



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

NOTES – Council of Deans

August 19, 2021

Present: T. Bailey, D. Breckheimer, R. Christophersen, W. Cox, R. Dreizler, A. Estrada, C. Gold, D. Gonzales, A. Grant, G. Greco, E. Gutierrez, J. Gutierrez, A. Hernandez, L. Justice, S. Kunisaki, S. Kushigemachi, M. Lemons, C. Martin, K. Martinez, J. Miera, W. Morris, A. Moutra, A. O'Brien, D. Patel, B. Price, V. Rapp, I. Reyes, R. Serr, J. Sims, K. Sundara, G. Valle, I. Zugic

Guests: D. Mussaw

1. INFORMATION

Notes of August 5, 2021 - Approved as written.

2. DISCUSSION/ACTION

A. Facilities Update:

J. Gutierrez gave a brief overview of the current projects on campus and noted two new upcoming projects that include a new student health center that will be located next to the Planetarium, and the installation of two new marquees located at Crenshaw/Manhattan Beach Blvd. and Redondo Beach Blvd./Stadium Way. The PPE Distribution Center will be relocating from Communications 204 (former HR Office) to the North Gym. A question was asked if air purifiers are still being installed in all classrooms and offices? J. Gutierrez noted that over 400 air purifier units have been installed on campus. He requested that a work order be submitted for any issues with or requests for air purifiers. Air purifiers should be left on 24/7. Concerns were raised regarding air quality and the re-opening of the Humanities Building. Please email any air quality concerns to J. Gutierrez and J. Sims.

B. PBC Report:

J. Sims attended the PBC meeting and reported that Alma Strategies presented on the Facilities Master Plan update and Ann Tomlinson, Interim VP of Administrative Services, gave a budget overview.

C. ASO Report: A. Moutra provided an update:

ASO finished their 2-day summer retreat, where they trained and informed members of the inner workings of the College and how to properly advocate for student voices. The next ASO Cabinet meeting will be held on 8/26 at 1p. Over the next two weeks, deans should be on the lookout for emails from ASO Senators who will be requesting to meet with their deans virtually. Senator positions are still available in Fine Arts, Health Sciences & Athletics and Mathematical Sciences, and applications are still being accepted on a rolling basis. A link to the application was added in the Zoom chat at https://elcamino.formstack.com/forms/aso_appointment_application.

- D. Academic Senate Report: No report.
- E. Guided Pathways Report: T. Bailey provided an update:
Guided Pathways has been diligently working on the 1-minute weekly video series for the college. The teaser for the weekly videos will premiere at Professional Development Day and the series will be called “Agents of Student Success – Practicing Equity-Mindedness at El Camino College.” T. Bailey thanked everyone who participated in Warrior Welcome Week including ASO, SEAC, and ICC for their participation on the Student Leader panel.
- F. Student Recruitment: R. Miyashiro
Presentation tabled for a future Council of Deans meeting.
- G. Adjunct Contractual Payment Processes:
C. Gold shared onscreen a cheat sheet that was created to help simplify the adjunct contractual payment processes and who to contact when there are questions.

Healthcare Stipends:

D. Mussaw reviewed the process regarding healthcare stipends. He noted that questions regarding healthcare stipends should be emailed to Melissa Guess or Bryan Kawakami and include in the subject line: Health Care Stipend/Term/Faculty Name. A discussion ensued regarding withholding payment and contract restrictions for other required items due, such as SLO data. J. Sims will contact M. Guess to request a copy of the report for those adjunct faculty that have been paid. C. Martin stated that non-instructional faculty also qualify for the healthcare stipend and should be included on the list. J. Sims noted that Academic Affairs will send email reminders at the end of the semester for deans to double check list of faculty names, including non-instructional faculty.

Office Hours:

C. Gold explained that adjunct office hours are optional. Faculty who choose to hold office hours are paid for up to two office hours in fall and spring, and if teaching in two divisions, will only be paid for two hours total. D. Mussaw reviewed the process and noted that adjunct faculty can submit their office hours via Formstack between weeks 6-8 and 14-16 of the term. Any questions concerning payment of office hours should email payroll@elcamino.edu with the subject line: Office Hours/Term/Faculty member name. J. Sims will contact M. Guess to request a spreadsheet for office Hours that have been paid to faculty. J. Sims encouraged deans/directors to send out reminders to adjunct faculty with the deadlines for submitting office hours via Formstack. J. Sims will send Formstack link regarding Office Hours to deans/directors to review. D. Mussaw added that office hours are paid by supplemental check/individual direct deposit and are not part of regular teaching pay.

Professional Development:

C. Gold reviewed the Professional Development process. She noted that at least two of the PD hours must be racial equity training. PD hours are recorded in Cornerstone. C. Martin noted that the list is pulled from Cornerstone each semester by the PD Office and sent to the deans to review for accuracy. The list is then sent to payroll for processing. J. Sims will work with M. Guess to request a list of PD hours that have been paid to faculty. It was suggested that the list be uploaded to the Team site for viewing. Questions can be sent to Payroll with the basic information provided in the subject line. A discussion ensued regarding faculty who do not submit their hours by the deadline and contract language.

DE Certification Training:

C. Gold reviewed the DE Certification Training process for payment. For faculty that complete DE Certification Training, a one-time \$650 stipend is paid. The deadline to complete training is December 31. The ODE Office notifies the dean and Academic affairs that a faculty member is certified and sends the list to payroll at the end of each semester.

SLO Assessment:

C. Gold reviewed the SLO assessment process for payment. She clarified that adjunct faculty are required to participate in SLO assessment and collect assessment data as part of their instructional responsibilities. Supplemental pay depends on the kind of assessment work they do. A discussion ensued regarding how funds are allocated to pay for SLO assessment work. J. Sims to check with J. Hinshaw regarding allocating funds to the budget.

H. Online DE Tech Survey Results:

C. Martin reviewed onscreen the results of the Online DE Tech Survey. A copy of the presentation was included in the agenda packet.

I. Facilities Prep/Forensic Analytics/Air Purifiers/Plexiglass:

J. Sims noted that facilities prep and air purifiers were covered in today's Facilities update. Forensic Analytics paperwork that was submitted is being forwarded to J. Gutierrez.

3. OTHER

Announcements:

- A. M. Lemons: Changes were made to the Course Preference Form. He will send updated form to J. Sims.
- B. C. Martin: Library will re-open on 8/30 with reduced hours. See webpage for hours.
- C. E. Gutierrez: EOPS accepting applications. \$350 book vouchers for new students that are eligible. <https://www.elcamino.edu/student/studentservices/eops/new-student-intake.aspx>

4. NEXT MEETING

Council of Deans – September 2, 2021; 10:00-11:30 a.m.; ZOOM