monday of each month at 2:00 p.m.
- The length of meetings will be increased to two hours.
- A hold for the second Monday of each month will remain on calendars in the event a timesensitive matter needs to be addressed, or a holiday or spring break occurs on the fourth Monday of the month.
- All college constituent leadership will provide a report at each meeting.
- College Council members discussed and concurred with the changes

G. President's Report

- 2023/2024 Classified Prioritization Classified Senate requested President Lopez close the loop on the prioritization process initiated in 2023/2024. The information was presented to College Council May 2024 and approved September 2025 prior to President Lopez beginning his tenure at EVC. Although the list was accepted, they will not be hiring the positions on the list. There was a forum in the spring and again in early fall to provide information about the District's budget and that there would be a pause on most new hires. President Lopez requested the Classified Prioritization Committee continue their work for 2024/2025, and he will review the list when it is ready.
- Enlace Short-term Position A request was brought to President Lopez by Enlace to hire a short-term, non-tenured position for one year. Research shows the students are more successful when part of a cohort model. When there was a full-time person in the position, they had 128 students enrolled; without someone in the position they are at approximately 28 students. Dean Gutierrez and VP Pouncil reviewed the information, and the decision was made to provide a short-term, non-tenured position for Enlace English. As a result of several retirements, it was felt the request could be granted, but made it clear it was only a one-year commitment.
- **April 9** A recognition ceremony of Tamien Way and the new buildings will take place with a reception to follow in the Symposium Room.
- Strategic Enrollment Management the draft document has been shared with the campus.
 President Lopez encouraged everyone to review the document and provide feedback as needed.
- H. Adjourned at 3:06 p.m. M/S/P (Mentor/Berry)



COLLEGE COUNCIL MINUTES February 24, 2025

Present: Andrea Alexander, Ebonnie Berry, Vicki Brewster, Teneka Cornish, Juan Manriquez, Henry

Estrada, Vinicio Lopez, Steven Mentor, Sarai Minjares, Kelly Nguyen-Jardin, Matais Pouncil,

Howard Willis

Also Present: Niall Adler, Grace Estrada, Melina Minor (minutes), Sam Morgan

Absent: Briana Bordon, Lu Crary, Silvano Narvarro, Daisy Yadav

A. **Call to Order -** Meeting was called to order at 2:06 p.m.

B. Adoption of Agenda – M/S/P

C. Public Comments

None.

D. Recognitions/Announcements

- Ebonnie Berry praised Dr. Alexander for the presentation she gave today as part of the Black History Month Lecture Series. Dr. Alexander presented her dissertation research.
- Steven Mentor praised faculty in his Language Arts department for their efforts in humanizing the curriculum.

E. Information/Discussion

1. Strategic Enrollment Management (SEM) Plan – M. Pouncil/H. Estrada

- Matais Pouncil and Henry Estrada provided an update on the SEM document.
- The document (version dated 1/23/25) has received excellent feedback from classified professionals, managers, and faculty.
- A second version was distributed on Friday (2/21) for further review by SEM and will be revisited.
- Discussion focused on the need to reorganize goals, including comments on waitlists, and add new sections.
- Emphasis was placed on working with Marketing to create charts and "prettify" the document so that it becomes finalized and polished.
- The Google feedback form will be open until the end of February, after which the document will be presented to the board.
- One note was that it was light on specifics.
- Data and Resource Concerns:
 - One suggestion was additional resources to support student success and lowering the average unit completion rate from 80 units (at EVC) to 60 (statewide).

- Concerns were raised about ensuring accurate data accuracy and looking over irregularities—especially noting a 130% increase in white students—and issues of fraudulent enrollment and long waitlists.
- There was also discussion on the need for additional staff training and clarity on waitlist management to address "AI bots" on waitlists.
- An Al discussion was raised, with a request that the Chancellor address obvious Al usage in academic processes.
- The document should be flexible and adjustable when focusing on online and inperson students.
- o Data should focus on where students succeeded both online and in-person.

• Student Support & Enrollment:

- There is a need to support categorical programs. There is a lack of baseline data and questioned how to set meaningful targets and track cohort progress.
- However, not every student can access a "special program", and Guided Pathways and Program Maps can help students self-place themselves (with the addition of Counseling).
- Additional policies (including Vision 20/30 and dual enrollment strategies) were mentioned to help improve enrollment data quality.
- Dual enrollment might distort enrollment numbers.

F. Action

1. College Council Meeting Schedule

The revised schedule was presented to College Council for action. The new schedule includes one meeting per month for two hours, taking place the fourth Monday of each month. The prior schedule included two meetings per month for one-and-a-half hours. A hold will continue for the first Monday of each month in the event it's needed for time-sensitive items that require approval or in cases where a District holiday or spring break prevents meeting the fourth Monday of the month.

M/S/P (Brewster/Estrada)

G. Reports

1. Associated Student Government

- Changes with key ASG leadership positions have taken place, including a new President.
- ASG meets every Tuesday at 3:30 p.m., and it is expected they will be present at the next meeting to share established goals.

2. Classified Senate

- Classified Senate also has had some leadership movement.
- A classified professional retreat is planned for April 11, with another district-wide retreat scheduled for March 21, 2025.
- Al is part of the discussion for future retreats.

3. Academic Senate

- Phase 1 of AB 1111 is complete at EVC. Phase 2 is waiting on templates. Phase 3 disciplines have been identified.
- Classified Senate has created a Wednesday task force for policies for faculty on AI.
- Al is also an interest at the State Chancellor's level and Foothill / DeAnza are a local contact for Al planning, as is EVC dean Angel Fuentes.

4. Vice President, Academic Affairs

No report provided.

5. Vice President, Administrative Services

- The Virtual Bookstore and its contract will go forward at the March Board Meeting. The website is being updated this week.
- It was noted that the district is constructing a new maintenance department building (HVAC/Carpentry) with a 12-month timeline, located near the warehouse; parking lot adjustments are anticipated due to the new building.
- An event is planned for April 9 to mark the opening of EVC's new buildings and recognize the newly constructed Tamien Way.
- The former Student Center, which is currently offline, needs to have HVAC maintenance upgrades in order to function. It is grandfathered in (having been opened in 1979) and future usage will be based on EVC's Facilities Master Plan.
- Current ADA parking is within code around campus.

6. Vice President, Student Affairs

- Graduation website is up to date.
- Graduation Fairs are March 5 and 6.
- The deadline to submit a petition to graduate is March 21.
- Issues with Constant Contact and our email service have slowed communication efforts.
- Second Harvest Food distributions continue to be solid.
- A waitlist cap of 25 has been proposed, with 18.0 units maximum and 10.0 units for intersession.

7. President

- Melina Minor introduced. She will be assisting on a part-time basis with the coordination of the 50th Anniversary event, as well as other President's Office tasks.
- The Department of Education has sent emails to CEOs across the state about the pending changes. Waiting for further information from the State.
- The April 8 Board of Trustees meeting will take place at EVC and will highlight four individuals from key programs, for a maximum of 20 minutes.
- The President will have an open office hour each month, providing an informal forum for questions. The next open office hour will include a round-table pizza session, and will take place Thursday, February 27 from 12:00-1:00 p.m. in the Symposium Room.
- The college handbook is nearing finalization; the working group will circulate a shared document for review and expect a vote in April.

H. Adjourned at 3:31 p.m. – M/S/P (Estrada/Manriquez)



COLLEGE COUNCIL MINUTES March 24, 2025

Present: Andrea Alexander, Ebonnie Berry, Vicki Brewster, Teneka Cornish, Angel Fuentes (for Lu

Crary), Juan Manriquez, Henry Estrada, Vinicio Lopez, Steven Mentor, Sarai Minjares, Kelly

Nguyen-Jardin, Matais Pouncil

Also Present: Josie Aguirre, Grace Estrada, Fahmida Fakhruddin, Penny Garibay (minutes), Joyce Liu,

Andrew Takimoto

Absent: Briana Bordon, Arshmeet Kaur, Silvano Narvarro, Howard Willis

A. Call to Order - Meeting was called to order at 2:05 p.m.

B. Adoption of Agenda

Item F.2., Student Equity Plan 25-28 Update was removed; it will instead be presented at the April 28, 2025 meeting.

M/S/P (Brewster/Manriquez)

C. Approval of Minutes

- 1. February 10, 2025 M/S/P (Brewster/Teneka)
- 2. February 24, 2025

Changes were requested:

- Page two, first line: remove the word "accuracy" as it is redundant.
- Page two, G.1.: for clarity, the first bullet was rephrased as follows, "Changes with key ASG leadership positions have taken place, including a new President."
- Page two, G.3., second bullet: Should read Academic Senate, not Classified Senate.

A motion was made to approve the February 24, 2025 minutes, following the noted changes – M/S/P (Minjares/Mentor)

D. Public Comments

 Steven Mentor shared they had received a communication from California Federation of Teachers that is urgent for all colleges to open negotiations for an MOU that addresses the possibility of faculty facing immigration enforcement, up to and including detention and potential deportation. We request the district and college to support this effort.

E. Recognitions/Announcements

None.

F. Information/Discussion

1. Fraudulent Enrollment Data – J. Lui, SJCC

Dean Lui provided a handout. Dean Lui has also been providing support to the district office.

 One of the items they're looking at is fraudulent enrollment as it has increased dramatically, especially for EVC.

- From the first day of spring 2025 semester to census day, there were 1,824 students identified as potentially fraudulent.
- They began seeing consistent items that helped with targeting a fraudulently enrolled student. Dean Lui reviewed some of those indicators.
- With the assistance of faculty, managers, etc., most of the fraudulent enrollment was halted.
- Various steps have been taken to better determine those that are fraudulently enrolled.
 Statewide they continue to look at ways to head off this issue.
- Although this is not the first semester that fraudulent student enrollment prevention and response has taken place, this is the first semester in which in-depth analysis has taken place.
- One strategy other colleges have employed is to require students to bring a picture ID inperson to complete registration; would need to consider how to address individuals that cannot provide that option. A strategy for online students is to ask them to provide a video presentation. Assignments can include a current topic for that week.

Discussion:

- Faculty are working to have an assignment turned in right away to assist in combating the problem.
- ITSS Vice Chancellor is pursing software to assist.
- Hybrid courses tend to be particularly vulnerable.
- Will be waiting to hear about the broader strategy from the District Office.

2. Program Reviews - F. Fakhruddin

- ASPIRE
- Accounting*
- Admission and Records
- Administration of Justice*
- Anthropology*
- Business Administration (deferred from 2021/22)*
- Computer Aided Drafting and Design (CADD)(deferred from 2023/24)*
- Division Office Business & Workforce
- Division Office Language Arts
- Entrepreneurship*
- ESL*
- Ethnic Studies*
- Family and Consumer Studies*
- Financial Aid
- Honors
- Library
- Nursing*
- Outreach and EVC 1st Stop Center
- Paralegal
- President's Office
- Service Learning*
- Veterans Freedom Center
- *Contingent upon updating outdated courses/certificates and completing outstanding SLO/PLO assessments by March 28.

Prof. Fakhruddin reviewed the list of program reviews that were approved and those contingent upon receiving missing required information. Those program reviews missing

information must provide the information by March 28 to be included in the Annual Resource Request (AURR) process, a process that the College Budget Committee will begin, following completion of the program review process.

Discussion:

- Concerns expressed about programs submitting late; not just program review, but also SAOs and faculty evaluations. It may be useful to have a calendar for the various deadlines.
- Suggestion that three committee chairs, IEC, SLOs, and Curriculum, get together to coordinate efforts.
- One of the issues for not completing program reviews revolves around some departments do not have full-time faculty; instructors are not providing the data.
- It may be helpful to dedicate a Professional Development Day for faculty to do this work, discuss, and reflect on the data.
- Need to continue to look closely at the process, the entire process with each element that is involved, and look at ways to improve the processes. The timing from start to finish seems excessively long.
- There appears to be no incentive if a department has no plans to request a portion of the supplemental funds.
- There are ongoing issues with curriculum as there are many that have been out of compliance for a number of years; everyone involved is notified, deans, faculty, and curriculum chair, but the requested information is not provided.
- As adjuncts need to be paid for the work when there isn't full-time faculty, budget
 can be an issue, but there are some cases where the faculty just don't want to do it
 and there are no consequences.

President Lopez asked that Henry Estrada and Kelly Nguyen-Hardin work with VP Pouncil to see where there are challenges in the process and begin to determine how best to address those challenges.

3. Participatory Governance Handbook

The subcommittee completed their work and the document will be shared out to College Council. This will come back at the next meeting for action.

4. Annual Effectiveness Assessment Form

The subcommittee completed their work and the document will be shared out to College Council. This will come back at the next meeting for action.

G. Reports

1. Associated Student Government

Not in attendance.

2. Classified Senate

- New Interim President, Josie Aguirre.
- Sarai Minjares is serving as Vice President.
- Had a great Classified Professional and Leadership Empowerment Day; a joint effort with San Jose City College and Evergreen Valley College, along with Chancellor Chaidez. The

purpose was to support Classified Professional Development and professional growth; to focus on the leadership components.

- The fourth annual Classified Retreat will take place April 11; requested support of this endeavor.
- Elections will take place soon.

3. Academic Senate

- Working on updates related to AB928; a statewide effort.
- Counselors have met with A&R staff to explain Cal-GETC.
- They have the AB1111 templates; making sure everyone is up to speed on that.
- Noted an email from the State Chancellor's office; they are checking the progress on AB1725, specifically transfer level placement; information is due July 2024.
- Enrollment management meetings have been placed on hold until the Vice Chancellor of Educational Services and Planning is on board.
- Will be launching a taskforce on how AI can be used; hoping to have a preliminary assessment April 2 and final May 16.

4. Vice President, Academic Affairs

No updates.

5. Vice President, Administrative Services

a. Virtual Bookstore

- Provided an update at the March 14 PDD.
- Virtual bookstore in place by end of June.
- Campus-wide email was sent that included a link for training.
- By the time book adoptions open, the history of each of those courses and the materials will also be there.

b. Printer Inventory & Downsizing

- Machines are running about \$20k each.
- As a district, spending over \$2m per year, but based on actual printing, the cost should not be more than \$500k.
- Contract is up and District is going in a different direction.
- There are a lot of large machines that do great things, but they've found the use of printers has changed dramatically since the pandemic.
 - A lot less printing and most of it is black and white.
 - District is paying for high-end, high-capacity machines, but the actual print jobs of many areas do not need a high-capacity machine based on current use.
- A district-wide assessment of all the machines is being conducted.
- They are looking to make the changes over the summer.

6. Vice President, Student Affairs

Not in attendance.

7. President

- Enrollment Plan
 - Met with Chancellor last week; there were concerns there wasn't enough embedded tutoring and support in the classrooms.

- Encourage the committee to continue meeting; review what you've done to this
 point while awaiting the start of the new Vice Chancellor, so that your questions
 to that point can be addressed.
- There are a lot of great programs at EVC that can be used as a model, such as Enlace.
- Would encourage individuals to identify one or two successful programs and mirror that.
- If the number of units is reduced, what will help with completions, how they would be offered, and when they would be offered; times of offerings need to be varied.
- o Push for respectful and collegial conversations.
- EVC is well ahead of SJCC.
- Graduation Committee is meeting on a regular basis; more information will be shared at the next meeting.
- Thanked VP Alexander and her team that worked to address a facility request for Congressman Panetta's visit to discuss Medicaid.
- Acknowledged the efforts of individuals working on the upcoming 50th anniversary.
- Upcoming Board meeting will be at EVC and will highlight the stories of students.
- April 9 will be the recognition of the opening of the new buildings and dedication of Tamien Way.
- April 26 is the college's Day on the Evergreen; there will be 40-50 vendors (non-profits and agencies as they will not be looking to sell something), music, and visits from local politicians.

H. Adjourned at 3:34 p.m. – M/S/P (Brewster/Estrada)



COLLEGE COUNCIL MINUTES April 28, 2025

Present: Andrea Alexander, Ebonnie Berry, Vicki Brewster, Teneka Cornish, Victor Garza, Juan

Manriquez, Henry Estrada, Vinicio Lopez, Steven Mentor, Sarai Minjares, Silvano Narvarro,

Kelly Nguyen-Jardin, Matais Pouncil, Howard Willis

Also Present: Grace Estrada, Fahmida Fakhruddin, Penny Garibay (minutes), Tejal Naik, Eric Narveson,

Andrew Takimoto, Kathy Tran, Binh Vo

Absent: Briana Bordon, Arshmeet Kaur

A. Call to Order - Meeting called to order at 2:05 p.m.

B. Adoption of Agenda – M/S/P (Brewster/Mentor)

C. Approval of Minutes – March 24, 2025 – M/S/P (Brewster/Berry)

D. Public Comments

None.

E. Recognitions/Announcements

None.

F. College Committee Chair Reports

1. College Budget Committee

Eric Narveson shared information as noted on the attached handout.

2. College Technology Committee

Steven Mentor shared information as noted on the attached presentation.

3. Student Equity Committee

Victor Garza shared information as noted on the attached presentation.

G. Information/Discussion

1. College Budget Committee Recommendation for Supplemental Budget Allocation

VP Alexander shared a handout.

- Discretionary funding has not increased over the past ten years.
- \$1.9 million is discretionary; the rest is salary and benefits.
- During fall semester, departments have the option to submit the AURR.
- Even if the department is not due for program review, if they would like to be considered
 for a portion of the discretionary funds, they need to submit the AURR and program
 review as part of the process.
- Handout shows the pros and cons for each department.

- CBC members were required to provide their input on all AURRs received in order for their submissions to be counted to ensure the voting was the same for all; they were not allowed to provide input for only a portion of the submissions.
- Managers were asked to prioritize when full funding for a request was not doable.
- Committee agreed to fund the mission-critical as priority, then the rubric and ranking was used.
- Top ten highest scoring were able to receive their second choice.
- There is a cushion to allow for items that go up in price between the time the funds are requested and when the funds are expended.
- They discovered occasions where the funds, once expended by the department, were actually used for something other than what the committee approved.
 - The department either no longer needed what they initially requested or was able to fund the purchase from another source.
 - Going forward, they will work to ensure the funds are going toward what they were approved for.

H. Action

1. Program Reviews – F. Fakhruddin

Fahmida Fakhruddin noted the program reviews approved by IEC and spoke to the program reviews that were not moved forward for action as they were incomplete.

The following programs reviews were moved forward for action:

- ASPIRE
- Admission and Records
- Anthropology
- Business Administration
- Computer Aided Drafting and Design (CADD)
- Division Office Business & Workforce
- Division Office Language Arts
- ESL
- Financial Aid
- Honors
- Library
- Nursing
- Outreach and EVC 1st Stop Center
- Paralegal
- President's Office
- Service Learning
- Veterans

M/S/P (Estrada/Brewster)

2. Participatory Governance Handbook

This was a carryover from the 2023/2024 work group and completion of the handbook was part of the College Council goals for 2024/2025. The work group continued their efforts through the fall and had four read-throughs. The work group completed their work, and the document shared out to College Council for input prior to moving forward for action.

M/S/P (Estrada/Cornish)

3. Annual Effectiveness Assessment Form

The work group completed their efforts, and the document shared out to College Council for input. This was also part of the College Council goals for 2024/2025.

M/S/P (Berry/Cornish)

I. Reports

1. President

- Thanked everyone for their efforts at the Saturday, April 26 Community Day and Career and Academic Pathways (CAPS) Day.
 - o Approximately 300 people attended.
 - o Received good feedback.
 - Will have a follow up meeting to discuss what did and did not work.
 - Acknowledged Supervisor Arenas and Councilmember Candelas for their participation.
- April Board of Trustees meeting highlighted Evergreen Valley College; the emphasis was
 on the students, and they provided a very thoughtful presentation. Hearing first-hand
 their testimonials and accomplishments stressed the importance of the work at EVC. The
 Chancellor will use a similar model at her showcase next month.
- Wednesday, April 30 there will be an event in remembrance of the 50th anniversary of the Fall of Saigon.
- Undocumented student workshop will take place tomorrow. It will cover how to interact
 with individuals on campus. It takes place from 1:00-4:00 and light snacks will be served.
 There is room for 40; 33 have registered. Acknowledged the individuals in the office of
 OASSIS working on the event.
- May 8 District 8 Round Table will hold their monthly meeting from 7:00-9:00 in the Language Arts Theater; San Jose Mayor will be attending.
- Research Analyst position now reports to Dr. Lui, who is now located at the District Office.
 Dr. Takimoto will still be located at EVC, but there will be a new process and form to complete for research requests.

2. Associated Student Government

- Silvano Narvarro shared that ASG will be starting their elections.
 - Have completed the orientations and packets were already due.
 - Goal is to finalize the elections May 9.
- A lot of workshops were attended by student representatives; the Student Senate for California Community Colleges (SSCCC) was also attended by ASG leadership.

3. Classified Senate

- Sarai Minjares shared they will be conducting elections for next fiscal year, so there will likely be new faces.
- Classified Retreat took place April 11
 - Commended Dean Stewart with his break-out session about conflict among coworkers and maintaining positive working relationships.
 - HR expert, Miss Keisha Hacket, provided mock interviews and ways to prepare for a promotion.
 - Thanked President Lopez for his attending the workshop and the assistance of his office to ensure the purchase of the food.

• Classified prioritization is on the schedule; there has been some delay, but they will update College Council as to a timeline.

4. Academic Senate

- Henry Estrada noted Academic Senate did not meet in April as their regular meeting coincided with spring break.
- Nine of the Senate attended spring plenary.
- A couple relevant resolutions:
 - o CalGETC Senate voted to support.
 - Equitable Access for AI Tools and Training; they would like to see this be a systemwide resolution.
 - Some AI guidelines have been provided by SJCC; Steven Mentor will be submitting suggested guidelines, as well. Document is about 85% complete.

5. Vice President, Academic Affairs

- ACCJC annual report was submitted last week.
- Acknowledged Tina Nguyen, Academic Services Supervisor.
 - Have had productive meetings this past week about the catalog.
 - They have a solution going forward for the catalog.
 - o Emails will continue to go out, request timely responses.
 - o Plan to complete initial production April 25, 2026; to be completed by August.

6. Vice President, Administrative Services

- Virtual bookstore: need to receive the final list for summer adoptions; preparing to place in the portal.
- Printers: facilities team is going around checking the serial numbers and locations of machines. The District is attempting to complete the project by July to avoid the increases due to tariffs.

7. Vice President, Student Affairs

- Kudos to Brandon Yanari and his team for the CAPS event, as well as Niall Adler and his team for the community event. Great collaboration across the board for the day's events. The student/parent engagement is critical.
- Commencement there are 1,106 degrees, 778 certificates of achievement, in total 1,021 students received a degree and/or certificate.
 - o Graduation committee meeting every Friday.
 - Receiving good participation from faculty and staff to volunteer but would like to see the number of faculty volunteers increase.
 - Generally approximately 400 students attend commencement; expect the number to be similar this year.
- State Chancellor's office is moving forward digital online reporting.
 - Hopefully will replace MIS reporting.
 - o EVC applied to participate in cohort but were not selected.

J. Adjourned at 3:37 p.m. – M/S/P (Brewster/Cornish)

COLLEGE COUNCIL MINUTES May 12, 2025

Present: Andrea Alexander, Ebonnie Berry, Teneka Cornish, Henry Estrada, Vinicio Lopez, Juan

Manriquez, Sarai Minjares, Silvano Narvarro, Kelly Nguyen-Jardin, Matais Pouncil, Howard

Willis

Also Present: Vince Cabada, Grace Estrada, Fahmida Fakhruddin, Penny Garibay (minutes), Tejal Naik,

Eric Narveson, Rahmon Pashtunyar, Binh Vo

Absent: Briana Bordon, Vicki Brewster, Victor Garza, Arshmeet Kaur, Steven Mentor

A. Call to Order - Meeting called to order at 2:00 p.m.

B. Adoption of Agenda – M/S/P (Berry/Manriquez)

C. Approval of Minutes – April 28, 2025 – M/S/P (Cornish/Minjares)

D. Public Comments

None.

E. Recognitions/Announcements

None.

F. College Committee Chair Reports

1. All-College Curriculum Committee

Grace Estrada shared information as part of a PowerPoint, included as part of the minutes.

2. College Safety & Facilities Committee

Vince Cabada shared information as part of a PowerPoint, included as part of the minutes.

3. Distance Education Committee

Tejal Naik shared information as part of a PowerPoint, included as part of the minutes.

4. Institutional Effectiveness Committee

Fahmida Fakhruddin shared information as part of a PowerPoint, included as part of the minutes.

5. Professional Development Committee

Binh Vo shared information as part of a PowerPoint, included as part of the minutes.

6. Student Learning Outcomes Assessment Committee (SLOAC)

Rahmon Pashtunyar shared information as part of a PowerPoint, included as part of the minutes.

G. Information/Discussion

1. Classified Prioritization

VP Willis and Josie Aguirre shared information about the rankings. There were no questions from College Council.

H. Action

1. College Budget Committee Recommendation for the Supplemental Budget Allocation

VP Alexander shared a quick overview of what had previously been submitted as information at the April College Council meeting.

M/S/P (Estrada/Berry)

2. Strategic Enrollment Plan

VP Pouncil and Academic Senate President Henry Estrada shared a handout and provided a presentation.

This is a living document. The motion to approve is with the understanding the plan will change and adapt. Anything that needs to be omitted or added could be brought back for further discussion and approval.

M/S/P (Cornish/Nguyen-Jardin)

I. Reports

1. Associated Student Government

Silvano Narvarro reported:

ASG polls have closed and voting is underway.

2. Classified Senate

Sarai Minjares reported:

- EVC Classified Professionals are in the process of voting to choose the new officers.
- This is the first time Classified Senate was able to use funds they raised for a scholarship. It is a \$200 scholarship.
- They plan to have another fundraiser in the fall.

3. Academic Senate

Henry Estrada reported:

- AP 4100 when a continuing student, they can graduate with criteria from the year they started the program. This has been reiterated to both colleges.
- Will be bringing forward a set of guidelines for using AI for teaching.

4. Vice President of Academic Affairs, Matais Pouncil

No updates.

5. Vice President of Administrative Services, Andrea Alexander

- An update was provided about the upcoming swap of copiers/printers as the result of the District entering into an agreement with a new vendor.
 - New machines will be delivered over the summer.

- Data showed a decline in copier/printer usage following working remote during 2020/2021, as most continued to electronically share and store documents.
- Areas where the larger machines were utilized infrequently will have smaller machines that better match the usage.
- Changes will assist with cost savings district-wide.

6. Vice President of Student Affairs, Howard Willis

- Commencement 2025 is around the corner.
 - o 442 students currently registered for commencement.
 - Six of the seven SJECCD Trustees plan to attend.
 - More information will be emailed to the campus about volunteers; it will allow individuals to choose what hour they would like to serve.
 - o Encouraged faculty to sign up for seating; this is an important step.
 - o Santa Clara County Supervisor Arenas will be the keynote speaker.

7. President, Vinicio Lopez

- Noted the commencement keynote speaker, Supervisor Sylvia Arenas, is a former community college student and just had a four-point plan approved at the county to combat poverty and homelessness, bringing social programs and other assistance to the county.
- EVC will award 1,106 degrees, including 768 for transfer, and 778 certificates.
- Acknowledged employees of the year that were honored at the Employee Recognition Event May 6:
 - Classified Professional of the Year Bryana Perez
 - Distinguished Faculty of the Year Steven Mentor
 - Distinguished Faculty of the Year Rahmon Pashtunyarf
 - Distinguished Administrator of the Year Sam Morgan

J. Adjourned at 4:19 p.m. – M/S/P (Cornish/Berry)