

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – October 3, 2016

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: Linda Beam, Kristie Daniel-DiGregorio, Irene Graff, Jo Ann Higdon, Chris Jeffries, Jeanie Nishime, Susan Pickens, Luukia Smith

Alternates: David McPatchell

1. Minutes – September 19, 2016: Approved as presented.
2. College Council 2015-16 Evaluation results were reviewed. It was noted that there were 12 out of 14 responses received. (Results posted [here](#).)
 - A. Committee Purpose
 - 1) CC Responsibility (AP 2510): There is a general overall upward trend.
 - 2) CC Purpose Statement: There is considerable improvement in this area.
 - B. Annual Goals (2015-16) – We only evaluated goal # 4 (Support initiatives of the CEC to train staff/faculty/committees in preparation for accreditation through quarterly reports and discussion) – The results reflect that CC mostly completed this goal. There was additional documentation regarding the completion of goals 1, 2, 3, 4, and 5.

It was noted that the two lowest scores were under “To facilitate communication and serve as a forum to exchange information that affects the college community.” Luukia said that some things should go out through Area Councils. Luukia also asked what should be communicated and how. Irene reported that there is a standard report at the Dean’s Council. Irene noted that there are some holes in communication. Susan reported that she sends out informational e-mails to confidential employees. Luukia asked what should be sent out by her. It was suggested that she send out minutes on the listserv. Luukia is hesitant to send out emails that people do not want to receive. There are more important emails that she would like them to read. Kristie suggested sending out a brief email each semester letting people know where various information can be found. Chris noted that sometimes there is information overload. Jeanie said that each person could decide what and how to communicate with their constituents.

3. Proposed Goals for 2016-17 are listed below. The goals will be reviewed and finalized on October 17, 2016.
 - 1) Conduct an annual evaluation of campus wide progress on Strategic Initiative C.

- 2) Review and endorse all components of the Comprehensive Master Plan 2017-2022.
- 3) Develop a strategy to ensure all policies and procedures legally required are written and posted.
- 4) Monitor and support the advancement of the College's completion agenda and student equity objectives.
- 5) Review results from campus wide surveys and charge appropriate committees to respond to concerns.
- 6) Participate in the annual review of the Mission & Strategic Plan.
- 7) Discuss modifying BP 1200 (District Mission and Strategic Plan 2015-2020, The El Camino College Mission, Vision, Values, and Strategic Initiatives) to address campus wide sustainability measures.
- 8) Increase College Council awareness of Strategic Initiatives and dissemination of information to constituent groups by scheduling informational presentations at College Council meetings.

Agenda for October 17, 2016

1. Minutes – October 3, 2016
2. Board Agenda Review
3. Flow Water Presentation – References (Eman Dalili)
4. College Council Goals 2016-17

2015-16 College Council Goals

1. Update and Review Board Policies and Administrative Procedures.
2. Have all Consultation Committees revise and post minutes, agendas, purpose and goals to their specific Committee webpage, and have a link to these pages from a central Administrative page.
3. Review and endorse the Master Plan.
4. Support initiatives of the CEC to train staff/faculty/committees in preparation for accreditation through quarterly reports and discussion.
5. Develop plans and procedures to orient new members to consultation committee.