



NOTES – Council of Deans
February 8, 2018

Present: J. Anaya, M. Arthur, D. Breckheimer, R. Brobst, L. Clowers, W. Cox, K. Daniel-DiGregorio, R. Davis, R. Dreizler, A. Estrada, E. Geraghty, C. Gold, D. Gonzales, A. Grant, G. Greco, A. Hernandez, C. Jimenez, A. Johnson (ASO), L. Justice, A. Leible, R. Miyashiro, R. Natividad, A. O'Brien, D. Patel, B. Price, V. Rapp, I. Reyes, J. Sims, L. Ternes, T. Winchell

Guests: Jack Bay

I. INFORMATION

A. Notes of 1/11/18: Approved with the following revisions:

II.C. Facilities Update: Construction Projects: “~~The A~~ new Student Services Center **Building** is under construction, scheduled to be completed by the end of ~~next~~ **this** year.”

II.K. Duplicate Class List: “**If a student needs** ~~Students needing~~ to be dropped from a duplicate section, **the division** should contact Registrar L. Justice.”

II. DISCUSSION/ACTION

A. PBC Report: A. Grant provided an update:

1/18 Meeting: J. Shankweiler reported that enrollment projections were about 300 FTES below the base goal for 2017-18; 400 needed to grow. B. Fahnestock attended the Governor’s budget meeting for 2018-19, which forecasted a one-time budget surplus, massive uncertainty, and creation of a centralized online college at a cost of \$100 million. The funding formula will change going forward and will be called Student Focus Funding; 50% based on FTES, 25% based on low income students (Promise and Pell Grant), and 25% based on student success metrics (degrees, certificates and time of completion). Funding for post-retirement benefits currently underfunded by \$2 million. More funds will be added to make the investment portfolio more aggressive.

2/1 Meeting: I. Graff promoted going paperless and added that the new funding formula will have a one year hold-harmless period. A. O’Brien communicated the Marketing & Communications office will be raising awareness of the college with improvements to the website, publications, social media, digital signage, new communication strategies, and better food.

B. ASO Report: A. Johnson provided an update:

ASO participating in two retreats in February; a leadership training day at Disneyland and a team building exercise in Los Angeles. ASO currently preparing for Club Rush February 26 - March 1; working on creating a new ASO logo; and advised they will participate in the Ask Me button campaign. Discounted Metro U-Passes for students will be offered again this spring and on sale the 3rd week of February.

C. Academic Senate: K. Daniel-DiGregorio (KDD) provided an update: 800 Ask Me buttons and a FAQ sheet were distributed for the start of spring semester. Faculty, staff, and administrators are encouraged to wear the buttons during the first 2 weeks of the semester. Results of the fall survey revealed 93% would participate in the Ask Me button campaign again. Academic Senate will meet on 2/20 for the first reading of the climate survey, provide information regarding the IEPI visit, and L. Justice and R. Dreizler to present on Intros, Info & Innovations. Upcoming topics to include: horticulture, ethics policies, zero to cost textbooks, and non-credit. Statewide Academic Senate indicated any proposed changes to statewide Min Quals need to be submitted by September 30. Departments that wish to make changes to local MQs, must first be reviewed by Ed Policies and then the Senate. Statewide changes must go through the same process and then to the State. Handout on FAQs on Minimum Qualifications (MQs) was given to members.

D. Facilities Update: R. Brobst provided an update:

Parking: All lots are now fully open and available, including Lot C & Lot F.

Elevators: Service company now onsite and will be available on the first day of school to ensure elevators are operating.

Construction: New fencing erected for construction of the new pool building. Some corridors will not be accessible around the stadium. The area between the north and south gym is closed. Access map was distributed which details how to navigate around the construction. Construction will take two years. December 2018, moving into the new Student Services Building with the old Student Services Building and Student Activities Center to be demolished in 2019.

Facilities looking at swing space to accommodate those who are not moving into the new Student Services. Facilities working on strategies to get construction notices out early and how to better inform students.

Hiring: Facilities conducting interviews on 2/21 & 2/22 to replace recent retirees. Looking to hire additional permanent and temp employees.

A. O'Brien shared that due to the construction, the webpage is being redesigned in order to provide students information on navigating around campus and also working on updating signage on campus.

Executive Director of Facilities, Jack Bay, was introduced.

A request was made for facilities to provide divisions with advance notification when water shut-off or a power outage is scheduled in order to avoid impacting classes or events that meet on the weekend.

E. Duplicates List Update:

An updated list was sent to the divisions on February 7 with the agenda. L. Justice stated she is currently working through last week's list as provided by each division. Students are given a deadline to drop the duplicate class or the decision to drop will be made for them. Students are notified by email of the dropped class and advised to check their schedule. It was noted that some students were automatically dropped from the list for non-payment. Discussion ensued regarding the various reasons why students enroll in duplicate sections.

- F. BP/AP 4226 - Multiple and Overlapping Enrollments: R. Miyashiro provided an update: The policy can be found in the Student Attendance Accounting Manual, which governs eligibility for apportionment, and also in Title 5, division 6.
BP 4226: Suggested edit - “An overlap occurs when any part of the meeting time ~~of~~ of two or more sections occurs on the same day and at the same time.”
AP 4226: Suggested edit - “Students violating this policy will be dropped from one **or more** sections of the course.”
- G. BP/AP 3504 - Children in the Classroom: R. Natividad provided an update: Discussion ensued concerning a policy for minors in classroom v. minors on campus, which covers a broader subject. R. Natividad and V. Rapp to further research a broader procedure for minors on campus. Tabled for further discussion.
- H. IEPI Visit: R. Dreizler provided an update:
 March 6 – Save the Date – Partnership Resource Team (PRT) coming to ECC to start the process of the institutional effectiveness partnership initiative. The Areas of Focus (AOF) will be student outreach and recruitment, marketing, onboarding process, retention of students, and use of technology. Everyone will have the opportunity to participate with minimal commitment. Invitations will be forthcoming.
 Tentative agenda for 3/6:
 11:00 a.m. - Strategic Planning Committee
 12:45 p.m. - Outreach and Marketing
 1:30 p.m. - Council of Deans
 2:00 p.m. - Information Technology
 3:00 p.m. - Enrollment Management

III. OTHER

Announcements:

- A. Graduation Petition: D. Patel announced that Friday, March 2, is the last day for students to submit intents for graduation. Counselors will be available to assist students with filing a graduation petition. No appointment is necessary. It was noted that students, when applying for an AA or AS degree for transfer (AA-T or AS-T), must have a counselor sign-off on the petition.
- B. Student Support Service Requests: G. Greco reported an increase this semester in individuals with mobility issues that require adjustable tables. SRC is submitting work orders to fulfill the requests and will be contacting those divisions and looking at classrooms and schedules. Signage will be placed on the tables and/or chairs that states it is not to be moved.
- C. Guided Pathways & South Bay Promise: R. Miyashiro announced that he and J. Shankweiler are working on collaborative meetings with Student Services, Academic Affairs, Academic Senate, and ASO regarding moving Guided Pathways and South Bay Promise forward for student success.
- D. Annual Planning: On behalf of I. Graff, R. Miyashiro announced that Annual Unit Plans are due by March 1. Unit Plan recommendations are created in two ways:
 1. Copy 2018-19 Program Plan recommendations into the Unit Plan, and/or
 2. Create new 2018-19 Unit Plan recommendations.
 Most recommendations should link back to a current Program Review, either at the Program or Unit level. Please update your Unit Plan recommendations in TracDat’s PRP module by March 1. Carolyn Pineda (x6402) in IRP is available for any assistance in creating your Unit Plan.

IV. NEXT MEETING

Council of Deans – March 8, 2018; 8:30-10:30 a.m.; Alondra Room