



**NOTES – Council of Deans
September 4, 2025**

Present: J. Arámburo, J. Barquero, C. Gold, R. Gonzalez, A. Grant, E. Guiterrez, A. Hernandez, S. Kushigemachi, R. Lee, M. Lemons, C. Lopez, K. Martinez, R. McCullum, B. Mercado, M. Miller, A. O'Brien, N. Oliva, D. Patel, M. Sandoval, B. Sedor, J. Stephenson, K. Sundara, V. Unda, M. Vander Horck, I. Zugic, N. Chukwudebelu

Guests: A. Guevara, V. Montaverde, C. Brewer-Smith, A. Guevara

I. INFORMATION

Notes of September 4, 2025 - Approved as written.

II. CHAIR'S REPORT

Welcome back more information from enrollment will get to later

III. DISCUSSION/ACTION

A. Family U: (J. Stephenson)

A college wide student/parent summit planned for November. All welcome to participate in panel. Will have additional information after conference in San Luis Obispo next week.

B. CRM Recruit: (J. Stephenson)

Launched and relaunched as a build from the ground up for automatic communications with students. Current version is 1.0 and there will be additional versions. Eventually all will be able to see the communications with students. All information in same system and viewable as a profile for students. Team will meet to discuss next phase and steps to get there.

C. AFT Update: (K. Iino)

No report.

D. ECCE Update: (R. Dietz)

No report.

E. Facilities Update: (W. Englert)

A written report can be reviewed. Questions can be directed to L. Audusseau or W. Englert. Today is a soft launch for the dance studios in ECC Commons.

F. PBC Report: (K. Martinez/J. Aramburo)

Met on 8/28 discussing responsibilities and voted to keep meeting open. V. Unda updated the charter to include that PBC would make recommendations to CC. There was a budget update. All encouraged to attend monthly budget updates. Also received update regarding standardized monthly update template coming soon. Two additional requests to be reviewed by Cabinet. C. Lopez, as ALO, stated that a standardized monthly report will be good for evidence of what budget looks like.

G. ASO Report: (Nicole Chukwudebelu)

ASO completed a retreat on 8/15 – 8/20 on roles and how to engage. ASO hosted a welcome for students with a different event each day aimed to increase student participation. ASO senators will begin office hours next week. Club rush will begin next week.

- H. Academic Senate Report: (C. Brewer-Smith)
First senate meeting was held on 9/2 which had good attendance with all members. Academic Senate passed BP/AP 5500. AP 3775 was brought to the Senate. New VP's A. Herrschaft, P. Polly, and L. Cooks were introduced. Need senators appointed and attend the meetings to share information at the division level. New meeting time of 12:45 to 2:15. The executive board is working to address the issues of division representation due to Academic Affairs changes. Discussed RSI results and the need for improvement. PD for online teaching has to be completed to teach online.
- I. ECC Evolve Update: (C. Martin)
No report.
- J. Strategic Enrollment Management Reports:
(A complete SEM monthly Board of Trustees Report is available for viewing on BoardDocs)
1. Academic Affairs: (C. Lopez)
RSI standards for ACCJC rubric were well below 85% standard. The implications of not meeting the standard were discussed and how it impacts Accreditation. There will be information coming regularly. As of yesterday, projected FTES are down from last fall. Down due to some sections still needing enrollment. Due to low enrolled cancellations, there are resources to add late start sections. Academic Affairs was asked to reduce scheduling for approximately 20 FTEF which equals approximately 100 3-unit lecture sections. Expectation is for noncredit to become a bigger piece.
 2. Student Services: (J. Stephenson)
Discussion of students being dropped that should not have been and not sure why. The Verizon fires impacted students. There is a request for more 12-week sections. J. Rosales will be consulted on creating another dashboard listing open sections. Participants were thanked for their assistance with Welcome week. SEM to look at fraudulent enrollment to catch before enrolled. The next project for CRM recruit will be the degree audit process. International student enrollment is holding seemingly steady. MIS working on new reporting elements required beginning this year. A lot of work is required to capture all the elements for the funding formula.
 3. Marketing/Communication: (A. O'Brien)
Fall drive and digital advertising resulted in over 20,000 visits to website. Impressions can be seen in monthly BOT report. Will conduct a campaign for short-term classes. Update in progress for name changes and contact information due to restructure. Continuing education catalog was completed. A new map with building name changes coming soon. A soft opening for the dance space will take place tomorrow with a ribbon cutting in early October.

IV. OTHER - Announcements

- A. R. Gonzales: 9/17 student expo aa sign up for students to connect with services available. Before 8-week progress reports.
Mon-Wed club rush event in SDO to welcome 2nd 8-week students.
- B. K. Martinez: College night Wed. 11/5
- C. D. Patel: Transfer fair 9/18, all encouraged to wear alma mater gear; largest fair. Meta majors building events. Student development workshops across college for various information to encourage retention.
- D. E. Guiterrez: Quick resource guide received good feedback input appreciated. EOPS still approving students there are some challenges with bookstore.

- E. J. Baumunk: 10/29, 10-2 internship fair. More information to come.
- F. Art gallery shows: J. Dallal, artists in residence. The Anthropology museum will have an exhibit for Dio de Los Muertos. Mi Casa exhibit will be open the entire semester. Exhibits in library lobby and on the second floor. Art carts on campus in various locations.

NEXT MEETING

Council of Deans – November 6, 2025; 9:15-10:30 a.m.; DE 166/Zoom