



## EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

### NOTES – Council of Deans

October 7, 2021

Present: J. Anaya, J. Aramburo, M. Arthur, T. Bailey, J. Baumunk, D. Breckheimer, R. Christophersen, W. Cox, R. Dreizler, C. Gold, D. Gonzales, A. Grant, G. Greco, E. Gutierrez, A. Hernandez, J. Joy, L. Justice, S. Kunisaki, S. Kushigemachi, M. Lemons, C. Martin, K. Martinez, D. McClelland, J. Miera, R. Miyashiro, A. Moutra, A. O'Brien, N. Oliva, 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, R. Dietz, M. McMillan

#### 1. INFORMATION

- A. J. Sims introduced and welcomed Dr. Jeny Joy, the new Director of Nursing.
- B. Review notes of September 16, 2021 - Approved as written.

#### 2. DISCUSSION/ACTION

- A. AFT Update: J. Baranski provided an update:  
AFT is still working on educating members on the contract. J. Baranski continues to update J. Sims on all AFT happenings. Any questions, please contact J. Baranski at [jbaranski@elcamino.edu](mailto:jbaranski@elcamino.edu). J. Sims noted that she and J. Baranski are working on an email to remind adjunct faculty to submit the form on Formstack regarding paid office hours.
- B. ECCE Update: R. Dietz provided an update:  
R. Dietz shared onscreen Article 20, Section 6(b) of the ECCE contract concerning contracting out work. Link to contract: [https://www.elcamino.edu/about/depts/hr/ECCE %20AGREEMENT %202020-2022.pdf](https://www.elcamino.edu/about/depts/hr/ECCE%20AGREEMENT%202020-2022.pdf). He noted recent issues with supervisors and/or management assuming job responsibilities designated for classified employees.  
R. Dietz shared onscreen the Key Request Form and posted a link to Formstack in the chat at <https://elcamino.formstack.com/workflows/keyrequest>. Issues are occurring when entering a wrong key number and serial number on the form. He clarified that a key number is typically a 3, 4- or 5-digit number, while a serial number contains alpha letters. When making a request for key card access, please indicate both the department and division (i.e., Nursing/Health Sciences & Athletics). Building requests for open and close times, not submitted in the last three months, will soon be expiring in the next few weeks. In order to avoid lockout, please send a request with the building schedule to Sgt. Jackson at Campus Police. Any questions regarding job assignments, classifications, key requests, or other ECCE related issues, please contact R. Dietz at [rdietz@elcamino.edu](mailto:rdietz@elcamino.edu) or email [eccelocal6142@gmail.com](mailto:eccelocal6142@gmail.com).

- C. Facilities Update: No report.
- D. PBC Report: A. Grant provided an update:  
9/16/21 meeting: A. Tomlinson reviewed the budget assumptions. There were slight changes from the tentative budget to the final budget. The projected COLA increase is 5.07%, plus .5% growth, minus a 1% deficit factor. Reduced course offerings over the last two years have resulted in 4000 less FTES; however, we are still in hold harmless until 2024-25. The 30% discretionary budget reductions from last year have been restored. More accurate data is available for step and column movements, utilities, and pension contributions. The projected ending fund balance is \$56 million. A calculation was presented of 2021-22 payroll costs by unit: full-time faculty received \$45 million; part-time faculty \$63.5 million; classified staff \$30 million; management \$12 million, and other workers and stipends \$5 million.
- E. ASO Report: A. Moutra provided an update:  
ASO we will be having their bi-weekly cabinet meeting on 10/7 from 1-2pm. ASO Senators continue to hold office hours and attend their meta-major success teams. All deans should have received a flyer, via email, with their Senator's office hours. Some Senators have emailed deans and not yet received a response. Please check your email to see if ASO Senators have contacted you and reply to them as they look forward to working with you and your division to discuss ways to best serve our students. If Senators have not contacted you, please notify A. Moutra and she will follow up with them. The Warrior Pantry will be open on 10/7 from 11am-2pm. Feel free to stop by and lend a helping hand, if you are available, and spread the word to students so they are informed of this free resource.
- F. Academic Senate Report: D. McClelland provided an update:  
10/5/21 Meeting: First readings took place for proposed changes to the Program Review timeline; the Guided Pathways Phase Two Participation Agreement; and proposed changes to the Counseling Faculty evaluation forms. Second readings and a vote on the three proposals will take place at the next Senate meeting on 10/19.  
K. Degan gave an overview of the changes to Nuventive. D. McClelland noted that faculty have expressed concerns regarding how division and department meetings will take place in the spring, especially those in large divisions. She encouraged deans to begin communicating with their faculty concerning how they will handle the return to campus for spring. The planning committee will be making a recommendation to the administration regarding the modality (Zoom/in-person/hybrid) for Spring PD Day; more information will be forthcoming as soon as a decision is made. Please ask faculty, who are on campus, to check-in with their students concerning needs or issues.  
D. McClelland gave an example that the restrooms were closed in her area and her students were having to walking to McDonald's. Any items needed on a Senate agenda regarding instruction, please plan ahead and notify D. McClelland 3-4 weeks in advance.
- G. Guided Pathways Update:  
No report.
- H. Payroll Update: No report.

I. Academic Program Review Calendar Proposal:

V. Unda shared onscreen the 2022-23 Academic Program Review Calendar Proposal. She explained Annual Planning v. Program Review, reviewed the annual planning process, the 2020-23 institutional goals and program review goals, and the proposal to change the calendar dates in order to align program review and annual planning. A copy of the proposal was emailed to Council members with the agenda packet. Any questions concerning the proposal, contact V. Unda.

J. Open Education Resources (OER) Update:

M. McMillan, Digital Resources Librarian, shared onscreen a presentation on OER & ZTC (Zero Textbook Cost). She explained that OER materials are teaching and learning resources that reside in the public domain or the copyright owner/author has an intellectual property license that permits free use and repurposing by others. There is a statewide initiative across Cal States, UCs, and community colleges to improve old OER and develop new OER. A copy of the presentation was included with the agenda packet. In order to help support OER, ECC created an advisory committee with representatives from the academic divisions and other campus departments. Representatives are still needed from Health Sciences & Athletics, ITEC, and SRC. The committee meets the first Wednesday of each month; next meeting dates are 11/3 and 12/1 from 1:15-2:15p. M. McMillan announced that a new Canvas course was developed called, "Demystifying OER, ZTC Degrees & the Equity Connection." It is a 4-week, self-paced course and is eligible for flex credit upon completion. Any questions concerning OER and ZTC, please contact M. McMillan.

K. Changes to DE in Title 5: C. Martin

Tabled to the next meeting

L. Online Degrees: J. Sims

Tabled to the next meeting

M. Evaluation Schedule - Tenure Faculty: J. Sims

Tabled to the next meeting

N. Course Requests Results: M. Lemons

Tabled to the next meeting

**3. OTHER - Announcements**

A. J. Aramburo: – 11/10 College Night from 5:00-7:30p on campus.

**4. NEXT MEETING**

Council of Deans – October 21, 2021; 8:30-10:00 a.m.; ZOOM