



NOTES – Council of Deans
March 8, 2018

Present: J. Anaya, M. Arthur, D. Breckheimer, W. Cox, K. Daniel-DiGregorio, R. Dreizler, C. Gold, D. Gonzales, A. Estrada, I. Graff, A. Grant, G. Greco, M. Guess, A. Hernandez, L. Justice, A. Leible, W. Morris, R. Natividad, A. O'Brien, B. Odega, B. Price, V. Rapp, J. Shankweiler, J. Sims, L. Ternes, G. Toya

Guests: A. Sala

I. INFORMATION

A. Notes of February 8, 2018 - Approved with the following revision:

II.D. Facilities Update: Construction: “December 2018, moving into the new Student Services Building with the old Student Services ~~Center~~ **Building and Student Activities Center** to be demolished in 2019.”

II. DISCUSSION/ACTION

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

2/15/18 Meeting: J. Shankweiler reported ECC must meet the FTES goal or could lose \$1.7 million in funding. J. Ortiz provided an update on the South Bay Promise, which began in 2014 with 12 students and will grow to 500 students in 2018. The Foundation helps fund the South Bay Promise program through its fundraising campaign.

R. Dreizler reported that Student Services has undergone reorganization; R. Dreizler is dean of Enrollment Services and I. Reyes is dean of Student Support Services.

3/1/18 Meeting: A. Sala reported that in 2016-17, the Foundation raised \$1.3 million and distributed 541 scholarships totaling \$600K, along with \$150K in external scholarships. For 2017-18, the Foundation has already raised \$1.3 million.

B. Fahnestock reported the new Student Services Building should be ready in one year, with the Pool and Administration Building to be completed in two years.

I. Graff indicated the Unit Plan deadline was March 1, VP Area Plan is due April 15, and noted the Institutional Research page has been updated for easier access to data.

B. ASO Report:

Bryant Odega was introduced as the new ASO representative.

B. Odega reported that applications for open positions in ASO are due March 8, however students can hand deliver their applications during open interviews on March 9 in Library/Room G from 1:00-4:00 p.m. 20 Metro U-Pass waivers are still available for students for the spring semester. The waivers subsidize 75% of the cost, making the overall price \$25. Interested students can email the ASO President, Tiffany Ushijima at tiffany_ushijima@elcamino.edu. The Warrior Pantry has raised \$43,000 since its opening and recently received a donation of over 500 lbs. of food and toiletries from El Segundo Middle School students. The Pantry is now open on Mondays from 9 a.m. to noon and Wednesdays from 3:00-6:00 p.m. in the Physics Building, Room 116.

- C. Academic Senate: No report was given.
- D. Unit Plans: I. Graff reported:
Unit Plans were due March 1. Work with your VP if you need more time to complete the Unit Plans. Two types of reports are available in TracDat: a narrative report or an Excel spreadsheet. When entering program recommendations, please look for the linkage with program review. A handout was given that explains how to link to Program Review on TracDat. Carolyn Pineda (x6402) in IRP is available for any assistance or training with Unit Plans.
- E. Campus Climate: I. Graff provided an update:
Two Campus Climate surveys are coming up for employees and students. A random sample of class sections will be selected for the survey, which will be given to students in class and should take approximately 15-20 minutes. Encourage faculty to allow time for students and staff to take the survey, including adjunct faculty. Hoping for a bigger and more responsive sample. Seeking ideas for incentives to motivate participation. All faculty with an ElCamino.edu email can participate in the survey.
- F. Revised Classified Timesheet: J. Shankweiler provide an update:
Effective 3/1/18, Payroll has revised the classified timesheets to include code ESL/N. Sub Difference is now named Extended Sick Leave (ESL). In order to qualify for ESL, an employee must first utilize all accumulated paid leave credits (vacation and sick leave). ESL may not be combined with any other paid leave. Please delete the old timesheet form and start using the new timesheet that Angie Gardea emailed on 2/27/18. J. Shankweiler will forward a copy of the email from Angie, which includes the updated classified timesheet and instructions.
- A. Leible noted that ECC is purchasing new software called TimeClock Plus, which will eliminate paper timesheets. Part-time and temporary non-classified staff will be the first to use the system. The following year, TimeClock Plus will be open to all staff.
- G. Elevator Emergency Procedure (Draft): J. Shankweiler provided an update:
The Elevator Emergency Procedure handout was reviewed. A suggestion was made to add a statement regarding not removing persons stuck in an elevator or between floors until emergency personnel or the elevator repair company arrives.
- It was noted that training on the evacuation chairs is needed. Unless trained on using the chairs, Campus Police should be contacted to assist those with mobility issues or in wheelchairs.
- H. Lockdown Drill: J. Shankweiler provided an update:
The drill will now be officially called an Active Shooter Drill. Two drills are scheduled for Thursday, March 15 at 9:40 a.m. and 7:10 p.m. On Tuesday, March 13 from 1:00-2:00p in Math Rm. 219, a pre-drill preparation meeting will be held for students and faculty. Campus Police Chief will explain the drill, show an Active Shooter safety video and answer questions. Faculty who attend are eligible to receive flex credit. During the drills, Campus Police will be outside helping students and faculty. Please discuss the drill with your students and staff and review the RUN - HIDE - FIGHT response. A survey will be sent out after the drill for suggestions and input.

I. CLARUS Corporation Interview:

CLARUS Corporation visited the meeting to gather information and opinions from the deans about our image of El Camino College as part of the branding study.

III. OTHER

Announcements:

IV. NEXT MEETING

Council of Deans – April 12, 2018; 8:30-10:30 am; Alondra Room