



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

NOTES – Council of Deans

April 1, 2021

Present: M. Arthur, L. Audusseau, T. Bailey, J. Baumunk, D. Breckheimer, R. Christophersen, W. Cox, R. Dreizler, A. Estrada, C. Gold, A. Grant, G. Greco, M. Guess, A. Hernandez, D. Johnston, S. Kunisaki, S. Kushigemachi, M. Lemons, K. Martinez, R. Miyashiro, W. Morris, A. O'Brien, D. Patel, B. Price, V. Rapp, I. Reyes, R. Serr, J. Shankweiler, K. Sundara, G. Toya, V. Unda, G. Valle

I. INFORMATION

Notes of March 18, 2021 - Approved as written.

II. DISCUSSION/ACTION

A. Facilities Update:

No report.

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

3/18 meeting: I. Ingram announced that the American Rescue Plan passed in March, which increases the ECC portion of funding by approximately \$40 million dollars. Half of the funds will go directly to aid students for COVID-19 relief and guidelines are pending for the remaining funds. J. Hinshaw presented the Fiscal Survey results, with half finding the monthly budget reports helpful and most requesting simpler systems training and greater access and transparency with budget matters. I. Ingram revealed that process flows for paying bills are coming on the website. For assistance with any bill issues, contact D. Mussaw. V. Unda spoke on the Institutional Planning Guide and developing new templates for planning requests.

C. ASO Report: D. Johnston provided an update:

ASO will be having their biweekly Senate meeting on 4/1 and will approve funds for events, such as ASO's end-of-the-year virtual banquet, ASO Apparel, ASO promotional material, and other ASO related initiatives. ASO senators have begun working on finding panelists for their career roundtables and are set to host them between the weeks of April 26-May 7. Many senators have had meetings with their deans to discuss ways that ASO can help and better advocate for their academic division; a couple of senators are still waiting to hear back from their dean. In order to build a stronger relationship between senators and their division, it is vital for senators to have some form of communication with their dean. ASO senators are always available to assist deans and students with any issues in their division. Senator contact information and office hours are located on the ECC ASO website.

- D. Academic Senate Report: D. McClelland provided an update:
The BPs and APs approved at the last Senate meeting were approved by College Council on 3/26 and will be on the April board agenda. Senate's next meeting is on 4/6 and will include presentations on the construction path through campus, Social Justice Center, and a first reading of BP/AP 4230, Grading and Academic Record Symbols. The major edit to AP 4230 is to include the SP (satisfactory progress) notation as an option for instructors teaching noncredit courses. A first reading of the new Program Review templates will take place on 4/6 or 4/20. A reminder to deans and full-time faculty from our colleagues at the Federation that SLO work, beyond the few minutes required to assess one's own courses and submit the assessments, is not part of part-time faculty workload. If part-time faculty are responsible for doing large amounts of SLO work, they need to be compensated by special assignment.
- E. Public Safety Training Center:
J. Baumunk shared onscreen the two locations under consideration in Lot L for the Public Safety Training Center. The proposed locations include Option 1 (off Crenshaw Blvd.) and Option 2 (off Redondo Beach Blvd.). He noted that the parking area in Option 2 was used less by students, faculty and staff. The center will be a regional training center and will be shared by ECC students and local fire agencies. An Environmental Impact Report is being conducted and discussions will take place with local residents and businesses. The center will be modular style and consist of five classrooms, multi-purpose room, apparatus bay, five-story training tower, and storage containers.
- F. Adjunct Faculty Issues: J. Shankweiler provided an update:
1. Tentative Assignment Form:
The form needs to be consistent among divisions. Please forward the form your division currently uses to C. Escutia. The forms will be reviewed and updated with consistent language. Separate forms should be used for fall/spring and winter/summer.
 2. Reemployment Preference List (RPL):
J. Shankweiler sent an email reminder regarding the RPL, which is due to the Federation four weeks after the beginning of the semester. If you have not sent the RPL, please do so; keep one copy, send a copy to the Federation, and cc John Baranski. She noted that the RPL asks for faculty name, discipline, and courses and/or assignments for which they are qualified. The RPL should be updated each semester in September and March. Eligibility for the RPL requires seven semesters and two satisfactory evaluations. A discussion ensued regarding including DE certification information on the RPL; J. Shankweiler will confirm.
 3. Office Hours:
Reminder that adjunct faculty get paid for two office hours per semester and are not paid for extra hours. PD hours will be paid at the end of the semester and need to be entered into Cornerstone.

4. Healthcare Stipend:

All contracted adjunct faculty receive a \$75 health care stipend. J. Shankweiler requested the names of missing adjunct faculty.

III. OTHER

Announcements:

- A. I. Reyes: The Health Center is now providing free flu shots for all students until June 30.

- B. L. Audusseau: Reminded members of the Laptop Replacement Plan (Phase 1) for all full-time faculty and staff members. An email was sent on 3/26 with instructions and link to complete a form. All full-time faculty and staff with a district issued laptop older than 5 years are eligible, including loaner laptops. Deadline to submit the form is Friday, April 9.

- C. J. Shankweiler: Responded to questions regarding the COVID-19 Supplemental Paid Sick Leave (SB-95). The memo sent by HR specifically outlines the reasons for using the quarantine leave. A question was asked if it the quarantine leave applies to TNC's, student workers and part-time workers. J. Shankweiler responded that it does. Contact HR for any questions regarding the quarantine leave.

- D. M. Lemons: Reminded deans to complete/submit the Student Course Request Survey.

IV. NEXT MEETING

Council of Deans – April 15, 2021; 8:30-10:00 a.m.; ZOOM