



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

**NOTES – Council of Deans
May 9, 2019**

Present: J. Anaya, D. Breckheimer, L. Clowers, W. Cox, K. Daniel-DiGregorio, R. Dreizler, A. Estrada, C. Gold, A. Grant, G. Greco, A. Hernandez, S. Kushigemachi, A. Leible, M. Lemons, C. Martin, R. Miyashiro, R. Natividad, A. O'Brien, D. Patel, B. Price, V. Rapp, I. Reyes, J. Sims, G. Toya, V. Unda, S. Warren, W. Wilson (ASO)

Other Guests: L. Mednick, K. Nakayama, M. Peralta

1. INFORMATION

- A. Notes of April 11, 2019 - Approved as written
- B. A. Grant introduced Viviana Unda, the new Director of Institutional Research & Planning (IRP).

2. DISCUSSION/ACTION

A. SilkRoad:

M. Peralta from Human Resources provided a handout on the new HR software programs currently available, which includes: Formstack, SilkRoad, Reviewsnap and BenefitBridge. These programs can be found on MyECC under Human Resources - HR Web Links. Formstack offers electronic forms, replacing many of the paper-based forms. SilkRoad is for new hire documentation and submission of Board Items for full-time administrators, classified employees, and full and part-time faculty. Reviewsnap is used for all performance evaluations for classified, confidentials, administrators, and supervisors. BenefitBridge covers employee health benefits for medical, dental, vision, and life insurance. M. Peralta opened the discussion to a Q & A session.

Question & Answers:

Q. Can SilkRoad to be used for new emergency hires?

A. Yes, all needed information, including transcripts, can be uploaded using SilkRoad.

Q. Can SilkRoad be used for renewing part-time faculty?

A. Yes.

Q. Is SilkRoad training available for Administrative Assistants?

A. SilkRoad training was provided earlier in the year; however, Admins can contact M. Peralta or their HR Service Partner for help. A PowerPoint presentation is also available.

Q. Is iGreentree going to be replaced?

A. Looking at other vendors, but currently staying with iGreentree.

- B. Facilities Update: No report
- C. PBC Report: A. Grant provided an update:
5/2: Dr. Jim Buysse, the new interim VP of Administrative Services, was introduced. The May Revision Budget from the Chancellor's Office is expected soon. In June, ECC will send out the tentative budget to the Board, with the final budget in September. Pending budget issues include the separation from Compton and the new funding formula. The new funding formula is still changing. Even with hold-harmless, California Community Colleges were underfunded in the state budget. We await the May Revision to see if property taxes are mentioned, as currently there is a shortfall on property tax revenue. In the coming year, revenue will be the same plus a cost of living adjustment (COLA), currently estimated at 3.46%. Overall, ECC expects an \$8-10 million deficit.
- D. ASO Report: W. Wilson provided an update:
ASO will soon be holding elections to fill senator positions. At the next Council of Deans meeting, the new ASO Director of Academic Affairs will be introduced. Upcoming events: 5/23 ASO Movie Night featuring *Spider-Man: Into the Spider-Verse*; 5/24 Coffee with Your Representatives (state senators, council members, community leaders); 5/31 ASO End of the Year Banquet; 6/3-6/5 Finals Madness, which will include free printing for all students. ASO to discuss changes to the Constitution that would require student senators to meet with their deans once a month and give monthly reports.
- E. Academic Senate: K. Daniel-DiGregorio (KDD) provided an update:
Academic Senate is tearing through a backlog of Ed Policies and has finished Student Discipline, Standards of Scholarship, and Work Experience. Coming soon to the Council of Deans are Grading and Academic Records, Academic Renewal and Remedial Coursework. Senate has removed Compton from the CCC Constitution and will have a second reading on Senate Constitution and Bylaws. The Faculty Development Committee is working on several big projects that will come to Senate before the end of the year: AP 7160, Professional Development, sample syllabus statements (new: ADA, academic integrity, food scarcity, and child abuse reporting), as well as Professional Development plans. Future items include discussing goal-setting for the vision for success, the student equity plan and electing adjunct senators. There are fewer nominations for senators this year, so if you know of someone, please encourage them to submit their name. Senate re-elected members: Stacey Allen, Faculty Development; Josh Troesh, Finance and Special Projects; Pete Marcoux, Academic Technology; and Darcie McClelland, Ed Policies. Traci Granger will be replaced by Rocio Diaz as Secretary, starting in the fall, and Darcie McClelland is stepping in as Academic Senate President.
- F. Curriculum: No Report
- G. Cornerstone: L. Mednick & K. Nakayama provided an update:
L. Mednick gave a brief introduction of Cornerstone, the new Flex-tracking software that replaced PD Reporter. A handout with FAQs was provided. ECC is the 4th college to adopt Cornerstone. It should be noted that the Chancellor's Office is able to access the ECC Cornerstone network at any time, which could include virtual audits, so everything

related to compliance needs to be as transparent as possible. K. Nakayama provided information regarding the External Training workflow process, formerly called Conference Request and IPP in PD Reporter; both are now combined in Cornerstone. At the start, deans were able to view all approvals from every division; however, moving forward, deans will only receive approval requests for their division. It was noted that past approvals from other divisions will remain visible in the queue, but will eventually drop out, leaving only your division. Associate and interim deans will not receive email notifications for approvals, only the deans; however, they will be able to approve requests. The approval sequences in Cornerstone were populated from Colleague. If there are any problems regarding the approval hierarchy, contact Professional Development. A question was asked regarding how to upload the required documentation and what is acceptable. K. Nakayama explained that more information will be forthcoming to faculty to explain what is acceptable and how to change the file size of a document for uploading. Regarding Flex hours, faculty can view on Cornerstone, via the dashboard, the number of hours completed. Cornerstone differs from PD Reporter in that it shows Flex hours completed, rather than hours owed. A suggestion was made to create a template for uploading documents along with a “quick start” guide to assist faculty. K. Nakayama noted that faculty should have received an email regarding Cornerstone that included step-by-step instructions and information on the External Training process. Training videos are available by accessing the link on the Professional Development & Learning webpage, as well as in-person training workshops offered on campus.

- H. BP 4220 - Standards of Scholarship: A. Grant provided an update: Changes to the policy included replacing CEO with “Superintendent/President” and references to El Camino College changed to “District.” The policy was approved to move forward.
- I. BP/AP 4222 - Remedial Coursework: Tabled
As the CCLC template changed considerably since the passage of AB 705, D. Breckheimer requested that the policy be tabled for further review. The policy was tabled.

3. **OTHER**

Announcements:

- A. G. Toya: Email to be sent out regarding changes to the commencement ceremony this year. The recessional will proceed to the Library Lawn where divisional banners/signs will be placed for students, family and faculty to gather. Please let faculty know about the organized recessional and encourage them to continue marching to the Library Lawn.
- B. D. Patel: First Gen Committee planning for next year’s events to include parents and students. 5/9 Career Fair 10:00-1:00p.
- C. A. Estrada: Adrian Delgado was hired as the new job developer and is working with Job Placement Services to launch Job Speaker in the fall. Job Speaker will allow students and faculty to search for and post jobs. If contacted by employers, please direct them to contact Job Placement Services.
- D. M. Lemons: 5/28 Division of Mathematical Sciences hosting awards ceremony from 12:30-2:00p/Alondra Room.

- E. C. Martin: New Distance Education Faculty Coordinator starts part-time on 5/21; full-time in July.
- F. V. Unda: As the new director of IRP, she will be visiting the deans' offices to introduce the services available in research and strategic planning.
- G. A. Hernandez: 5/14 Presidential Scholar and Academic Achievement Awards Ceremony 5:00-6:30p/East Dining Room. Please encourage faculty to attend.
- H. W. Wilson: ASO is helping to support the iCARE Recycling Campaign to provide customized recycling bins for the divisions and various clubs and organizations on campus.
- I. A. Leible: 5/9 New online catalog will go live.
- J. B. Price: Performing Arts events - 5/17 Art Show Open House; 5/18 ECC Concert Band.
- K. A. O'Brien: 5/30 Compton College/ECC Partnership Celebration 1-3p/Compton gymnasium.
- L. I. Reyes: 5/21 Green Zone Training; 5/21 Memorial Day Remembrance 1p/Outdoor Stage.

4. **NEXT MEETING**

Council of Deans – June 13, 2019; 8:30-10:30 a.m.; Alondra Room