



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

**NOTES – Council of Deans
January 6, 2022**

Present: J. Anaya, T. Bailey, D. Breckheimer, R. Christophersen, W. Cox, C. Dao, R. Dreizler, A. Estrada, C. Gold, D. Gonzales, A. Grant, G. Greco, E. Gutierrez, A. Hernandez, J. Hu, J. Joy, L. Justice, M. Lemons, K. Martinez, D. McClelland, J. Miera, A. Moutra, A. O’Brien, N. Oliva, D. Patel, B. Price, V. Rapp, R. Serr, J. Sims, K. Sundara, G. Toya, V. Unda, G. Valle, I. Zugic

Guests: K. Degnan, R. Dietz, K. Iino, J. Ishikawa, D. Mussaw, S. Nilles

1. INFORMATION

Notes of December 16, 2021 - Approved as written.

2. DISCUSSION/ACTION

A. AFT Update: K. Iino (designee) provided an update:

J. Baranski will be on sabbatical for spring. K. Iino, Counselor and current AFT President, will serve as the point of contact during his absence. AFT goals are to encourage open lines of communication and a mutual understanding of the contract. Any questions or concerns contact K. Iino.

B. ECCE Update: R. Dietz provided an update:

R. Dietz shared onscreen Article 22, Section 8(b) of the contract concerning emergency closure and compensation pay, which reads: “In the case of other local District emergencies, such as plumbing and electrical, employees who are required by the District to remain at work will be compensated at one and one-half times their hourly rate in effect at the time they are required to work.” He noted that he has received many calls and emails regarding compensation and confirmed with Human Resources that employees will be paid as stated above. R. Dietz also added that he has heard from many employees that said they did not receive any communication from their supervisors concerning whether they should report to campus during the shutdown.

C. Facilities Update: No report.

D. PBC Report: A. Grant provided an update:

No report as PBC has not met since the last report.

E. ASO Report: A. Moutra provided an update:

ASO is not planning to have any official meetings until the middle of February, and ASO Senators are not holding office hours until after the spring semester begins. This week, ASO members are resuming work on projects, such as the Social Justice Center, Black

Student Success Center, spring launch of the social platform Engage, and planning the winter retreat. A. Moutra explained that Engage is a social platform for all ECC students and will be the center for all student clubs and organizations. Through the platform, students can get information on special events, sign-up for clubs, and track service hours. The Warrior Pantry will be closed until further notice due to the campus closure.

F. Academic Senate Report: D. McClelland provided an update:

Drops for non-vaccinated students only occurred for classes that intend to return to campus during winter. ECC is working on reinstating students who may have been dropped accidentally. Please check with students as there might be other reasons for which they were dropped. The instructions to faculty, reviewed at the last meeting, was sent out. Updated instructions will be sent to faculty in February and will include a suggested template to send to students to help them prepare for spring. As we return to campus, D. McClelland encouraged patience with WBTW and testing procedures.

G. Guided Pathways Update: T. Bailey provided an update:

Students are being encouraged to fill out the in-take form on ECC Connect. This information helps us get a snapshot of our students and provides valuable data and reports. T. Bailey will send a copy of the in-take questions to C. Escutia for distribution to the Council of Deans members. Any feedback or suggestions, please contact T. Bailey. V. Unda announced that ECC received a three-year grant from the National Association of Chief Business Officers to help institutionalize and sustain Guided Pathways.

H. Enrollment Report:

J. Sims shared onscreen the most recent Winter 2022 Enrollment Report and indicated that a copy of the report was sent out by D. Mussaw on 1/5. She reviewed the enrollment summary, which compares current FTES to the previous year, noting lower FTES this year and the adjustments made for winter as a result of the broken pipeline and heating issues on campus. J. Sims reviewed the additional tabs that were added to the report, highlighting the FTES Trends tab and Face-to-Face (FTF) v. Online tab. A suggestion was made to incorporate media posts and messaging in the FTES Trends analysis. M. Lemons questioned if Math 100 should be included in the analysis, as it is for apportionment. J. Sims requested that Math 100 be removed. A suggestion was made to include the previous report date on the tab pages. A discussion ensued concerning students who were dropped due to issues with having their vaccination cards uploaded. R. Dreizler responded that they are working on reinstating those students who were dropped, in addition to students who had issues with their WBTW accounts. He noted for spring, students will have more time to upload their vaccination information before the drop deadline of February 10, for students enrolled in face-to-face classes. This will also allow more time for ECC to notify students who are tagged for not meeting the vaccination mandate. It was suggested that better communication to students is needed regarding the vaccine mandate and the ramifications for not uploading your vaccination information by the deadline. Information on how to submit

proof of COVID-19 vaccination can be found on the ECC website at: <https://www.elcamino.edu/notices/coronavirus/upload-vaccination-proof.aspx>. Students should contact WBTW at ECC@worldbacktowork.com if they have any questions or concerns. J. Sims added that they are working on streamlining the process with Admissions and Student Services. She will be working with D. McClelland to get information to faculty regarding how to handle add cards/reinstatements. Any questions concerning the Enrollment Report, contact J. Sims or D. Mussaw.

I. Institutional Learning Outcomes (ILO):

Kevin Degan gave a presentation on the proposed changes to the ILO statements to align with the pillars of Guided Pathways. A copy of the presentation and additional information were included in the agenda packet.

J. Assessment, Intervention, and Management of Safety (AIMS) Presentation:

Jaynie Ishikawa, Director of Title IX, Diversity, & Inclusion and Chair of the AIMS Team, gave a presentation on AIMS. She explained the role of AIMS is to help assess risk and threat level for underlying behavioral issues with students and noted that AIMS is not an emergency response team. The AIMS Team meets on a weekly basis to review cases to determine if intervention is needed. She shared onscreen the document, "What to do When Your Student is in Distress" and reviewed the three levels of risk – Low, Medium, and High, and what steps to take. Susan Nilles, Coordinator & Nurse Practitioner for the Student Health Center, spoke regarding the After-Hours Emotional Crisis Line (310.660.3377) on campus, which she instituted a year ago. She reviewed the flyer "Campus Partner Guide" and provided an overview of the after-hours services. A copy of the presentation and flyer was included in the agenda packet.

K. Checking Wristbands:

R. Dreizler reminded all managers and supervisors that all students and employees must complete the check-in process with WBTW and receive a wristband before entering any buildings on campus.

L. Additional Pay for Working on Campus When Closed:

Information regarding additional pay was covered by R. Dietz in the ECCE Update. J. Sims added that while campus is closed, only those employees whose operations and services are essential should be on campus. She clarified that managers, supervisors, deans, and vice presidents are not paid additional compensation for working on campus during the closure.

M. Correct Payrates for Special Assignments 7.2% Raise:

J. Sims reported for M. Guess that the 7.2% increases are effective on the paychecks for December work. Salary tables have been updated and no retroactive pay should be due. The payment for the second 8-week office hours will be processed and issued on 1/11. More information will be forthcoming regarding DE Certification, Professional Development, and the healthcare stipends for adjuncts. J. Sims reminded members to update the rates when sending in special assignment board items. There was a question regarding an AFT notification to faculty that stated the pay increase would be

included in their December 1 paycheck. K. Iino clarified that the increase was to be included on the end-of-December paycheck. She will follow-up on the correspondence that was sent to faculty.

3. OTHER

Announcements:

A. R. Dreizler: RegFest - January 11-13 (online); Hours: T/TH 10a-3p, Wed 2p-7p. Student sign-up at https://elcamino.co1.qualtrics.com/jfe/form/SV_afaez0qEwJljiYK. Any questions, contact Karen Preciado at kpreciado@elcamino.edu.

4. NEXT MEETING

Council of Deans – January 20, 2022; 8:30-10:00 a.m.