



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

NOTES – Council of Deans

October 6, 2022

Present: J. Anaya, D. Breckheimer, R. Christophersen, W. Cox, C. Dao, R. Dreizler, C. Gold, D. Gonzales, A. Grant, G. Greco, E. Gutierrez, A. Hernandez, K. Iino, J. Joy, S. Kushigemachi, M. Lemons, C. Lopez, C. Martin, K. Martinez, D. McClelland, J. Miera, M. Miller, R. Miyashiro, A. O'Brien, N. Oliva, D. Patel, B. Price, I. Reyes, R. Serr, K. Sundara, G. Toya, H. Uloomi, V. Unda

Guests: B. Thames, A. Sala, R. Suppelsa

I. INFORMATION

Notes of September 15, 2022 - Approved as written.

II. DISCUSSION/ACTION

A. 2023-24 Annual Planning & Budgeting Calendar: (V. Unda/R. Suppelsa)

V. Unda shared onscreen a presentation on Updates to Institutional Planning, which focuses on annual planning for 2023-24. She noted that R. Suppelsa suggested changing the schedule to have budget requests submitted before winter break in order to allow for earlier planning. V. Unda reviewed the institutional planning actions and activities for fall 2022. September focused on closing out the 2022-23 Resource Allocation Process and initiating the 2023-2033 Comprehensive Integrated Planning; October began the 2023-24 annual planning and budgeting process; and September - November focuses on developing the 2023-2026 Strategic Enrollment Plan (due November 2022) and the 2022-2025 Student Equity Plan (due 11/30 to CCCCCO). A discussion ensued concerning a rubric for planning. V. Unda responded that goals are in place and Cabinet will prioritize budget requests based on retention, enrollment, and safety, risk and liability. R. Suppelsa, Vice President of Administrative Services, introduced himself and indicated that he would prefer to see budget requests earlier in the year in order to plan based on the anticipated state budget. He agreed that a rubric is a good idea in order to prioritize higher level goals and mission issues. R. Suppelsa announced that Rita McCullum was recently hired as the new purchasing manager. She will be contacting the deans with the approved list of resource allocations and will work to get those items ordered. A. Grant requested to add "Rubric" as an agenda item to the next PBC meeting, R. Suppelsa agreed. V. Unda shared onscreen the Annual Planning/Budget calendar for 2023-24 and reviewed the timeline. A discussion ensued concerning the timeframe for faculty and deans to submit funding requests and whether technology requests will be reviewed by the Campus Technology Committee. Please contact V. Unda or R. Suppelsa with any comments or concerns.

B. Student Worker Wages/Categories:

R. Miyashiro gave an update on the student worker wages. He noted that a recommendation was made to create five levels of student wages. This will be a topic for discussion when the workgroup meets. Currently, the workgroup includes representation by Student Services and Academic Affairs; a representative from Administrative Services is desired. R. Miyashiro will reach out to R. Suppelsa for a recommendation.

C. Affinity Centers:

R. Miyashiro shared onscreen a presentation on a proposal for Affinity Centers. He reviewed the interested student identity groups on campus and noted that the framework for the Affinity Centers is centered around the Social Justice Center. A draft of the proposed Affinity Center locations in the Communications Building was displayed. President Thames noted that implementation of the Affinity Centers will be based on the Board's policy approach to inclusion.

D. Council of Deans Meeting Dates/Times:

C. Lopez opened a discussion on whether to keep the Council of Deans meetings on the first Thursday of the month, following the Management Forum meeting. It was decided to keep the Council of Deans meetings on the first Thursday and to adjust the meeting time to 9:15a-10:30a.

E. AFT Update: (K. Iino)

The Campus Load Committee team is at the table on the MOU. AFT negotiations are continuing.

F. ECCE Update: (K. Iino)

K. Iino gave an update on behalf of ECCE. Contract negotiations have begun. Their second meeting is on October 6.

G. Facilities Update: No report.

H. PBC Report: (A. Grant)

9/15 meeting: R. Suppelsa reported that the 2022-23 funding requests were reviewed by Cabinet, and the approvals and account codes are listed in Nuventive for the awarded items. This information will be shared with the college. PBC attendance is excellent for all cohorts except for one area. V. Unda went over the survey, goals, and updates to the Institutional Planning calendar. Annual planning training will take place the week of October 17. Budget requests for 2023-24 should be entered in Nuventive from October 17 to November 14. The deadline for deans to complete their area level requests is November 14.

I. ASO Report: (H. Uloomi)

ASO is currently planning for the upcoming Ballot Bowl competition and Propositions Town Hall. October 3-7 is National Voter Education Week. This campaign helps students find their polling location, understand their ballot, make a plan to vote in

person or remotely, and inspire others to get involved. H. Uloomi added a link in the chat to the Student Voter Project webpage for more information on the upcoming events at: <https://www.elcamino.edu/campus-life/organizations/aso/student-voter-project/events-and-important-dates.aspx>. The Fine Arts senator position has been filled and all senators have now been onboarded. All deans should have heard from their senator. If not, please contact ASO. ASO committees continue to meet and discuss ideas to promote/implement new policies and activities on campus. More information will be shared in the coming weeks.

J. Academic Senate Report: (D. McClelland)

Academic Senate met on October 4. Academic Senate and senate standing committees are required to be Brown Act compliant, which requires at least half of all members to attend senate meetings on campus. Please try to honor senator requests to have a campus day on Tuesdays for the spring semester, as well as avoid mandatory division meetings on the first and third Tuesdays of the month. Senate is working on a rubric for hiring faculty. Once completed, D. McClelland will forward to C. Lopez to send out to the deans for review. When reviewing the rubric, please keep campus priorities in mind over area priorities.

K. Guided Pathways Report:

C. Martin provided the report for J. Simon. Divisions are requested to put up the meta-major posters, if not already done. If there are any questions regarding the posters, please contact J. Simon.

L. Strategic Enrollment Management Reports:

A. Academic Affairs: (C. Lopez)

Enrollment for fall is currently projecting up at nearly 4%. This trend could also indicate higher numbers for winter and spring.

B. Student Services: (R. Miyashiro)

This year, generated student applications are at 15,429, which have greatly exceeded the numbers from Fall 2020 and 2021. The future goal for student applications will be 20,000. Of those applications received, over 7500 students were enrolled; a conversion rate of 49%. In order to meet the target set by the Strategic Enrollment Plan, ECC will need a conversion rate of 50%.

III. OTHER – Announcements

- A. E. Gutierrez: EOPS is still accepting applications in October for the fall semester. New eligible students will receive a \$350 grant. Encourage students to apply who may be eligible at: <https://www.elcamino.edu/support/resources/eops/index.aspx>.
- B. C. Dao: Saturday, October 15 – Cash for College financial aid resource event.

IV. NEXT MEETING

Council of Deans – November 3, 2022; 9:15-10:30 a.m.