



El Camino College

Welcome Back Forum

February 7, 2023

HUMAN RESOURCES

Jane Miyashiro, M.S., VP of Human Resources



El Camino College

VPHR Area Update

Action Items Update - The Employee Engagement Survey

The President's Advisory Committee on Race & Equity

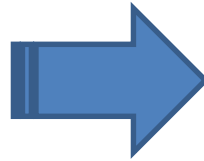


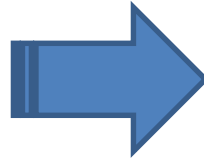
Sub-Committee: **The Employee Experience**

Oscar Castro
Melissa Fujiwara
Ricky Gonzalez
Darcie McClelland
Jane Miyashiro
Gerson Valle
Erika Yates

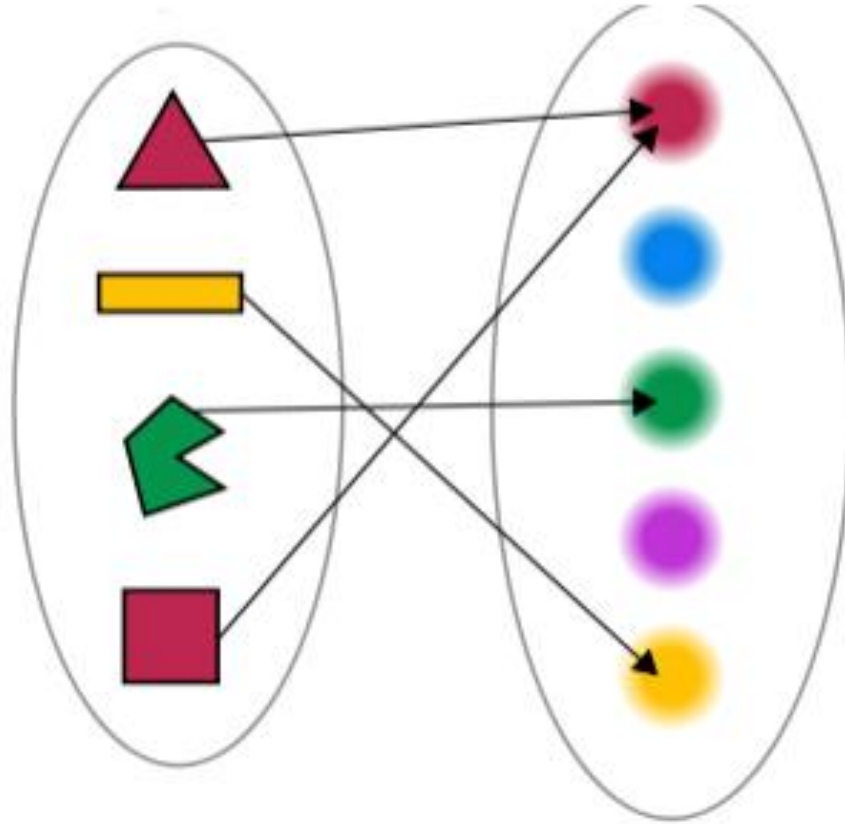
The Employee Engagement Survey Results – where to find them?

- 1) Survey results posted on myECC under “ECC Links”
- 2) Email with survey attached as a PDF was sent on August 29, 2022 to all faculty, staff, and management.
- 3) A video recording of the McLean consultant, who explained and summarized the survey results, was emailed on August 29, 2022 to all faculty, staff, and management.





Mapped
Campus Climate Survey
recommendations
to the
suggestions for
improvement that came
out of the EE Engagement
Survey Focus Groups



#	Initiative	Driver(s) impacted	Ownership	Team members	Target Start Date	Target Completion Date	Progress
1	FDC to simplify the nomination process for Adjunct of the Year. (DARCIE & ANALU)	Recognition	Academic Senate, FDC, Academic Affairs	Darrie McClelland, Carlos Lopez, Anna Brochet	1-Aug-22	Spring 2023	In progress
2	Publish the rubrics for outstanding PT Faculty, distinguished FT Faculty awards. (DARCIE & ANALU)	Recognition	Academic Senate, FDC, Academic Affairs	Darrie McClelland, Carlos Lopez, Anna Brochet	1-Aug-22	End of Fall 2022; or possibly Spring 2023	In progress
3	Publish the rubrics for distinguished staff awards. (RICKY)	Recognition	HR, Staff Dvlpmnt Committee	Juan Lopez (Dispatcher), Maria Smith, Ricky Gonzalez, Classified Staff Award Committee	1-Sep-22	31-Dec-22	Not started
4	Post the monthly Applause recognition on the website's main page (recognition and enrolment tools). Ask for consent for posting when Applause is received. (RICKY)	Recognition	MarComm	Ann O'Brien, Brad Seng, Amy Hanoa, Kerri Webb	1-Aug-22	30-Aug-22	Not started
5	Post campus-wide committees on Board Docs so it is known who is representing whom. Ensure more people can view. (More centralized) (OSCAR)	Department Collaboration	President's Office, Committee Leads	Rose Mahowald, Committee Leads (to keep up-to-date)	1-Sep-22	30-Sep-22	Not started
6	Post Deans' office hours institutionally. (GERSON)	Department Collaboration	Academic Affairs, Division Deans, Division Admins	Carlos Lopez, Division Deans and Division Admins	1-Sep-22	30-Sep-22	Not started
7	Fund a faculty orientation for PT Faculty. At least paid for first NFLA session. Run through VP Academic Affairs Office but individualized through divisions. (GERSON)	Department Collaboration	Fiscal Services, VPAA, VPSS, Division Deans, Faculty PD	Bob Suppelsa, Carlos Lopez, Ross Miyashiro, Anna Brochet, AFT Rep (Kelsey Iino)	1-Oct-22	Fall 2023	Not started
8	HR will set up automated notifications to the classification leads when a new hire is onboarded. (JANE)	Department Collaboration	HR	Jane Miyashiro, Mayra Peralta, Ricky Gonzalez	1-Sep-22	30-Sep-22	Not started
9	Provide clarity on how final decisions are made. (MELISSA)	Executive Leadership	President's Office, Executive Cabinet, IRP	President Thames, Area VPs, Ann O'Brien, Loic Audusseau, Viviana Unda	1-Sep-22	Ongoing	In progress
10	Hold open town halls. "Open" = in Zoom, don't mute people, allow them to raise hands, chat is available, back and forth conversation allowed. Time people. (See Senate template.) (ERIKKA)	Executive Leadership	President's Office, MarComm	President Thames, Rose Mahowald, Ann O'Brien, Kerri Webb	1-Aug-22	30-Aug-22	In progress
11	Streamline the enrollment process for students. (Charge to Student Services as an Area goal? Charge to Strategic Enrollment Mgt Committee - chaired by VPAA and faculty member.) Make sure all voices are at the table who are on the frontlines & problems are shared. eg: ITS, Student Services, Facilities, Academic Affairs (way classes are built) (MELISSA)	Executive Leadership	All of ECC	Lillian Justice, Robin Dreizler, Carlos Lopez, Ross Miyashiro, Julieta Aramburo, Loic Audusseau, Karen Preciado, Gema Perez, Crystle Martin	6-Jul-22	Fall 2024 (with updates all along)	In progress
12	Trust managers to use their resources and hire appropriately. Allocate a budget for managers to disperse with the hiring of temps at their discretion (i.e., don't need approval from Cabinet). (JANE)	Executive Leadership	Fiscal Services, President's Office, Area VPs	Bob Suppelsa, Pres Thames, Ross Miyashiro, Carlos Lopez/Marlow Lemson, Jane Miyashiro	1-Jul-22	1-Jul-22	Completed

How have we done so far?

12 Action Items
developed

- 4 completed
- 8 in progress



Completed Action Item #1

Recognition: Publish the rubrics for Distinguished Staff Awards.

What's been accomplished:

Rubrics for the Distinguished Staff Award were developed in November 2022 by a committee comprised of representatives from ECCE, POA, Confidential Employees, Management, and 2 reps from the Employee Experience Sub-Committee.



Committee Rubric Rating Sheet

Criteria (Past 5 Years)	Ratings: Rate 1-5 for Each Category (5=Excellent)		
Tell us about the employee's exceptional contribution(s) to their department and the College.	Good (1-2)	Great (3-4)	Excellent (5)
How has this employee demonstrated their desire for professional growth? (i.e. attending workshops, conferences, furthering education, volunteering)	Good (1-2)	Great (3-4)	Excellent (5)
The District's Statement of Values is: People, Respect, Integrity, Diversity and Excellence (PRIDE). What values does the nominee demonstrate and briefly explain how?	Good (1-2)	Great (3-4)	Excellent (5)

Through consensus, the committee will select the Distinguished Staff recipient and forward the selection and all nominee names to the President.

Completed Action Item #2

Dept Collaboration: HR to set up automated notifications to the classification leads when a new hire is onboarded.



What's been accomplished:

When a new hire is onboarded, an automated email notification is generated detailing who the new hire is and notifications are sent to ITS, LLR, MarComm, Payroll, Facilities, PD, Admins, Risk Management, Campus Police. ECCE and AFT are also notified depending on the employee classification.

Completed Action Item #3

Executive Leadership: Hold open town halls. “Open” = in Zoom, don’t mute people, allow them to raise hands, chat is available, back and forth conversation allowed. Time people.

What’s been accomplished:

President’s Chat and Zoom meetings hosted by Area VPs now keep chat feature on, no auto muting, allow faces/pictures to be seen, and spontaneous questions allowed.

**OPEN
FORUM**



Completed Action Item #4

Executive Leadership: Trust managers to use their resources and hire appropriately. Allocate a budget for managers to disperse with the hiring of temps at their discretion.



What's been accomplished:

Fiscal Services set up budget lines for all the Areas to hire temp workers without having to obtain Cabinet approval; Result – expedited hiring of temp workers to fulfill service needs.

Action Items In-Progress

Recognition:

- FDC to simplify the nomination process for Adjunct of the Year.
- Publish the rubrics for Adjunct of the Year and Distinguished Faculty of the Year.
- Post the Warrior PRIDE awardees on El Camino's main webpage on a monthly basis (with employee's consent.)

Department Collaboration:

- Post campus-wide (collegial consultation) committees on Board Docs to centralize information and foster awareness of who is representing whom.
- Post division Deans' office hours institutionally.
- Fund a PTF orientation (similar to NFLA).

Executive Leadership:

- Provide clarity on how final decisions are made.
- Streamline the enrollment process for students.

What's Next

- The sub-committee on The Employee Experience will continue to champion the Action Items that are still in progress and report on status later in the year.
- Run another Employee Engagement Survey and Focus Groups in Spring 2024 to develop a new set of Action Items to work on.
- Collect longitudinal data on levels of employee engagement with more survey data collection.

ACADEMIC AFFAIRS

Carlos Lopez, M.S., VP of Academic Affairs

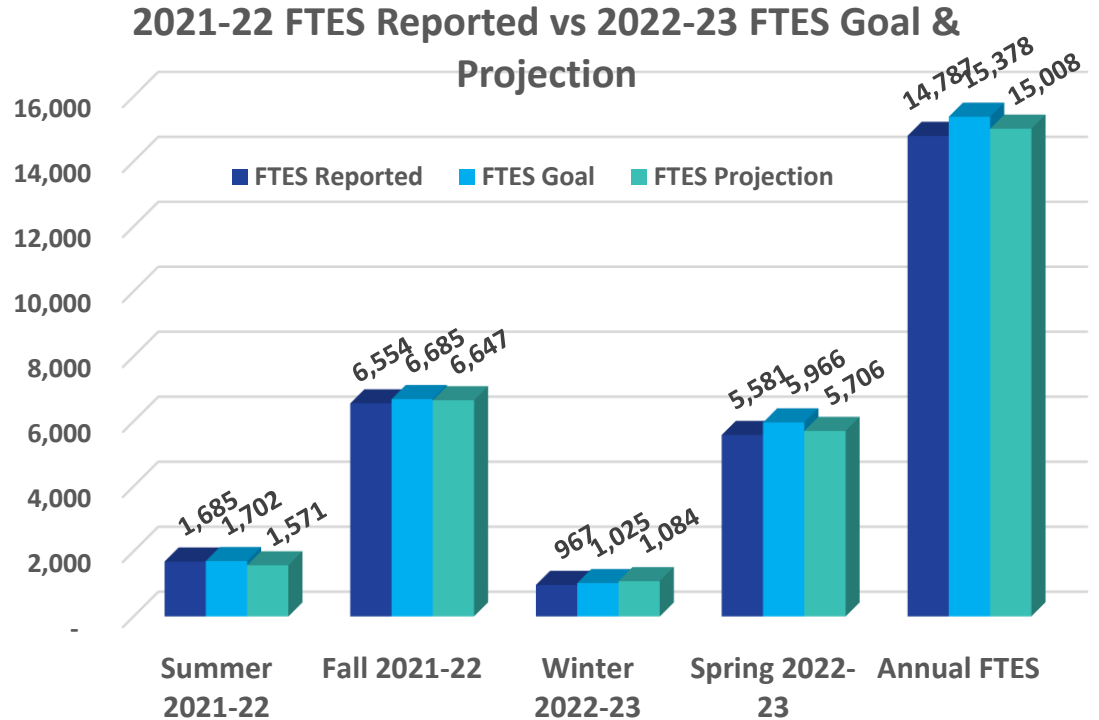
Academic Affairs

- 2022-2023 Enrollment Update
- New Full-Time Faculty Spring 2023
- Faculty Hiring for 2023 - 2024
- Respiratory Care Baccalaureate Program
- Academic Affairs Changes

2022-2023 Enrollment Update

- Year to Date

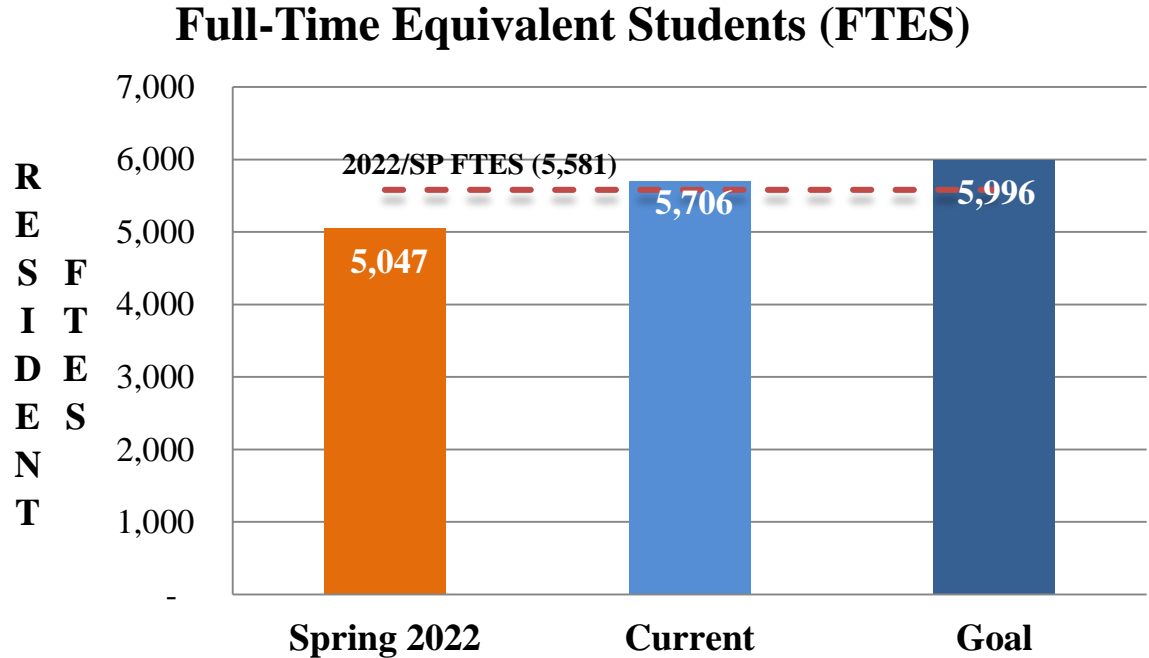
- Summer 2022
-6.8% to SU 2021
- 7.7% to Goal
- Fall 2022
+1.42% to FA 2021
-0.57% to Goal
- Winter 2023
+12.1% to WI 2022
+5.75% to Goal



2022-2023 Enrollment Update

- Spring 2023

- +660 FTES to SP 2022 (+13.1%)
- Fill Rate at 67%
- Significant number of low enrolled sections



Enrollment Implications

- Good News!!!
El Camino College student enrollment is bouncing back
- Significant Midterm Budget Concerns Remain
 - All California Community College will have their baseline apportionment (SCFF-FTES) reset based on 2024-2025 even if that base is lower than it was prior to COVID-19.
 - El Camino College continues to operate on Emergency Allowance Funding due to the COVID-19 impacts experienced by our students, personnel, and communities.

New Spring 2023 Faculty

- Digital Arts Faculty (x2)



Eric Holman



Arnold Martin

2023 – 2024 Faculty Hiring

- 25 Tenure Track Positions
 - Includes Respiratory Care, Ethnic Studies, 3 Counseling Faculty, and 1 Librarian
- 4 1-Year Temporary FT Faculty Positions
- 8 1-Semester Temporary FT Faculty Positions

Respiratory Care Baccalaureate Degree

- First bachelor's degree program for El Camino College
- On track for first cohort of 15 Students for Fall 2023
- Lead Faculty are Roy Mekaru and Victoria Robertson

Changes in Academic Affairs

- New Associate Dean of Library and Learning Resources
 - Transfer of Associate Dean, Academic Affairs Position
- New Associate Dean of Behavioral and Social Sciences
 - New Position funded through Program Review Process
- Career Education - Strong Workforce Program and Perkins Program Leadership Transition to Industry and Technology Division

ADMINISTRATIVE SERVICES

Robert Suppelsa, MBA, VP of Administrative Services



El Camino College

Current Activities and Updates

February 2023

Table of Contents

- Significant Staffing Updates
- Recent Trainings – Everyone Helping Everyone
- Budget Activities
 - 22-23 Budget Information and status
 - Institutional Research Resource Requests 23-24
 - 23-24 Budget Development
- Bond Projects and Capital Activities
- Questions?

Significant Staffing Updates

Purchasing

New Director – Rita McCullum, ext. 3126

New Buyer – February Board

New Buyer – current recruitment

Fiscal Services

Bond Fiscal Agent – recruitment re-opened

Facilities

Assistant Facilities Director – offer extended, potential start date March 1, 2023

Recent Trainings

We have hard copies and will send or hold meetings to help train and communicate – we are happy to have everyone helping everyone!

Purchasing – Rita McCullum, ext 3126

- Purchasing

- Bid considerations and requirements

- Annual Plan purchasing as opposed to routine purchasing (pending)

Accounts Payable

- How to pay your bills

- New Faculty – how to read your paycheck

Fiscal Services

- Budget concepts within "How to pay your bills"

- **!! UPCOMING – 23-24 Budget Development !!****

- We will be fixing ECC position control 😊

Budget Activities

* ATTENTION: 1 time money approved for expenditures in a Fiscal Year not spent in that approved Fiscal Year is gone and must be HOPEFULLY approved to be budgeted in a future year.

One time money is not automatically rolled over – it is likely gone forever!

One time money not spent this year but still desired must be reapproved for the future year

This happens through the Institutional Research Resource Requests

- Current year one time budget authorizations are significantly underspent as of January 2023 – SEE ABOVE STATEMENTS
- 23-24 Budget Trainings in February 2023
- 23-24 Budget Submittals and Requests start and FINISH in March 2023
 - Most significant issues will relate to Position Openings and Position Control

Bond Projects and Capital Activities

There is a SIGNIFICANT amount of Bond and Capital Activity Projects in Process – Highlights are:

Project	Status
Student Housing	Submitted, decision expected sometime in summer/fall 2023
New ART Building	<ul style="list-style-type: none">• Moving of furniture & fixtures started, IT• Tentative operational is Summer 2023
New BSS Building	<ul style="list-style-type: none">• Moving of furniture & fixtures started, IT• Tentative operational is Fall 2023
Exterior and Grounds of ART & BSS Area	Tentative Fall 2023
New Music Building	Definitions and long lead planning – starting now
Demolition Activities at ECC	<ul style="list-style-type: none">• Integrated planning to start Spring 2023• Old – Behavioral Science, Art, North and South Gyms
Public Safety Training Facility – “Fire Academy” in Parking Lot L	Tentative construction start is third quarter of 2023
ECC Fuel Tank replacement – Parking Lot C	Before year end 2023

Student Health Services Building

- East of Student Services Building and North of the Planetarium



Modular Village

- Parking Lot L location
- Student Wellness, Dance & Pilates
- Warrior Pantry and Wardrobe
- Student Gathering and Quiet area



Where might we see El Camino?



Questions? Always welcomed 😊

- Ask here, set a meeting, stop me in process!
- Always welcome in VPAS Office – 2nd Floor
Administration Building Room 248
- Phone 310-660-3107
- Email – bsuppelsa@elcamino.edu

STUDENT SERVICES

Robin Dreizler, M.A., Acting VP of Student Services

VICE PRESIDENT OF STUDENT SERVICES/ASSISTANT SUPERINTENDENT SEARCH

Open Forums:

Wednesday, Feb. 15 – 11 a.m. and 2 p.m.

Thursday, Feb. 16 – 11 a.m. and 2 p.m.

Check your email – request for employees to
submit questions for consideration and forum links



WE HEARD YOU... IMPROVING THE STUDENT ONBOARDING EXPERIENCE

Strata Information Group (SIG)

Significant engagements with staff in Fall 2022 to improve the student experience and journey from initial contact with ECC to decision and enrollment.

- Identified objectives, “quick wins,” and prioritized opportunities for improving student, and staff, experiences
- Student Services also revamped connecting to applicants within 48 hours of applying, refined the Welcome Letter process, created a new Online Orientation available 24/7, significantly increased student contacts/messaging through the Call Center and text messaging along with added improvements to the registration portal.



UPCOMING EVENTS...



Spring Events			
Black History Month	February	Arab-American Heritage Month	April
Freshman Fridays	Every Friday through May	Cherry Blossom Festival - Earth Day	March/April
Guided Pathways Winter Summit	Wednesday, February 8	Spring Health and Well-Being Fair	Tuesday, April 4
Major Week (by Meta Major)	Week of February 21	Black Student Expo	Wednesday, April 5
Cash For College	Saturday, February 25	Northern California Tour	Spring Break
Metro Veteran Hiring Event	Saturday, February 25	Black Student Success Week	April 24 through April 28
Women’s History Month	March	Warrior Smart Start	Saturday, April 29
ECC Collaborative	Friday, March 3	Asian/Pacific Islander Heritage Month	May
Onizuka Space Science Day	Saturday, March 4	Meta Major Con and Job Fair	Tuesday, May 2
The Expo	Wednesday, March 8	Pride Week	May 30-June 2
Transfer Fair	Thursday, March 23	Commencement	Friday, June 9

***THANK
YOU!***



Questions?

Thank You!
