



# El Camino College

## College Council Minutes

Monday, March 2, 2020

1:30 – 2:30 p.m. Library 202

### Attendance

Kenny Galan, Edith Gutierrez, Kelsey Iino, Urwa Kainat, Rose Mahowald, Dena Maloney, Darcie McClelland, Debbie Turano

### Absent

Jean Shankweiler

### Support/Alternates

Iris Ingram, Jane Miyashiro, Ross Miyashiro, Ann O'Brien

### Presenters/Guests

Robin Dreizler

### Minutes

#### 1. Welcome/Approval of Minutes

Dr. Maloney welcomed members of College Council and opened the meeting.

After review, the minutes from the February 18, 2020 meeting were approved.

#### Opening remarks:

On the advent of the spread of the Coronavirus (COVID-19) to the United State and California, an El Camino College COVID-19 task force is being assembled to assess our readiness to deal with any crisis – adjustment to schedules, facilities closures, risk management etc. Faculty from microbiology and sociology will be invited to participate in the task force. A Pandemic Response Plan is being developed through the leadership of Susan Nilles, Faculty Coordinator of the Student Health Center. This Pandemic Response Plan will help ECC develop responses to moderate disruptions up to full disruption to the campus. This is a planning effort. It is better to be ready, plan for any business disruptions to the campus and assure faculty, student and staff that health and safety is primary.

The first meeting is this week. Campus communication is being prepared.

#### Discussion:

Other divisions on campus have already increased their order of hand sanitizers in preparation.

Other districts have sent similar communications to their campuses.

It is highly unlikely there will be full campus closures at this time.

The Chancellor's Office will provide guidance in the event of closures.

It is important that messaging does not induce panic. At this time, mortality is more prevalent with the flu than COVID-19.

#### 2. Technology Update – Strata ERP Study

Iris Ingram provided a broad summary of the study conducted by Strata Information Group (SIG) on our ERP system, Ellucian/Colleague and how it is used, particularly in our Student Information system and as an enterprise management tool. A campus wide survey was conducted. The results were shared with the work group - a part of the Technology committee. Individual sessions were conducted among heavy

users of the product. Two more focus groups will be surveyed – faculty and students. A preliminary draft of recommendations has been submitted. Results will be released when the full report is provided. SIG will return to provide a formal presentation to the work group. There are a series of well-founded recommendations about the path moving forward. The Technology committee will conduct the deployment of any recommendations. SIG will assist with the implementation plan. This implementation plan will serve as a model for future IT initiatives.

Comment: The student focus group should reach beyond the traditional leadership population and include students from diverse populations.

### 3. State Budget Update/P1 Recalculation

Iris Ingram provided an overview of the P1 allocation. The P1 apportionment is determined from last fiscal year. P1 is essentially a reconciliation of the reported FTES in July.

The State makes a determination on the amount funded to institutions using either the old funding formula, which was solely based on FTES (base) + COLA, and the new Student Centered Funding Formula (SCFF), which is FTES plus the student success metrics and the Equity portion (student need). Institutions would receive the higher of the two amounts. Half of the institutions fared better with the SCFF, El Camino being one of them. However, last spring it was evident that the State did not have enough funding to fulfill the SCFF. A deficit factor was implemented and applied. Our funding was *constrained* to Base + COLA (Hold Harmless). We are planning and budgeting using the assumption that we will receive Base + COLA until the State can fully fund the SCFF.

The State traditionally provides an estimate of projected revenue from property taxes. Last year the State estimated a deficit of \$103M. This was due to the lag in reporting of property taxes. The actual deficit is now determined to be \$3M. The question is, where is the \$100M and how will it be allocated? We hope to recover some of the funds that were not distributed to the District last year.

This year the deficit is estimated at \$250M for the system. There is still a constraint factor of 3.867%. That reduces the revenue to all districts. When the actual property tax report is finalized, we anticipate the deficit to decrease. More precise FTES projections will also provide more clarity. P2 is due in June as well as a recalculation next year for this current year.

COVID-19, capital gains and stock performance will also play a factor on the economy and the potential for a recession. We are in a volatile climate.

The Governor released the budget proposal in January and is going through Budget hearings now. There is a sense there will be movement of certain projects, with certain funds allocated, that will change during the negotiation process with the legislature. The May Revise should give us an indication of what the State budget will look like in June.

A road map on how funding is allocated from Sacramento/State to the District will be presented at the Town Hall on March 12, 2020. This will include how the District is impacted and our plan moving

forward. Another topic will be improving the alignment of planning with budgeting and resource allocation.

#### 4. Advocacy Update

Dena Maloney provided a quick overview of the legislation El Camino is supporting. We met with our legislators in Sacramento in January advocating the following:

- Fully funding the SCFF
- STRS/PERS relief
- Local Projects – Public Safety Training Center
- Financial Aid reform

We went to Washington D.C. and advocated for Federal issues:

- Second chance Pell grants for formerly incarcerated students
- Short term Pell and higher education reauthorization

The current focus is on financial aid. Financial Aid reform will have a big impact on homelessness and food insecurities.

At the state level, There are two pieces of legislation that are second year bills – SB 291 (Leyva) designed to help financial aid awards based on the total cost of education and a proposal from the Student Aid Commission which proposes to raise the current \$1600 per student to \$6000 per student in financial aid award amounts. This will cost the State \$1B. It would also expand Cal Grant awards to 300,000 more community college students. Hearings are in progress.

It is important to focus on students' financial aid and ensure students have equitable access to financial assistance.

#### 5. Enrollment Update - [Handout](#)

Robin Dreizler provided an encouraging update for spring enrollment. Add/Drops continue through the weekend. No Shows reports will also affect enrollment numbers. We are in good shape compared to where we were last year. We are only 60 away from our goal. This does not include positive attendance from short-term classes and dual enrollment. There are a number of classes we added that still have seats available. Messaging is going out to students on waitlists who have an application on file for the spring but have zero units and students with registration appointments with zero units. The fill rate is higher than last year with increased number of sections, but our fill rate could have been even higher. The implementation AB705 decreased enrollment in English 1A and math courses.

This is the second term where we will meet or exceed our enrollment goal. Retention rates should also be monitored. A similar report that tracks returning students during the registration cycle would be useful. Retention reporting should have the same weight as FTES reporting. Enrollment trends during registration should be monitored on the same day from the start of registration, term-to-term and year to year to identify accurate patterns. Development and implementation of registration strategies can be more informed and effective. The Enrollment report is just the tip of the iceberg. Tracking outreach efforts and demographic trends of registering students would be very interesting. This data could assist

with managing waitlists, class enrollment and section management. The new processes for drop for non-payment has also positively impacted enrollment as we are not experiencing large decreases in enrollment after the drop is processed.

#### 6. 2020 Spring Agenda Topics

Dena Maloney reviewed the [list of suggested topics](#) for the remainder of spring.

Darcie McClelland provided an overview on the Academic Senate's resolution on faculty ethnic and racial diversification on campus. College Council might consider adopting a similar resolution as well. A few members of College Council will be attending a symposium on Faculty and Staff Diversification March 19. At the next College Council meeting, a briefing of the symposium will be provided. This is an important topic and should be an institutional commitment.

The Facilities Master Plan could be another possible topic.

#### 7. Making Decision Guide Update

Dena Maloney provided a brief update on the last meeting of the Making Decision Guide workgroup.

They met February 24. The remaining work was identified. Everyone is working on their sections and will send in the completed work Friday, March 6. The workgroup will meet next week to review their progress. The Guide will go through consultation when it is completed. Great progress is being made.

#### 8. Adjournment

Meeting adjourned

### **2019 - 20 College Council Goals**

1. Provide orientation to all new and returning members of College Council on the Council's purpose, goals, and expectations of its members. Annually evaluate the College Council's effectiveness.
2. Lead the design of a 2020-25 Making Decisions at El Camino College document, which reflects the institution's commitment to collegial consultation and the purpose and responsibilities of each collegial consultation committee, its relationship to other committees, and the process for moving recommendations to the Board of Trustees through the Superintendent/President.
3. Complete/continue the development of legally required policies and procedures.
4. Consult collegially on the Institutional Self Evaluation Report. Attend assigned campus forums and provide feedback to the College Council.
5. Consult collegially on the organizational structure needed to support guided pathways at El Camino College.
6. Ensure that the College Council is informed of college initiatives including but not limited to:
  - Associated Student Organizations initiatives
  - Technology modernization
  - Impacts of facilities on the student experience
  - Sustainability plan progress
  - Climate Survey plan progress
  - 2020-23 Strategic Plan and new institutional planning model

**Future Meeting Dates: 1:30 p.m. Library 202 D. Maloney      Reminder only**

**Winter/Spring Council Meetings**

- Monday, March 23, 2020 (Board Day)
- Monday, April 6, 2020
- Monday, April 20, 2020 (Board Day)
- Monday, May 4, 2020
- Monday, May 18, 2020 (Board Day)
- Monday, June 1, 2020

**Summer/Fall College Council Meetings**

- Monday, June 15, 2020 (Board Day)
- Monday July 13, 2020 (Board Day)
- Monday, August 17, 2020 (Board Day)
- Tuesday, September 8, 2020 (Board Day)
- Monday, September 21, 2020
- Monday, October 5, 2020
- Monday, October 19, 2020 (Board Day)
- Monday, November 2, 2020
- Monday, November 16, 2020 (Board Day)
- Monday, December 7, 2020
- Monday, December 21, 2020 (Board Day)