

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – December 5, 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: Kristie Daniel-DiGregorio, Irene Graff, Jo Ann Higdon, Chris Jeffries, Jeanie Nishime, Susan Pickens, Luukia Smith

Alternates: Rory Natividad, David McPatchell

1. Minutes – November 21, 2016: Approved as presented.
2. Listings of legally required P&P's were distributed. Jo Ann reported that the legally required policies and procedures will be completed within the next six months.
3. BP 5035 (Withholding of Student Records) – This policy was presented for review only.
4. AP 5035 (Withholding of Student Records) – This new procedure was reviewed by CC and no changes were recommended. It was asked if there was another policy and/or procedure that covers other instances/reasons for withholding student records. Jeanie will research this and report back to CC.
5. AP 5055 (Enrollment Priorities) – This amended procedure was reviewed by CC. It was noted that there are numerous edits that need to be made for clarity. Jeanie will make the revisions and bring back to CC.
6. BP/AP 5510 (Off-Campus Student Organizations) – These are both new and legally required even if we do not have off-campus student organizations. Jeanie noted that the AP template gave options “A” and “B” and that she had used option “A”. Jeanie now believes option “B” is the correct version to use. The AP will be updated and both the BP/AP will be brought back to CC.
7. It was reported that the Comprehensive Master Plan will be go to the Board in February, 2017.

Agenda for December 19, 2016 – Board Room

1. Minutes – December 5, 2016
2. Board Agenda Review
3. AP 4235 (Credit for Military Service)

College Council Goals for 2016-17

1. Conduct an annual evaluation of college-wide progress on Strategic Initiative C.
2. Review and endorse all components of the Comprehensive Master Plan 2017-2022.
3. Develop a timeline for completion of all legally required policies and procedures.
4. Review results from college-wide SENSE and Technology surveys and refer to appropriate committees for response.
5. Participate in the annual review of the Mission & Strategic Plan.
6. Increase College Council awareness of Strategic Initiatives and dissemination of information to constituent groups.