

EL CAMINO COLLEGE  
Office of the President  
Minutes of the College Council Meeting – February 29, 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, Ann Garten, Irene Graff, Vishu Gupta, Jeanie Nishime, Susan Pickens, Luukia Smith, Claudia Striepe.

Alternates Present: David Mc Patchell, Virginia Rapp, Michael Trevis.

1. Minutes – February 22, 2016 minutes were approved as presented.
2. BP 3530 (Weapons on Campus) – Was presented for review only with no recommended changes. This is policy ready to go to the Board.
3. AP 3350 (Weapons on Campus) – New procedure was reviewed and no changes to content were recommended. Ann Garten noted there were commas needed and that she would provide those changes to Jo Ann. With those changes this procedure is ready to go to the Board.
4. Campus Safety – It was reported that faculty are concerned about campus/classroom safety. It was noted that there are on-going discussions on how to ensure safety for the campus community. There was a request for a campus communication to be sent out that would outline safety measures that are currently in progress and or/being proposed.
5. AP 3900 (Speech: Time, Place, and Manner) – The revisions recommended by College Council were made and presented again for review. This procedure is ready to go to the Board.
6. BP 5506 (El Camino College Student Rights and Responsibilities) – This policy will be deleted with the adoption of BP 5050 (Student Success and Support Program). It was noted that all items in the policy are covered in other policies and publications and can be deleted when BP 5050 is adopted.
7. AP 5050 (Student Success and Support Program) – Was reviewed and one additional change recommended: Last paragraph/sentence will read: “The district shall not use any assessment instrument except one those specifically authorized by the Board of Governors of the California Community Colleges.” With this change this procedure is ready to go to the Board.

8. BP/AP 3505 (Emergency Response Plan) – There was a request to fast-track this policy and procedure due to the recent concerns about campus safety. It was agreed that drafts will be presented to College Council in two weeks.
9. Policies and Procedures CCLC Template Comparison Listing – It was determined that policies and procedures deemed by CCLC as “legally required” will be our first priority. Once those are completed the policies and procedures deemed “legally advised” will be processed.
10. College Council Orientation Document – Revised document was reviewed and additional changes were recommended as follows:
  - a) Delete duplicate “are” from sentence #1 in paragraph 8: “Minutes from College Council meetings **are are** published on the El Camino College website at:”
  - b) Membership Table – List members in alphabetical order and add student name.

With these changes the College Council Orientation document is approved.

11. El Camino College Annual Planning and Budgeting Process Diagram – The diagram was reviewed and there was one recommended change. It was recommended to add an additional box to indicate that prioritized list of faculty position requests go to the President for final prioritization before going to the Academic Senate and the PBC. This revision will be brought back to College Council in two weeks.

#### Agenda March 7, 2016

1. Minutes – February 29, 2016
2. Aspen Institute Application (Jean and Jeanie)
3. Campus Safety Plans (Jo Ann)
4. Advisory Committees – Designation of public or private
5. Team Reports

#### 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.