



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

NOTES – Council of Deans

August 1, 2024

Present: J. Anaya, J. Aramburo, J. Barquero, R. Christophersen, W. Cox, C. Dao, R. Dietz, C. Gold, D. Gonzales, R. Gonzalez, E. Gutierrez, A. Hernandez, K. Iino, S. Kunisaki, S. Kushigemachi, R. Lee, M. Lemons, C. Lopez, C. Martin, K. Martinez, R. McCullum, M. Miller, K. Nguyen, A. O'Brien, V. Rapp, E. Rice, M. Sandoval, B. Sedor, J. Stephenson, K. Sundara, R. Suppelsa, G. Valle

Guests: A. Sala

I. INFORMATION

- A. Notes of June 6, 2024 - Approved as written.
- B. J. Stephenson introduced Jason Barquero, the new Dean of Workforce Programs and Career Pathways, located in the Warrior Welcome Center. S. Kushigemachi introduced Ed Rice, the new Associate Dean of Humanities.

II. DISCUSSION/ACTION

- A. Financial Aid Fraud: (C. Dao)
Approx. 500 fraudulent records were identified and stopped over the summer; a savings of about \$120,000 in grant funds. Some fraudulent students are applying only to obtain an .edu email address. Contact L. Justice, R. Gonzales, and/or C. Dao with any questions or suspected fraud. Additional information will be sent to the deans to help identify fraudulent students.
- B. 2024-2025 Financial Aid: (C. Dao)
Over 31,000 applications were received for the FAFSA, with only 1,400 CA Dream Act applications received. Please encourage Dream Act students to file. Delays in processing FAFSA applications may occur as financial aid administrators must now manually enter data updates for each financial aid file. This process is affecting all schools and ECC currently has approx. 4,000 files to update.
- C. Gainful Employment: (C. Dao)
New rules aimed at financial transparency and gainful employment go into effect that will require all institutions participating in federal financial aid programs to report detailed data on students and programs. Academic programs at the school level, with a unit completion requirement above the state requirement, will be deemed ineligible for financial aid. Impact will most likely affect CTE programs.
- D. AFT Update: (K. Iino)
Negotiations continue regarding salary, and benefits for adjunct faculty. More part-time faculty are now utilizing the healthcare reimbursements. New state budget will allow additional compensation for PT office hours. Please encourage PT faculty to document and submit their office hours for reimbursement. AFT contract expires in June 2025. Summer paycheck issues were resolved and payments for spring PT faculty office hours have been finalized. If faculty have questions, please direct them to eccfederation@gmail.com or federation@elcamino.edu.

- E. ECCE Update: (R. Dietz)
Article 5, Hours of Service, of the ECCE contract was discussed. If there are any changes to an employee's work hours, paperwork should be submitted to HR. Contact R. Dietz with any questions.
- F. Facilities Update: (R. Suppelsa)
Modular Village is making progress; modular units expected to be delivered next week. Continue to submit work orders so that facilities can resolve as many issues as possible before fall classes start.
- G. PBC Report: (K. Martinez)
6/6/24 meeting: PBC approved to move the 2024-25 budget requests to Cabinet. Memo regarding resource allocation requests coming soon. Next PBC meeting is 8/29.
- H. ASO Report: (K. Nguyen)
Kelly Nguyen, newly elected ASO Director of Academic Affairs, introduced herself and provided the following report: ASO has appointed 15 new members, with 10 more to follow. Upcoming events: 8/12-15 – ASO training; 8/27 – ASO Community Table/Student Welcome Lunch; 8/28 – T-shirt Swap & Police Ice Cream Social; 8/29 – ASO Open House; 9/3 – Tie Dye Event; 9/4 – Student Services Expo; 9/9-11 – ICC Club Rush Week; 9/17 – Club Mixer. Kelly looks forward to meeting with each division and their deans to discuss potential collaborations and partnerships.
- I. Academic Senate Report: (C. Brewer-Smith)
No report. Next Academic Senate meeting is 9/3.
- J. ECC Evolve Update: (C. Martin)
Six Evolve summits, three for faculty only, will be presented in the fall and will focus on creating an equity handbook for faculty, online equity gaps, OER expansion, and ECC Connect needs from faculty. Steering Committee workgroups focusing on student onboarding forms, student-focused language on website, and development of an annualized schedule and enrollment process.
- K. Budget Strategies Leadership Update: (C. Lopez/J. Stephenson)
Meetings will resume next week and continue on a regular basis to discuss the budget issues. A memo from the Chancellor's Office regarding the 2024-25 Advance Apportionment and a spreadsheet showing allocations by district were shared onscreen. The memorandum, dated July 25, 2024, indicated Community Colleges will have a deficit factor. As a result, ECC will have a shortfall of approximately \$5.2M.
- L. Strategic Enrollment Management Reports:
1. Academic Affairs: (C. Lopez)
Summer 2024 enrollment is up almost 6% over last summer. Currently, fall 2024 is slightly behind last year. A 4% growth is the goal for 2024-25.
 2. Student Services: (J. Stephenson)
Applications are down 500 from last year. J. Aramburo announced the drop for nonpayment is August 5 for any student who owes over \$100. Messaging and follow-up communication with students owing fees and waitlisted students continues.

3. Marketing/Communications: (A. O'Brien)
60k targeted eblasts going out to Hispanic/African American student prospects. Digital ads continue on various platforms. Call Center reaching out to Applied-not-Registered and Stop-Out students.

III. OTHER – Announcements

- A. K. Martinez: 8/20-21 - Registration Fest, 1-6 p.m., Student Services Bldg.
- B. C. Martin: 8/22 - PD Day. Division meetings will be held after lunch. Laptop/calculator distribution for students begins 8/19.
- C. A. O'Brien: Copy Center closed August 8-20 for equipment upgrades; please submit orders early.
- D. J. Aramburo: 8/26-30 – Fall Welcome Week. Volunteers needed to assist at welcome table and tent locations. Eblasts sent to remind students to prepare early for fall semester by purchasing books, parking, etc.
- E. A. O'Brien: Parking permits for students required for fall and available for purchase in the bookstore. There is a two-week grace period for parking (student lots only), afterward citations will be issued. Discussing options that allow students to purchase daily parking permits online and replacing outdated permit machines with equipment that allow credit card payments. Staff parking permits will be distributed soon.

IV. NEXT MEETING

Council of Deans – September 5, 2024; 9:15-10:30 a.m.; DE 166/Zoom