

EL CAMINO COLLEGE  
Office of the President  
Minutes of the College Council Meeting – February 6, 2017

College Council Purpose Statement: To facilitate communication and serve as a forum to exchange information that affects the college community.

Strategic Initiative C – Collaboration: Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

Members Present: Kristie Daniel-DiGregorio, Irene Graff, Dena Maloney, Jeanie Nishime, Susan Pickens, Jean Shankweiler, Luukia Smith, Erika Solorzano

Alternate: David McPatchell

1. Minutes – January 23, 2017: Approved with corrections.
2. The Master Policy and Procedure Listing was reviewed.
  - a. The following obsolete policies will be deleted:
    - 1) BP 3730 (Software Copyright & Licensure) this policy was folded into BP/AP 3750 (Use of Copyrighted Materials)
    - 2) BP 3811 (Claims Settlement Authorization)
    - 3) BP 3910 (Use of District Mail)
    - 4) BP 3911 (Telephones)
    - 5) BP 3920 (Pools)
  - b. Susan will check to see if there are CCLC updates on the policies listed below. Policies that have no updates will go to the Board for review only.
    - 1) BP 3510 (Workplace Violence Plan)
    - 2) BP 3550 (Drug Free Environment Prevention Program)
    - 3) BP 3600 (Auxiliary Organization)
    - 4) BP 3810 (Claims Against the District)
  - c. It was noted that legally required BP 3720 (Computer and Network Use) was not in place. It was determined that BP/AP 6160 (El Camino Community College District Computer and Network Use Policy) would be compared to the CCLC template and that #6160 would be re-numbered to #3720 to match the CCLC numbering system.
  - d. It was noted that legally required AP 4255 (Dismissal and Readmission) was folded into BP/AP 4250 (Probation, Dismissal and Readmission). A notation will be placed on the BP/AP webpage to refer to BP/AP 4250 for AP 4255.

3. The following revised policies were reviewed and approved by College Council. These revisions reflect CCLC Policies and Procedure Service updates. These policies will be presented for a first reading at the February 21, 2017 Board meeting.
  - a. BP 1100 (The El Camino Community College District) – approved with changes. (Move location of asterisk \* and replace “ACCJC” with “regional.”)
  - b. BP 2010 (Board Membership) – approved as presented.
  - c. BP 2710 (Conflict of Interest) – approved as presented.
4. The Draft Announcement – Summary of College Council Meeting was reviewed and approved by College Council. This summary was developed as a convenient tool for CC members to use for sharing information with their stakeholders. CC members can use this summary as part of their report out to stakeholders, or choose another method as they wish.

Upcoming College Council topics:

1. Review and revise College Council Orientation materials (last revision 2/23/16).
2. Review the Making Decisions Guide.
3. Continue the process of reviewing the list of legally required board policies and monitor the update of policies.