

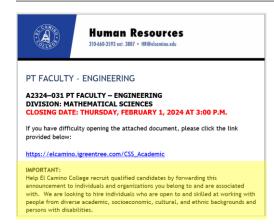
Welcome Back Forum

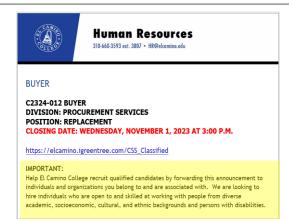
February 6, 2024

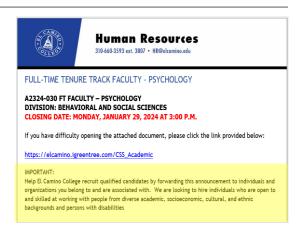
HUMAN RESOURCES

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

Recruiting







IMPORTANT:

Help El Camino College recruit qualified candidates by forwarding this announcement to individuals and organizations you belong to and are associated with. We are looking to hire individuals who are open to and skilled at working with people from diverse academic, socioeconomic, cultural, and ethnic backgrounds and persons with disabilities.

Recruiting Sites

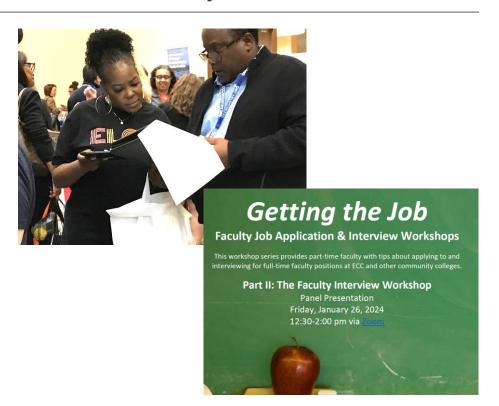
- 1. El Camino Employment Opportunities webpage
- 2. CCC Registry
- 3. The American Association of Hispanics in Higher Ed
- 4. Hispanic Outlook on Education
- 5. Diversejobs.net
- 6. InsightIntoDiversity.com
- 7. The Chronicle of Higher Education
- 8. InsideHigherEd.com
- 9. HigherEdJobs.com
- 10. EdJoin Online Education

- 11) LinkedIn
- 12) Indeed.com
- 13) CalJobs.gov
- 14) Black Issues
- 15) Career Centers at 17 HBCU's
- 16) Career Centers at 16 HSI's
- 17) Other advertisement sites (especially industry-specific sites) as needed or as recommended.

CCC Registry Job Fair – January 20, 2024

THANK YOU to:

Kathleen Maschler, Trustee Russell Serr, Dean (HS&A) Walter Cox, Interim Dean (Fine Arts) Gerson Valle, Associate Dean (Math) Katie Sundara, Associate Dean (ITEC) Gary Greco, Director (SRC) Tim Gough, Faculty (ASL) Sher Smith, El Camino Student Robert Swain, Human Resources Pam Jones, Human Resources Maria Smith, Human Resources



Is diversity being reflected in our applicant pools?

YES!

Figure 12. Trend in Applicant Pool, by Ethnicity: 2019-20 to 2021-22

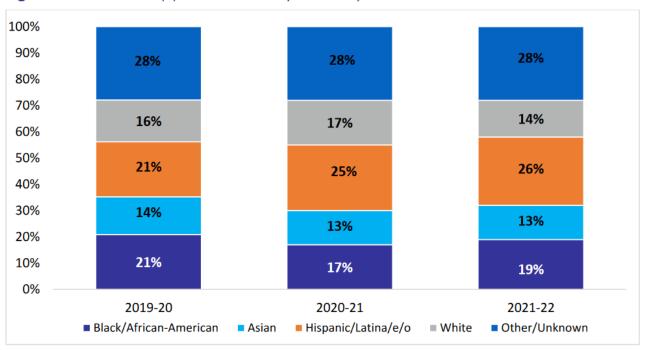
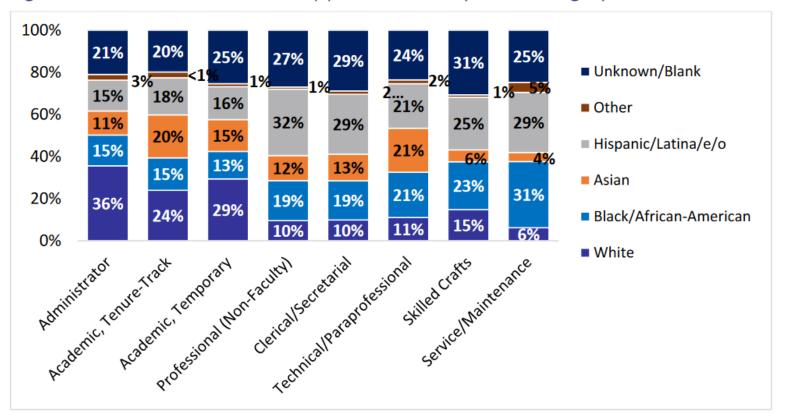


Figure 13. Ethnic Distribution of Applicant Pool, by Job Category, 2021-22



New Hires

Since last year's Spring PD Day, Human Resources has extended offers and onboarded

12 23 55
Administrator/Supervisor Full-Time Faculty Classified Staff
New Hires New Hires New Hires

New Hires – ethnic distribution

Since last year's Spring PD Day, Human Resources has extended offers and onboarded

12 Administrator/Supervisor New Hires	23 Full-Time Faculty New Hires	55 Classified Staff New Hires
50% Hispanic 19% Asian 25% Black 6% White	13% Hispanic 18% Asian 35% Black 26% White 8% Unknown	47% Hispanic 14% Asian 18% Black 16% White 5% Unknown

New Hires – ethnic distribution

Since last year's Spring PD Day, Human Resources has extended offers and onboarded

12 Administrator/Supervisor New Hires	23 Full-Time Faculty New Hires	55 Classified Staff New Hires
50% Hispanic 19% Asian 25% Black 6% White	13% Hispanic 18% Asian <mark>35% Black</mark> 26% White 8% Unknown	47% Hispanic 14% Asian 18% Black 16% White 5% Unknown

New Hires vs. Headcount

Despite the number of individuals onboarded, headcount over the past 3 years has remained relatively flat except for Classified Staff.....

2020 Headcount					
Managers	63				
FT Faculty	333				
Staff	382				

2023 Headcount				
Managers	67			
FT Faculty	333			
Staff	401			

12 Administrator/Supervisor New Hires (2023-2024)

Full-Time Faculty
New Hires (2023-2024)

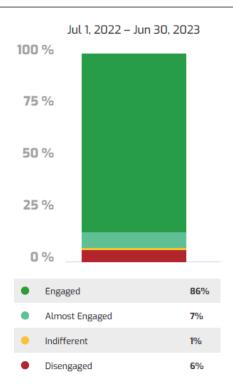
55
Classified Staff
New Hires (2023-2024)

New Hire experience

After 90 days (3 months) from a new hire's start date, the individual receives a "New Hire Survey" with questions for the new hire to reflect. on regarding the interview process, the onboarding process, and their work experience over the past 3 months.

For FY23, 86% of the new hires who completed the survey still felt engaged after 3 months.

"Engaged" means feeling energized & passionate about work and working for El Camino College.



Why is the employee experience important?

A positive employee experience promotes strong employee engagement.

Engaged employees are actively dedicated to their work, actively involved in the success of the College, and actively seeking to help our students and others.

What does an engaged employee look like?



Hiep Tran – Computer Systems Support Technician



Camila Jenkin – Tenured Librarian



Ricky Harris – Custodian



Selene Torres – Part-Time Counselor



Engaged employees are difference-makers!

Applauding Warrior PRIDE-

Be aware.

Take time.

Acknowledge someone who made a difference in YOUR life today.

ECC's Employee Recognition & Acknowledgement Program



https://www.elcamino.edu/departments/professional-development/employee-recognition.aspx



Get Involved



- Circulate job announcements.
- Get trained to be an EER for Search Committees.
- Raise your hand to serve on a variety of Search Committees.
- Volunteer to serve on the EEO General Advisory Committee.
- Participate on any of the EEO Sub-Committees.

ACADEMIC AFFAIRS

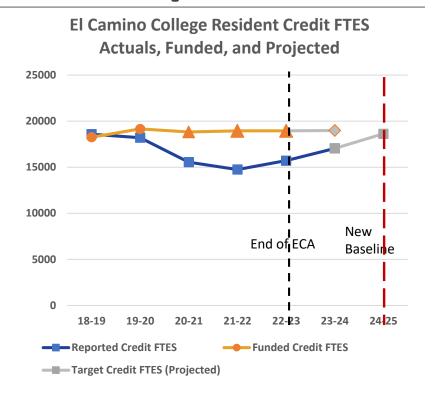
Carlos Lopez, Vice President of Academic Affairs

Academic Affairs

- 2023-2024 Enrollment Update
 - Overall College Enrollment Update, Trends, and Changes
 - Winter/Spring 2024 Enrollment
- New Community & Continuing Education Office and Programs Non-Credit & Community Education
- Changes as a Result of New Faculty Collective Bargaining Agreement
 - PT Faculty Office Hours
 - Load Banking
 - Overload and New Teaching Contract Coming Later this Spring

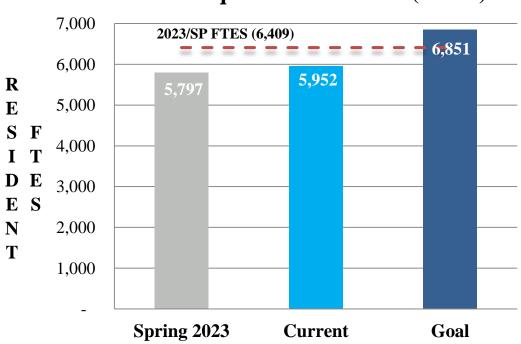
2023-2024 Enrollment Update

- Current goal is to restore Credit Resident FTES to pre-COVID levels at 18,626 FTES
- Emergency Conditions
 FTES funded ended
 with 2022-2023



2024 Winter, Spring, and YTD Enrollment





2024 Winter, Spring, and YTD Enrollment

Term	2022 FTES Reported	2023 FTES Goal	2023 FTES Projection	2023 FTES Projection vs 2022 Reported (Δ)	2023 FTES Projection vs 2022 Goal (Δ)
Summer	1,589	1,687	1,751	10.24%	3.80%
Fall	6,729	7,345	7,254	7.81%	-1.23%

Term	2023 FTES Reported	2024 FTES Goal	2024 FTES Projection	2024 FTES Projection vs 2023 Reported (Δ)	2024 FTES Projection vs 2023 Goal (Δ)
Winter	1,090	1,159	1,144	4.97%	-1.28%
Spring	6,409	6,851	6,600	2.98%	-3.66%

	2022-23 FTES	2023-24 FTES	2023-24 FTES		
Fiscal Year	Reported	Goal	Projection	Projection vs Reported (Δ)	Projection vs Goal (Δ)
Annual	15,817	17,041	16,749	5.89%	-1.71%

Noncredit Spring 2024

- Noncredit advertising campaign
- Streamlined registration process
- Enhanced support for students enrolling
- Strengthened partnerships with the Adult Schools (Welcome our new Director of Adult Education and Work-Based Learning Initiatives, Leticia Canales)

- In the works this semester:
 - Adult High School Diploma
 - Truck Driving
 - Phlebotomy
 - Certified Nursing Assistant
 - Medical Billing and Coding
 - Game Design

Noncredit - Coming Soon!

- Tax Preparation
- Real Estate Licensure
- Parenting
- Child Development
- Personal Care Aide
- Medical Transcription
- Sterile Processing
- EMT Refresher Courses
- Wildland Fire Certificate
- HiSET/GED Prep Courses

- Construction Apprenticeship
- Human Development
- Adult High School Diploma
- Sign Language for Parents/Caregivers
- Sign Language for Spanish Speakers
- OSHA Certification
- Maintenance and Light Repair
- Basic Computer Literacy
- Basic Forklift

Community & Continuing Education

Fusing of two efforts that serve shared populations

- Fusing of the efforts connects Community Education with Academic Affairs
- Combined marketing efforts
- Community Education as incubator for noncredit curriculum
- One stop shop of noncredit, support for ESL students, and community education
- Opportunity to efficiently and effectively connect these opportunities to our community
- Come see the center starting this Spring in SOCS 101 (former BSS Division Office)

Changes Implemented – New Collective Bargaining Agreement

PT Faculty Office Hours

- Up to 3 Hours Per week per 20% teaching load rounded down
- Hours must be approved by dean prior to start of semester and hours must be on course syllabi
- Location on site or at a site mutually agreed to between dean and faculty
- Same electronic form process Being updated now to allow for more hours to be reported, deans signature, and electronic tracking

Load Banking

- Can now bank overload, winter, or summer teaching load
- Two Zoom Workshops Held January 4, 2024 and February 5, 2024
- Sessions have been recorded and posted to the Faculty Resources Professional Development Site

Changes Implemented – New Collective Bargaining Agreement

Overload and New Teaching Contract Coming Later this Spring

El Camino College	Full-Time Fa	aculty Con	tract			EFFEC	TIVE DATE:
	DEPARTMENT:				Semester: 2023/FA Printed: 02/02/2024		
Position Code	Range	Step	GL A	ccount Code		kload trib.	Catalog Load
	IV	20		1110_00_150000_1800		22.99	26.67
	IV	20	11_5	1110_00_490000_1800		77.01	89.33
Totals:					1	00.00	116.00
Assignment Name		alog urs	LHE	Instructional Method	Catalog Load		
ENGL-1C-6580							
ESL-51C-6660		1.00	4.00	LEC	26.67		
ESL-53C-6720		5.00	5.00	ONLEC	33.33		
NESL-51C-6661		5.00	5.00	LEC	33.33		
MUSI-555-5567		1.67	1.00	NCLEC	6.67		
	4	4.00	2.40	NCLAB	16.00		
Totals:							
	19	9.67	17.40		116.00		

Dean: Date: Faculty: Date:

ADMINISTRATIVE SERVICES

Robert Suppelsa, MBA, VP of Administrative Services



Administrative Services

Current Activities and Updates

February 2024

Table of Contents

- Bond Projects and Capital Activities
- Budget Related Activities
 - Institutional Research Resource Requests 24-25
 - Campus Town Hall Friday February 16, 2024
 - State of California Budget Information
 - 23-24 Budget Information
 - 24-25 Budget Development
- Questions?

Bond Projects and Capital Activities

Bond and Capital Activity Projects in Process – Highlights are:

- New ART Building
 - Occupied since July 2023
 - Final outdoor furniture installed
- New BSS Building
 - Occupied since August 2023
 - Moving of furniture & fixtures started, IT
- El Camino Health Services Building
 - Opened but some water leak issues is causing some re-work
- ECC Fuel Tank replacement should start prior to year end Parking Lot C
- Manhattan Beach Traffic Light likely to start during Summer 2024
- Construction Technology
 - Modifications completed and Fencing re-work to start momentarily

Bond Projects and Capital Activities

- Modular Village Parking Lot L
 - Sewer and water lines complete to allow Lot L use
- Generators on Campus
 - Police Services for on-going operations
 - Library for short term evacuation and lock up
- Public Safety Training Facility "Fire Academy" in Parking Lot L
 - Architectural design work for Community Concerns
- Demolition activities at ECC nothing currently planned until late 2024-2025
- Music Theater rescope required

Administrative Services Training Support

We have hard copies and will send or hold meetings to help train on process – we are happy to have everyone helping everyone! If you or your staff have questions or need help please call:

Purchasing – Rita McCullum, ext. 3126

Accounts Payable – Melissa Guess, ext. 3117

Fiscal Services – Jeff Hinshaw – ext. 3160

UPCOMING – 24-25 Budget Development

"Zero Based Budgeting"

Not rolling budgets over year to year

Insurance and Risk Management – Leo Barrera, ext. 7806

Information Technology – Loic Audusseau, ext. 3261

Planned resources for IT expansion reduced at the State level

Budget Activities

There are SIGNIFICANT Budget Issues that need resolution for 23-24 and 24-25

- Institutional Research Resource Requests 24-25
 - Limited to approximately 5 7 Concepts per Vice President Division to be finalized
- Campus Town Hall Friday February 16, 2024
 - State Budget Issues
 - Current and possible future Deficit Factors
 - Projected COLA's used in past financial Projections significantly reduced
 - Inflationary affects on 7 9% of the budget
- Budget Status Leadership Committee
 - Ground Rules for this Ad Hoc Committee
 - Keep Budget Reductions Away from Students
 - · Communicate Clearly and Operate with Transparency Related to the Budget and Reductions
 - Retention of Permanent Employees
 - Critically Review All Current Expenditures for Potential Reduction
 - Operate collaboratively and with Transparency
 - Advocate for funding at the State and Federal levels

Student Health Services Building



Modular Village

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







Generators installed for Library and Campus Police should be on-line by April 1, 2024



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

Jeff Stephenson, Ph.D., VP of Student Services

Police Department

- Active Shooter Training
 - Bookstore
 - Spring Break
 - Friday, April 12, 2024

International Program

- The F1 visa program is successfully attracting and retaining students to complete degree program requirements for graduation and transfer.
- The F1 visa program is increasing its enrollment after years of decline due to Embassy closures from COVID-19 impacts. During Fall 2021, the International Student Program had only 221 full time F1 visa students, its lowest recorded enrollment. Fast forward to this past Fall 2023, ISP had 325 full time F1 visa students enrolled in courses.

Welcome Center

- The Warrior Welcome Center assisted a total of 51,398 students from January 2023 to December 2023.
- Sincere thanks to the Staff, Student Workers, Success Coaches, and Equity and Retention Advisors.



Outreach

- Outreach is expanding. We are continuing to provide outreach to our local K12 partners.
- With close to 800 events on the calendar through the end of this fiscal year, we have also provided outreach at a little over 200 community and non-K12 locations.
- All prospective students who complete an interest form receive a follow up phone call, email and text and are invited to engage with our campus community and eventually apply and enroll.
- A shout out to the call agents in the contact center.



Financial Aid

- The FAFSA update that simplified 2024-25 FAFSA is about 5 months behind schedule with implementation and processing awards.
 - 2024-2025 Financial Aid Delay for All Schools FAFSA records not available to schools from Department of Education (earliest - March 2024)
 - Review of financial aid files and awarding by schools (earliest: May 2024)
 - Delay is result of changes to the federal financial aid application and system
 - CA Dream Act application and processing are also impacted
 - It is recommended for students (especially new and transfer) to check their specific school's webpage for financial aid priority deadlines

Student Health Services

- Health Center Grand
 Opening
 - Wednesday, February 14from 9 a.m. 12 p.m.



Student Health Services

Check out the 2024
 Spring Semester
 Upcoming Events



Counseling and Transfer Services

- Grad Petitions Deadline: Grad filing petition is February 23 at 4pm.
 - Students who would like assistance with completing the form or receive a grad check may attend a grad application workshop which are held every Monday and Tuesday.



Counseling and Transfer Services

- Counseling Drop-In Services Counseling is all drop in the first two weeks of the term and we will assist with course recommendations, registration, prerequisite clearances, grad checks, etc.
- Starting Week 3, we will have appointments and Meta Major Drop Ins Meta Majors will have specific workshops and offerings during the semester, e.g. BSS is hosting Social Work Panel – March 12 from 12:30 – 2pm in DE Center/LIB 166.



Counseling and Transfer Services

- Key events or dates:
 - UndocuAdvocate Training: Thursday, February 8, 2-4pm (sign up on Cornerstone)
 - Student Services Expo: Tuesday,
 February 27, 10-2pm in the
 Student Services Plaza
 - Spring Transfer Fair: Thursday,
 March 21 at the Library Lawn
 - Blueprint Job Fair: Thursday, April
 25 at Student Services Plaza



EOPS, CARE, NextUP, CalWORKs & Guardian Scholars

- El Camino College offers comprehensive support services to help low-income students achieve their academic and personal goals.
- Services in each of the programs range from counseling, advising, book vouchers, grants, school supplies, success coaches, priority registration, and graduation services to specialized workshops in transfer, financial aid, and career.
- **EOPS** is currently accepting applications for spring 2024. Please help spread the word. Application online:
 - www.elcamino.edu/support/resources/eops/apply.aspx
- This application is used to connect eligible students to EOPS, CARE, NextUP, and the Guardian Scholars programs.
 - EOPS- supports low-income and educationally disadvantaged students
 - CARE- supports single-parenting students receiving
 - TANF/Cash Aid (welfare assistance)
 - NextUP-supports foster youth who were in care on or after the age of 13 and who are no older than 25 years of age
 - Guardian Scholars supports current and former foster youth who do not meet the requirements for NextUP



EOPS, CARE, NextUP, CalWORKs & Guardian Scholars

 CalWORKs accepts applications year-round. The program supports single or two-parent households receiving TANF/Cash Aid to reach their academic and career goals by helping them gain the skills needed to successfully transition into the workforce. The application is available on the CalWORKs website:



- https://www.elcamino.edu/support/resources/calworks/
- The CARE team played an instrumental role, with the support of Marketing and Communications, in launching the El Camino College Pregnant and Parenting Student Success webpage:
 - https://www.elcamino.edu/support/resources/pregnant-andparenting-students/



Student Development

- Upcoming Programs & Events
 - The Odyssey: A Student Development Program
 - Applications open now through March 1
 - The Student Support Expo
 - Tuesday, February 27 in the student services plaza, 10 am 2 pm
 - Club Rush
 - Monday Wednesday, February 26-28
 - Monday & Wednesday, Library Lawn, 10 am 2 pm
 - Tuesday, Student Services Plaza 10 am 2 pm
 - Student Voter Project
 - ASO is partnering with the Student Voter Project and are entering in the California Ballot Bowl
 - ASO will be leading voter registration efforts throughout the semester and will be asking the campus community to join in!
 - Maxient & Conduct
 - If you need assistance in understanding the conduct process and the Maxient system, please get in touch with Ricky Gonzalez, rigonzalez@elcamino.edu, to best support your efforts for our students' success.



Vice President of Student Services

Vision Alignment Reporting (VAR)

Telephone Calling Tree

Monthly Updates

<u>Vice President of Student</u>
 <u>Services | El Camino</u>
 <u>College | Torrance, CA</u>

In Memory of Parrish Geary, Dean of Student Support Services



Questions?

Thank You!