



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

NOTES – Council of Deans September 15, 2022

Present: J. Anaya, D. Breckheimer, R. Christophersen, W. Cox, C. Dao, R. Dreizler, C. Gold, D. Gonzales, A. Grant, G. Greco, E. Gutierrez, A. Hernandez, K. Iino, J. Joy, L. Justice, S. Kunisaki, S. Kushigemachi, M. Lemons, C. Lopez, C. Martin, K. Martinez, D. McClelland, J. Miera, M. Miller, R. Miyashiro, S. Nilles, A. O'Brien, N. Oliva, D. Patel, B. Price, I. Reyes, R. Serr, J. Simon, K. Sundara, G. Toya, H. Uloomi, V. Unda, G. Valle, I. Zugic

Guests: S. Blaylock, G. Ou, S. Purewal, B. Thames

I. INFORMATION

Notes of August 18, 2022 - Approved as written.

II. DISCUSSION/ACTION

A. AFT Update: (K. Iino)

There was a good turnout on Flex Day. Workshops were given on how to calculate faculty compensation and the evaluation timeline. AFT is making efforts to educate faculty on understanding the contract as it relates to dates, deadlines, and important information. Contract negotiations are moving forward. A discussion ensued concerning HVAC in meeting rooms. C. Lopez noted that facilities has requested that work orders for HVAC be submitted in advance for any room (e.g., DE 166) where a specialized meeting is taking place.

B. ECCE Update: No update.

C. Facilities Update: No update.

D. PBC Report: (A. Grant)

8/18/22 meeting: B. Suppelsa advised that he will analyze the PBC membership to fill open spots and work with areas that have stopped attending. He reviewed the PBC goals and noted that additional training is needed for new members and a Canvas module may be developed, and better communication is needed between Enrollment Management and PBC. New goals include updating the planning process and examining rubrics. In his budget presentation to the Board, B. Suppelsa reported on the state budget overview; COLA is expected to be 6.56%; and emergency conditions funding is extended to 2024-25. Apportionment is based on 19k FTES and ECC has currently has 14k FTES. A 5k drop in enrollment will result in a \$26 million reduction in the General Fund budget. The board policy is to have 6% minimum reserve, which is three months cash flow. Funds over this requirement minimum are being held in preparation for the fiscal cliff. Three months cash flow is about \$41 million, with an

end balance projected to be \$55 million. \$4 million will be allocated for the annual planning process, and an \$800k fund balance is expected. It was noted that salaries and benefits account for 88% of the General Fund. C. Martin requested that her department be contacted in order to discuss the logistics for creating a Canvas module for training PBC members.

E. ASO Report: (H. Uloomi)

Club Rush was held this week with over 300 attendees. September 20 is Constitution Day, which will include information on how to register to vote, financial aid fair, and basic needs resources. The event is from 12-2p and will include entertainment, giveaways, and snacks. The Ballot Bowl competition between California colleges to sign up students to vote will take place again this year. ECC placed second last year and hopes to improve their results and place first this year. The next ASO Senate meeting will take place on September 27. Senators will be reaching out to their deans/directors soon.

F. Academic Senate Report: (D. McClelland)

9/6/22 meeting: Academic Senate had a first reading of their goals for 2022-23 and a first reading of a new policy regarding senator committee responsibilities. The new policy will require that senators serve on either one senate standing committee, college committee, or faculty hiring committee as a senate representative. Academic Senate is focusing on better communication with all faculty and requested that each division Senate Reporter provide an updated list of all full-time and part-time faculty to ensure that news from the Senate is reaching all faculty members. As a subcommittee of the Board, Senate is required to be Brown Act compliant. Senate members will now be required to be on campus for Senate meetings or provide a physical teleconferencing location where members of the public are allowed to participate in the meeting from the same location. Dean reps should plan to attend the Senate meetings in DE 166. The next Senate meeting will take place on September 20 and will include a first reading of the Student Equity & Achievement (SEA) Plan; V. Unda will present feedback from the 2021-22 Senate Evaluation Survey; and a second reading and adoption of the 2022-23 goals. D. McClelland is looking to form a workgroup to track reassigned time and special assignments, contact D. McClelland if interested.

G. Senate Consultation Schedule: (D. McClelland)

A handout explaining the senate consultation process and 2022-23 meeting dates/deadlines was included in the agenda packet. Please review the due dates for adding proposed items to the agenda before submitting your request.

H. Guided Pathways Report: (J. Simon)

On PD day, all seven meta-major leads presented in breakout sessions. The meta-major posters are being ordered and should be available next week. Unless requested otherwise, each division will receive eight posters. The California Guided Pathways Demonstration Project (CAGP) Institute will take place on September 21-23 in Oakland and will focus on holistic support for students. Those attending the institute include: President Thames, D. McClelland, C. Lopez, C. Martin, N. Oliva, J. Simon, and J. Pon-Ishikawa. The next phase of Guided Pathways will have a smaller budget

allocation. Guided Pathways is waiting on guidance from the Chancellor's Office on drafting a four-year work plan. The plan will need to go through consultation and is due in March, review by Council of Deans will take place in November.

I. Strategic Enrollment Management Reports:

1. Academic Affairs: (C. Lopez)

As of 9/13, FTES is at 6,248, which is 79 FTES above last fall and 120 FTES away from our overall target for fall. There is a good chance that we will meet or exceed our target as we continue to add to the 8-week schedule. M. Lemons reported on the student survey results, which shows Mathematical Sciences as the top division for pushing out the survey link. Due to the low results, he questioned if divisions are still interested in using the survey for future semesters? Some divisions responded that due to max class capacity, they are not able to add more sections and did not push out the survey. A discussion ensued regarding using the survey before the start of the second 8-week classes. M. Lemons noted that the survey was intended to help determine if we need to open additional second 8-week sections. He suggested that perhaps the survey could be used before the semester starts to open 14-week or second 8-week sections. C. Dao noted that financial aid is an issue with 14-week sessions, need to keep at 8-week or 16-week sessions. C. Lopez noted several colleges that are running 10, 12, 14-week sessions and proposed reaching out to those community colleges to see how they resolved the issue of impacting student financial aid. A discussion ensued concerning using the Call Center to contact students on waitlists to notify them of open sections.

2. Student Services: (R. Miyashiro)

Applications have increased over the fall 2020 count and surpassed 2021 by over 1500. Enrollment management is focused on increasing the conversion numbers from student applications to enrolling in classes, which is currently at 40%. Goals for next year include increasing the number of prospects into applied and applied into enrolled with the help of the Call Center and additional recruiters.

J. 2023-24 Annual Planning and Budgeting Calendar: (V. Unda/R. Suppelsa)

V. Unda advised that the Annual Planning & Budgeting Calendar needs to be reviewed first by other constituent groups and will return to Council of Deans at a later date.

K. Comprehensive Integrated Plan: (V. Unda/C. Lopez/S. Blaylock/S. Purewal)

Dr. Shaun Blaylock (managing partner) and Shayla Purewal (consultant/project manager) from ALMA Strategies attended the meeting to provide an update on the Comprehensive Integrated Plan (CIP) in conjunction with VP C. Lopez and IRP Director V. Unda. V. Unda shared onscreen and reviewed the structure to execute the CIP process, which includes: the ECC Community, Strategy Steering Committee, Strategy Working Group, and the Executive Team. C. Lopez noted that the final CIP will go through collegial consultation in April/May 2023 and to the Board of Trustees in June 2023. S. Blaylock presented on the Stakeholder Engagement Proposal and Timeline, which includes: smaller divisional meetings and focus groups, larger groups (internal and external), faculty/staff, administrators, students, and community engagement. He noted that divisional meetings will begin in October and will be flexible and engaging. C. Lopez explained that the CIP components are centered on the Educational Plan,

which is a comprehensive plan that supports student success and includes every area of the college: Facilities Plan, Technology Plan, Staffing Plan, and Safety & Security Plan. A copy of the CIP presentation will be sent out following the meeting.

L. Council of Deans Meeting Frequency: (C. Lopez)

The meeting frequency for Council of Deans was discussed. A majority of members voted for meeting once per month. It was suggested that policies and procedures be added to a team site so that they can be reviewed well in advance in order to save time, as well as reviewing the notes from the previous meeting beforehand. Some members expressed interest in moving to a hybrid modality for the Council of Deans meetings. C. Lopez acknowledged that Council of Deans will meet once per month moving forward and will look into setting up a hybrid format for the next meeting in October.

M. Student Assistant Wages: (R. Miyashiro)

Many offices are having issues attracting student assistants. R. Miyashiro suggested that the college consider scaled or tiered pay rates, based on duties performed. Members noted that students are not interested in working on campus when they can find higher pay elsewhere. C. Dao noted that at ECC there is no district match for the federal work-study allocation, which impacts the payrate for students. She suggested that the college consider a district match of 1:1 or higher from the General Fund, Fund 11. The advantage for students in work-study is that the income is not counted when filing for financial aid. She noted that this year ECC also received state work-study funds which, if matched, could help relieve the student worker issue. The state and federal work-study are two different programs. Departments can contact the Financial Aid Office for more information on the state work-study funds. Questions arose regarding the line item budget for student workers not showing and whether the 2022-23 funding requests were approved? V. Unda responded that PBC will be discussing this matter at the 9/15 meeting and more information should be forthcoming. President Thames stated that ECC does not have unlimited funds and some trade-offs may need to be made in order to increase student worker budgets. She was in favor of the district match and encouraged that work be done to make it happen. Contact R. Miyashiro if interested in joining a workgroup to create a position paper concerning prevailing wages for student workers.

III. NEXT MEETING

Council of Deans – October 6, 2022; 9:00-10:30 a.m.