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## EL CAMINO COLLEGE

### Division of Business

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#### MINUTES

Division Council Meeting  
March 8, 2017

**Present:** Rapp, Virginia  
Escalante Troesh, Joshua (AS)  
Lau, Philip  
Perkins, Richard  
Miranda, Rosie

**Absent:** Pahl, David  
Pham, Vi

**Recorder:** Lavonné Plum

The meeting began at 1:00 p.m.

#### CONTRACT NEGOTIATIONS

The MOU for the Supplemental Early Retirement Program (SERP) was discussed. It was explained that Kennan and Associates would be available to discuss options. The SERP is not a “Golden Handshake” which would come from STRS. Faculty would have to retire by 6/30/17. Full-time faculty would not be replaced for one year; part-time would be hired to cover the classes. The exact number is not known at this time; but approximately 20 would be needed for this to be productive. J. Escalante-Troesh stated that most people would probably be hesitant and assume a worst case scenario. It was added that it would be worth it for anyone considering retiring in the next year or two. It was discussed that this had been kept very quiet otherwise some that retired last year might have waited. Recent retirees from Business were discussed.

Previous contracts as well as the calculations and variables were discussed. The 5% raise would be retroactive to January 1, the faculty signed the three-year contract for 3, 1or COLA, and COLA. There was a brief discussion of COLA over the years and how social security and medi-care essentially eat up COLA.

It was added that classified have usually been offered the same thing but they were still in negotiations.

The adjunct seniority was explained. It was an MOUS and not part of the contract to see how it would work out. The adjunct faculty members after 10 semesters would be eligible for the re-hire list. Adjunct faculty members would be offered a load each semester; if they declined three times they would be removed from the list. Faculty were reminded that adjunct evaluations will need to be honest to address issues. If an adjunct received two “Needs Improvement” or “Unsatisfactory” they would be removed from the re-hire list.

The medical insurance for adjunct was discussed and how adjunct were required to submit their name for the lottery and once selected to continue to submit their name to remain eligible.

### **CTEA PROPOSALS**

The dean explained that to date two proposals had been received from CIS and Management. The deadline was last Friday. The proposals would be reviewed over the next few weeks. There would then be a meeting. At this time the exact funding amount had not been determined. It was added that the separation with Compton would affect the dollar amount ECC would receive. It was added that when a federal cut is made a cut to Perkins also happens.

It was explained that the funding received is based on the surveys that are returned each semester. The funding is directly related to the number of disadvantages students that respond.

Discussions returned to Compton's separation and where they were in the process. They now have their own Board of Trustees but will continue to use El Camino's curriculum until full accreditation is received.

The multiple funding sources such as CTE, Strong Workforce, SSSP, and SEP were discussed.

### **BUDGET AND PLANNING**

It was explained that each department's plan needed to be submitted so the unit plan can be completed. Accounting has been used as the example of the correct format to use. As of a week and a half ago it didn't look as if department plans had been completed. Each area was asked to review the format if already submitted. If not submitted it would need to be done as soon as possible. The unit plan is due 3-31-17.

### **SLOs**

It was updated that all except possibly CIS was completed. It was explained that J. Mufich would be reviewing while A. Milosevic's was out. An updated list would be requested to see what was needed.

### **ENROLLMENT**

The dean explained that everyone is struggling, even the private schools, for students.

The faculty were asked to consider how to increase enrollment. The reality is that this is the first time Accounting had struggled even with fewer sections being offered. It was added that more student are staying for 1B, which was a change from the past. As discussions continued it was added that the Business AST degree had a lot to do with it.

It was asked if there were statistics for students that attended multiple schools. The response was no. It was added that there was a group of students that only wanted on-line classes. Students also go to other colleges when classes are cancelled. It was added that the student body of today is different from the student body four-to-five years ago.

J. Escalante-Troesh stated that there was also a perception in the community that there were no open classes at ECC so people didn't look anymore. There was a discussion of co-horts that allow students to register early and with other benefits.

Discussions returned to Strong Workforce funding that could help with marketing to get the message out that there are classes at ECC. Direct mail was discussed.

It was added that M. SomdeCerff had requested DVD's for marketing purposes. The HVAC video was briefly discussed again. The campaign for the cyber security program combined with Glendale and Pasadena was also discussed.

A liaison for the college and the high schools were discussed. It was explained that a liaison would not be expert in programs. It was added that there would be a director and project specialist to assist with the Strong Workforce funding.

The council then discussed the target audience since there is only a limited number of high school students. R. Miranda addressed the council with the number of Business Administration degrees awarded. The number of certificates were discussed and it was acknowledged that ITEC always awarded the most because of the stacked certificates they offered. The enrollment of Business 22 was discussed and the options students have in all the areas.

The perception of safety on campus was discussed by the council. It was stated that after the evening classes the campus is pretty desolate which could be scary. It was added that the NIXLE alerts for things in the area does not help the school's reputation.

The usual precautions of not walking alone and waiting for a campus shuttle was discussed. It was stated that there are a lot of lights out that should be reported to facilities. It was added that the Chief of Police was very responsive to speak about instructions for different situations.

As the meeting drew to a close faculty were encouraging to forward any ideas on how to boost enrollment.

The meeting adjourned at 2:05 p.m.