



## EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

### NOTES – Council of Deans July 11, 2019

Present: M. Arthur, J. Baumunk, D. Breckheimer, R. Brobst, L. Clowers, R. Dreizler, C. Gold, D. Gonzales, G. Greco, J. Gutierrez, A. Hernandez, L. Justice, S. Kushigemachi, A. Leible, M. Lemons, J. Lopez (ASO), D. McClelland, W. Morris, A. O'Brien, D. Patel, B. Price, V. Rapp, R. Serr, J. Shankweiler, J. Sims, K. Sundara, G. Toya, V. Unda

Other Guests: S. Kunisaki for C. Martin

#### 1. INFORMATION

Notes of June 13, 2019 - Approved as written

#### 2. DISCUSSION/ACTION

##### A. Facilities Update:

J. Gutierrez provided an update on the current projects. At the next Council of Deans meeting, a presentation will be given on the Construction Technology design and bookstore cafeteria project. R. Brobst discussed the new work order procedure and the campus wide hot water issue. Parts to repair the central hot water system are on order.

##### B. PBC Report: J. Shankweiler provided an update:

The tentative budget for the college was approved in June. PBC now working on the final budget to be approved at the September Board Meeting. Prior to the board meeting, a budget workshop will be held in August or September. All PBC and ECC Board Meetings are open to the public.

##### C. ASO Report: J. Lopez provided an update:

Open senator positions are still available for the following divisions: Health Sciences & Athletics (2); Humanities (2); Mathematical Sciences (2); Business (1); and Fine Arts (1). Applications will be accepted beginning the week of July 15. A discussion ensued regarding ways in which to communicate and promote ASO involvement. A. O'Brien, Executive Director of Marketing and Communications, suggested sending out a communication via social media and S. Kunisaki suggested posting a notice in the Library tutoring area. Other ideas included a table with flyers at the New Student Orientation; contacting J. Aramburo, Director of Outreach & School Relations, for upcoming events; One Stop Services; and posting a notice on the screen in Student Services.

- D. Academic Senate: D. McClelland provided an update:  
A handout was presented which summarized the Academic Senate's goals and progress report for 2018-2019. Highlights included: Ed Policies reviewed 19 BP/APs; Curriculum Committee reviewed 20 new courses, 296 course revisions, 9 new certificates /programs, 194 DE Addenda; Senate developed new professional development plans and revised matrix; revised faculty evaluation forms; and developed a user-friendly and informative resource for minimum qualifications.
- E. Curriculum: No report
- F. 25Live: L. Clowers provided an update:  
25Live is the campus wide scheduling system that will be used to reserve rooms for various events on campus. Every space that is schedulable on campus will be included. Spaces reserved for classes will not show as available; classes will take precedence. The scheduling protocol already in place will be followed regarding timeframes for reserving rooms. Limited user training for 25Live will be held August 6-8 for those responsible for approving requests for space and those serving a functional administrative role.
- G. Measles Prevention: J. Shankweiler provided an update:  
A handout on measles was presented. Those born between 1957 – 1967 are at greatest risk and may want to get vaccinated or have their blood tested (titer) for evidence of immunity. Both killed and live measles vaccines became available in 1963. The killed vaccine was found to be not effective and people who received it should be revaccinated with live vaccine. As the Student Health Center does not immunize employees, you will need to obtain the vaccine from your own health provider. It was requested that the measles information be shared at the division meetings on Flex Day. An informational poster on measles prevention is available from the Student Health Center. C. Escutia will send out an email to get a count for those interested in receiving a poster.
- H. Board Policies/Procedures: Tabled for a future Council of Deans meeting.
- I. Board Presentations: J. Shankweiler provided an update:  
An informational handout was presented regarding the board presentation schedule for 2019-2020 and the groups responsible for reporting.
- J. AP 4240 – Academic Renewal:  
Further discussion needed with counselors regarding the 12-month timeframe for academic renewal. Tabled for a future Council of Deans meeting.
- K. AP 4227 – Repeatable Courses: Tabled for the next Council of Deans meeting.

3. **OTHER**

Announcements:

- A. Update Part-time Priority List: J. Shankweiler reminded the members that the update is done annually for part-time faculty that were evaluated throughout the year to determine who should be added or removed from the priority list. Forward updated list to J. Shankweiler, K. Lam, and Carolee Vakil-Jessop.
- B. 2019-20 Administrative Calendar: J. Shankweiler noted that Council of Deans will meet twice a month starting in August. Outlook invites are sent a week prior to avoid an overabundance of emails. Please add meeting dates to your own calendar.
- C. Exempt Status: J. Shankweiler addressed the issue regarding comp time. Due to exempt status, managers do not receive comp time. Exempt employees are people in positions that are not paid an hourly wage, but a flat salary. Overtime regulations and comp time do not apply to administrators, directors or managers. Classified supervisors on a salary schedule are eligible for overtime and comp time.

4. **NEXT MEETING**

Council of Deans – August 1, 2019; 9:00-10:30 am; Alondra Room