



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

NOTES – Council of Deans September 2, 2021

Present: J. Anaya, J. Aramburo, M. Arthur, T. Bailey, J. Baumunk, D. Breckheimer, R. Christophersen, W. Cox, C. Gold, D. Gonzales, A. Grant, G. Greco, M. Guess, E. Gutierrez, A. Hernandez, L. Justice, S. Kunisaki, S. Kushigemachi, M. Lemons, C. Martin, K. Martinez, D. McClelland, R. Miyashiro, W. Morris, A. Moutra, D. Patel, B. Price, V. Rapp, I. Reyes, R. Serr, J. Sims, K. Sundara, G. Toya, V. Unda, G. Valle, I. Zugic

Guests: J. Baranski, E. Brenes, C. Jenkin

1. INFORMATION

Notes of August 19, 2021 - Approved as written.

2. DISCUSSION/ACTION

A. AFT Update: J. Baranski provided an update:

J. Baranski, History professor and chief grievance officer for the AFT (American Federation of Teachers), reported that AFT completed a significant reorganization of the main office and executive board over the last couple of years. Moving forward, AFT hopes to be more engaged both on and off campus. AFT goals include improved communications, operations, and working conditions. AFT has been working on payroll and payroll reporting issues, summer pay, accurate contracts, sick day reports, educating the campus community on the contract, and reopening the contract to negotiate the 2019-2020 COLA. Any questions, please contact J. Baranski at jbaranski@elcamino.edu.

B. Facilities Update: No report.

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

8/26/21 meeting: J. Hinshaw presented budget assumptions; the Student-Centered Funding Formula will continue under hold harmless; COLA has been recalculated at 5.07% projected, with a .5% growth anticipated and 1% deficit factor applied; and \$56.1 million is the projected ending fund balance. V. Unda indicated that further discussions will take place on the PBC Charter and PBC goals.

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

ASO will be having their first bi-weekly Senate meeting on 9/2 at 1pm, and weekly Friday standing committees will begin on 9/3. ASO Senators will begin reaching out next week to schedule meetings with their deans. These meetings are a time to discuss how ASO senators can further support, improve, and advocate for their academic

divisions. ASO senators will be hosting office hours once again this semester. Once finalized, the hours will be posted on the ECC website.

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

Academic Senate will hold their first meeting of the year on 9/7. The Senate E-board met on 8/31 to discuss issues and set draft goals for a first reading at the 9/7 meeting, with voting to approve on 9/21. Some goals will be similar to last year. New goals include taking a leadership role in the transition back to campus, focused continuation on diversity, equity and inclusion (DEI) goals, Impact Grid training institutionalized, and developing a certification program to recognize faculty who complete extensive DEI training and professional development. Further discussions to take place regarding online faculty load after COVID and additional goals of increasing participation, increased diversity within the Senate, and strengthening relationships with other organizations on campus. Lastly, the E-Board voted to put on the 9/7 board agenda an emergency resolution to ask the Board of Trustees to implement a vaccine mandate for students and employees, as well as contractors and visitors.

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

Guided Pathways is continuing to partner with Counseling to promote the Personal Success Plan and ECC Connect. Guided Pathways has hired Success Coaches who have already begun reaching out to students who have filled out the in-take form in ECC Connect to have a personal success plan. Success Coaches will be reaching out to their meta-major colleagues to help get the word out to students to fill out a Personal Success Plan.

G. Payroll Update: M. Guess provided an update:

Classified staff negotiated a \$1,500 stipend under the recent MOU. The stipend will be included in the September 10 paycheck. Issues with the summer faculty contract have been recalculated and corrected. Distant Education certification payments for spring have not yet been paid; however, the lists for spring and summer have been compiled and checks will go out soon. The issue concerning payment for part time faculty office hours for spring has been resolved and checks will go out next week. Payments for part time faculty spring Professional Development hours will be sent in two weeks, and healthcare stipends of \$75 for part time non-instructional faculty for fall and spring will be sent after. A suggestion was made to create a Team Site where the list of faculty that have been paid can be viewed. J. Sims responded that she and M. Guess are working on a way to make that information available. A discussion ensued concerning language to send to faculty who are still waiting payments for 2020-21. D. Breckheimer volunteered to draft a message and forward to J. Sims.

H. Adjunct New Faculty Learning Academy:

Outreach Librarian Camila Jenkin and English professor Erica Brenes presented on the Adjunct New Faculty Learning Academy (ANFLA), a new event for adjunct faculty. The first two-hour session will take place on September 10 from 10a-12p. Adjunct faculty can RSVP on Cornerstone and will receive flex credit for attending. C. Jenkin explained that the main focus will be on equity and building a sense of community and

co-instruction among colleagues. Four themes for ANFLA for the year include: *Welcome to the Team*; *ECC: A Place Where Everyone Belongs*; *Student Behavior Reimagined*; and *The Whole Student*. E. Brenes noted that sessions will be offered in fall and spring and requested that deans help promote the event to adjunct faculty. If deans have any suggestions for future topics, please forward those ideas to C. Jenkin and E. Brenes.

I. Division Load and Campus Load Committee: J. Sims
Tabled for AA Managers meeting.

J. Student Recruitment:

R. Miyashiro shared onscreen a presentation on Student Recruitment. A copy of the presentation was included in the agenda packet. He reviewed different models for recruitment, ECC's current student enrollment status, and suggestions and ideas for improvement. Student Services will soon be contacting the academic divisions to discuss if they wish to grow their majors and how to work together to accomplish that goal.

K. Protocols for When Students Test Positive/Classroom Cleaning/Make-up Work:

J. Sims opened up a discussion concerning the protocols for when students test positive and how to handle situations regarding classwork when students must quarantine. She requested that members begin thinking about equitable ways to support students and faculty that may test positive. It was noted that certain programs, such as Nursing and Public Safety, are hour driven, and if students are absent and do not meet the lab component, they will not meet the requirements for the course. Discussions ensued concerning contact tracing, proper notifications, cleaning protocols, and if students and staff are answering honestly when using the Cleared4Work app. J. Sims indicated that these conversations will be ongoing with the COVID Taskforce and WBTW and requested if there are any suggestions to please forward those ideas. It was noted that students and staff should contact WBTW directly if they test positive or have questions regarding possible exposure to a positive COVID case. The number to contact the WBTW Hotline is 888-672-0860.

3. OTHER

Announcements:

- A. R. Miyashiro: The preferred parking list will be going out to managers; cost: \$100 a year. Parking spots will be assigned as close to work areas as possible.
- B. A. Moutra: 9/13-16: Club Rush (virtual & in-person); 9/22: Constitution Day (virtual)
- C. J. Aramburo: Extreme Registration Feedback Form will be sent out to members after the meeting. R. Miyashiro added that families will also be invited to the event next time.
- D. D. McClelland: Equivalency Form will be sent out to members after the meeting.

4. NEXT MEETING

Council of Deans – September 16, 2021; 8:30-10:00 a.m.; ZOOM