



## EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

### NOTES – Council of Deans September 16, 2021

Present: J. Anaya, L. Audusseau, T. Bailey, R. Christophersen, W. Cox, R. Dreizler, C. Gold, D. Gonzales, A. Grant, G. Greco, E. Gutierrez, A. Hernandez, L. Justice, S. Kunisaki, S. Kushigemachi, M. Lemons, C. Martin, K. Martinez, D. McClelland, J. Miera, W. Morris, A. Moutra, D. Patel, B. Price, I. Reyes, R. Serr, J. Sims, K. Sundara, G. Toya, V. Unda, G. Valle, I. Zugic

Guests: J. Baranski, S. Blaylock, R. Dietz, D. Graham

#### 1. INFORMATION

- A. Amend Notes of August 19, 2021 – Approved with the following amendment:
  2. 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. PBC has not met since the last meeting. The next PBC meeting is on August 26.~~
- B. Notes of September 2, 2021 - Approved with the following amendment:
  2. E. Academic Senate Report: “Lastly, the E-Board voted to put on the 9/7 board agenda an emergency resolution to ask the Board of Trustees to implement a vaccine mandate for students and employees, **as well as contractors and visitors.**”

#### 2. DISCUSSION/ACTION

- A. AFT Update: J. Baranski provided an update:  
AFT is still working on educating members on the contract, reviewing faculty contracts for accuracy, and following up on missing/inaccurate pay issues. J. Baranski noted that he continues to meet with J. Sims to smooth out processes and procedures and improve communication. Any questions, please contact J. Baranski at [jbaranski@elcamino.edu](mailto:jbaranski@elcamino.edu). J. Sims noted that J. Baranski will also be attending the Academic Affairs Managers meetings for announcements and discussions that concern deans.
- B. ECCE Update: R. Dietz provided an update:  
R. Dietz, President of the El Camino Classified Employees (ECCE), introduced himself and provided his contact information. If there are any questions or problems, contact R. Dietz at [rdietz@elcamino.edu](mailto:rdietz@elcamino.edu) or [eccelocal6142@gmail.com](mailto:eccelocal6142@gmail.com).
- C. Facilities Update: No report.

- D. PBC Report: A. Grant provided an update:  
No report. The next PBC meeting is on September 16.
- E. ASO Report: A. Moutra provided an update:  
ASO will be having their bi-weekly Senate meeting on 9/16 at 1pm, where they will be appointing several new members. ASO has completely filled their senator positions with the exception of one senator for the Fine Arts division. Please encourage students that you believe may best fit this role to apply. By now, most deans should have received an email from their senators. A. Moutra thanked the deans for taking the time to meet and collaborate with the senators. If you have not received an email yet, please be on the lookout. If you have received an email but have not responded yet, please be sure to get in touch with your senators as soon as possible to discuss how ASO can further support, improve, and advocate for your academic division. Senator office hours will be officially starting next Monday, September 20. Updated times and Zoom link can now be viewed on the ASO webpage on the ECC website. The link to the webpage was posted in the chat at: <https://www.elcamino.edu/student/student-services/sdo/aso/>. Deans have requested a flyer with the Senator office hours to share. A flyer is currently in the works and will be sent out as soon as possible. September 16 is the last day of Club Rush (in person) in front of the Student Services Building from 10am - 2pm. Next Wednesday, September 22 is Constitution Day where there will be two virtual events that day. The first from 9:30-11am centered on "Getting to Know Your Constitution" (Zoom link - <https://elcamino-edu.zoom.us/j/93447805929?pwd=d2dxVXlIQ254YnNzSUUvZnNOVS9DUT09>) and from 12:30-2pm on "Knowing Your Constitutional Rights" (Zoom link - <https://elcamino-edu.zoom.us/j/99388041613?pwd=V3dseVdSY1FhWXZlVEVJTjTS0ZaQT09>). Please encourage students and faculty to attend these events.
- F. Academic Senate Report: D. McClelland provided an update:  
9/7/21 Meeting: Senate reviewed the 2020-21 progress survey and had a first reading of the 2021-22 Academic Senate Goals. Once approved, D. McClelland will share the goals with Council members. Senate passed the resolution urging the Board of Trustees to adopt a Covid-19 vaccine mandate for students, employees, visitors, and contractors. The Board of Trustees approved the vaccine mandate at the board meeting on September 7. The next Senate meeting on 9/21 will include a presentation by Alma Strategies, an Open Educational Resources Initiative (OERI) update, a second reading and vote on proposed 2021-2022 Academic Senate Goals, and VP updates; President Thames will also be in attendance. Future agenda items include Academic Program Review calendar and a Guided Pathways document. If you would like to add any topics to a future Senate agenda, please contact D. McClelland.
- G. Guided Pathways Update: T. Bailey provided an update:  
Guided Pathways is working on a monthly newsletter for faculty/staff with meta major information. The newsletter will help explain the structure, organization, objectives and goals of having a meta major, as well as services for students. Success Coaches have been reaching out to individuals around campus to conduct informational interviews. If you receive an email from a Success Coach requesting an informational interview, please consider giving them a few minutes of your time. T. Bailey shared

onscreen pictures of the Success Coaches and noted that they can be followed on Instagram at @eccmetamajors. Success Coaches will also be part of the Success Teams and will be reaching out to deans and interacting one-on-one with students throughout the year who have signed up for a Personal Success Plan, as well as planning events for students within each meta major.

H. Payroll Update: M. Guess provided an update:

The spring adjunct faculty healthcare stipends went out in the mail this week and payroll is currently processing the professional development hours from spring 2021. It was noted that the healthcare stipends were processed first as Human Resources had to set up payroll jobs for adjunct faculty who had not previously been paid for professional development hours. If there are any questions, please contact M. Guess.

I. Facilities Master Plan Update: Alma Strategies - D. Graham/S. Blaylock

D. Graham provided a second update to the Facilities Master Plan. A copy of the updated plan was included in the agenda packet. He highlighted trends and best practices of linking facilities, instruction and student services with technology; indoor/outdoor spaces and places for students to study; campus signage; multimodal access; and implementing campus surveys. G. Greco noted that indoor/outdoor areas on campus should be completely accessible for students and staff with disabilities and requested that SRC and the ADA Compliance Officer be included in future conversations and walking tours. It was noted that student government should also be included in discussions and campus walking tours. B. Price requested that he and R. Christophersen be included in discussions concerning Marsee Auditorium and confusion on campus with PE South and the relocation of the Dance Department. Please contact Shobhana Warriar in Administrative Services to schedule individual meetings with Alma Strategies and to be included in future campus tours.

J. Repeat Petition Processing:

L. Justice reported that repeat petitions are now handled by the Admissions & Records Office. The Repeat Petition form can be found on the Admissions & Records webpage under *Forms*. Please encourage students to use the form rather than requests by email. Future plans call for creating a workflow form that will send automatic replies and notifications to students. Any questions concerning repeat petitions, please contact Angie Cholico. M. Lemons suggested creating a QR code where students can link directly to the form. It was noted that the process for repeat petitions needs to be amended on the AP. L. Justice will work with D. McClelland on amending the AP.

K. Over 30 Days of Vacation:

J. Sims reported that due to the pandemic, furlough days and working from home, many have accumulated over 30 days of vacation. Cabinet is discussing a plan regarding options for those with over 30 days of unused vacation. Once the plan is finalized, details will be announced. Moving forward, the policy for keeping vacation days under 30 will be in effect. Classified staff have until December 21 and managers until December 31 to use accumulated vacation over 30 days.

L. Spring 2022 Scheduling:

M. Lemons shared onscreen questions concerning spring 2022 scheduling. A discussion ensued regarding faculty using office hours to fulfill the contract requirement of three days per week on campus, online schedules, and block scheduling. Due to time constraints, the questions concerning scheduling will be discussed further at the next VPAA Managers meeting.

**3. OTHER - Announcements**

A. J. Sims: Congratulated and acknowledged Nursing Director W. Morris on her upcoming retirement.

B. I. Reyes: Student Health Services offering self-care workshops in fall. More information can be found on the ECC website at <https://www.elcamino.edu/student/studentservices/health/events.aspx>. Please share this information with students. ECC is partnering with UCLA's STAND for All program. This program offers students six free self-guided online modules to help improve mental health. October is Hispanic Heritage Month.

**4. NEXT MEETING**

Council of Deans – October 7, 2021; 9:00-10:30 a.m.; ZOOM