



## EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

### NOTES – Council of Deans September 5, 2024

Present: J. Aramburo, J. Barquero, C. Brewer-Smith, R. Christophersen, W. Cox, C. Dao, R. Dietz, C. Gold, D. Gonzales, R. Gonzalez, A. Grant, G. Greco, E. Gutierrez, A. Hernandez, K. Iino, L. Justice, S. Kunisaki, S. Kushigemachi, R. Lee, M. Lemons, C. Lopez, C. Martin, K. Martinez, R. McCullum, J. Miera, M. Miller, S. Nilles, K. Nguyen, A. O'Brien, D. Patel, V. Rapp, E. Rice, B. Sedor, J. Stephenson, K. Sundara, V. Unda, G. Valle

Guests: R. Lopez, B. Thames

#### I. INFORMATION

- A. Notes of August 1, 2024 - Approved as written.
- B. C. Lopez introduced Ruben Lopez, the new interim chief of police.

#### II. DISCUSSION/ACTION

- A. SB 85/AB 19 Funding: (J. Stephenson)  
Per the Chancellor's Office, SB 85 will not be funded this year, a loss of \$2.4 million. Funding is uncertain at this time regarding AB 19 Promise funds. For now, programs and permanent positions affected will be moved to different funding categories, as appropriate, and some carryover funds will also be utilized. Depending on future budget revenues, reductions and adjustments in categorical programs may need to occur.
- B. AFT Update: (K. Iino)  
AFT is still in negotiations. Contact AFT with any questions regarding the contract. Current contract will expire in June 2025.
- C. ECCE Update: (R. Dietz)  
Article 14, section 3, Holiday Pay Computation and section 5, Pay for Holidays Worked, of the ECCE contract were discussed. An employee who works on a holiday, should be paid on the basis of their regularly scheduled work hours and compensated at time and one-half.
- D. Facilities Update: No update.
- E. PBC Report: (K. Martinez)  
8/29/24 meeting: VP Suppelsa reported on ECC's financial situation, projecting a \$7 million shortfall for 2024-25 and \$18 million shortfall for 2025-26. Ongoing meetings taking place to strategize and share ideas for reducing the deficit. Contact K. Martinez, J. Aramburo, and/or C. Gold with any budget saving ideas. The self-assessment report was discussed. The next PBC meeting is on 9/19 at 1:15p.

- F. ASO Report: (K. Nguyen)  
8/26-30 “Weeks of Welcome” - various events for students; 9/4 - Student Support Expo; 9/5 - ASO Senate meeting; 9/9–9/11: Annual Club Rush, Library Lawn. Senators are reaching out to their deans and holding office hours the week of 9/16.
- G. Academic Senate Report: (C. Brewer-Smith)  
9/3/24 meeting: Second reading on the ACCJC Midterm Report, was approved; first reading on updates to the AI Syllabus Statement and the Curriculum Bylaws; informational presentation on best practices for video conferencing and generative AI add-ins (handout available); and calendar update to discuss Thanksgiving week closure. Working on edits to the Senate Handbook.
- H. ECC Evolve Update: (C. Martin)  
Evolve is working on finalizing the transition of department pages. Deans will receive guidance on program map updates by the end of October. Evolve faculty summit on 9/13, from 9a-12p, will focus on closing racial equity gaps in online courses. October faculty summit will focus on creating an academic integrity handbook. Last faculty summit will explore ECC Connect: Early Alert needs from faculty. Additional summits, open to all constituency groups, will include the Greeting and Warm Handoff Guide, supports for the Caring Campus initiative, and Early Alert needs from non-faculty. Evolve Steering Committee will meet on 9/6.
- I. Budget Strategies Leadership Update: (C. Lopez/J. Stephenson)  
C. Lopez explained that the budget shortfall is a result of the deficit factor applied to all community colleges for 2024-25. ECC’s factor was 2.41%, a reduction of \$5.2 million. The Board passed the Final Proposed Budget for 2024-25 on 9/4, which found enough reductions to keep the agreed upon reserve level. Reductions include freezing/eliminating 10 open positions, less faculty hiring, and reductions in TNC’s, Technology Refresh funds, and travel. Additional savings for 2025-26 is still needed, and more adjustments will need to take place.
- J. Strategic Enrollment Management Reports:
1. Academic Affairs: (C. Lopez)  
Fall 2024 enrollment has increased 7.9%, compared to last fall, due to much work by Student Services, Marketing, and Outreach. Increase is 1.5% over target, with a 90% fill rate. A discussion ensued regarding waitlists and adds.
  2. Student Services: (J. Stephenson)  
Acknowledged faculty, staff and counselors work with students that have contributed to the growth in enrollment. Thank you to those who served at the Welcome Tables.
  3. Marketing/Communications: (A. O’Brien)  
Digital advertising and search engine marketing continues using Facebook, Instagram, YouTube, TikTok, and Snapchat. Email blasts were sent to targeted groups, including 70k African American and Hispanic households, and applied-not-registered and stop-out students. Applied-not-registered survey was sent to students. Top reasons for not enrolling included concerns about tuition costs and course availability. Plans for future

campaigns include a short-term certificate catalog, additional surveys to applied-not-registered and stop-out students, and a media/platform survey.

### III. OTHER – Announcements

- A. E. Gutierrez: 8/21 email sent with link to Student Health Services (SHS) Teams site that has valuable information/resources for students & employees. 9/9 – Narcan training; 9/11 – Claris Health Mobile Medical Clinic 10a-2p; 9/11 - Tribute & Emergency Services Career Expo, East Dining 11a-1p; SHS partnering with Social Justice Center to offer counseling on Tues. & Wed; EOPS 55-year anniversary.
- B. M. Miller: 9/5- Doodle and Dream exhibit, new Art Gallery; 9/16- XICANA exhibit opens, former Art Gallery/ABS; 9/16- Día de Los Muertos exhibit opens, Anthropology Museum. Working on student mural project for spring and International Sidewalk Chalk Mural Festival.
- C. B. Sedor: Check out the Fine Arts Fall 2024 flyer that lists all Fine Arts classes, performances and exhibitions.
- D. C. Martin: 9/22-28 - Banned Books Week
- E. L. Justice: No Show Drop form available on Faculty Resource page. Deadline 9/8.
- F. J. Stephenson: Announced K. Martinez is now acting dean of Enrollment Services, E. Gutierrez will continue as interim dean of Student Support Services, and K. Johnson as acting director of EOPS/CARE.
- G. C. Lopez: Announced J. Baumunk is now interim dean of Health Sciences & Athletics, as well as director of Public Safety.
- H. R. Gonzales: Reminder to complete the Employee Engagement Survey, closes 9/20.
- I. C. Martin: Interim Director for Community & Continuing Education position open until 9/9.

### IV. NEXT MEETING

Council of Deans – October 3, 2024; 9:15-10:30 a.m.; DE 166/Zoom