

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – March 21, 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, Chris Halligan, Jo Ann Higdon, Chris Jeffries, President Maloney, Jeanie Nishime, Susan Pickens, Jean Shankweiler, Claudia Striepe.

Guest: David Mc Patchell.

1. Minutes – March 7, 2016 minutes were approved as presented.
2. President Maloney gave a brief overview of the March 21, 2016 Board agenda.
3. ECC Annual Planning and Budgeting Process (diagram) updated draft was presented by Irene Graff. College Council did not recommend any additional changes. This version will go back to the Planning and Budgeting Committee for approval.
4. Campus Safety Update
 - a) Classroom phones – All classrooms are being assessed to determine what additional equipment is needed to install phones. Every classroom on campus will be equipped with a phone. These phones will have a 911 feature.
 - b) Door locks – A specialized locking device is being tested on campus. These locks will allow doors to be locked from the inside. It was noted that these locks may not work in the Library. The plan is to install locking devices on the classrooms first and then focus on the rest of the campus.
 - c) Campus Community Emergency Response Team (C-CERT) Program – Jo Ann Higdon encourages everyone to participate in the next C-CERT program. An announcement for the next training session will go out to the campus community via email.
5. College Council meeting schedule: College Council will meet twice a month on the first and third Mondays at 1:30 p.m. in ADM 131. The next College Council meeting will be on April 4, 2016.
6. Vishu Gupta reported that he and other ASO members went to Washington, D.C. to meet with State Legislators over spring break. They were able to meet with Educational Staff members regarding campus safety and FAFSA applications.

7. President Maloney will join 23 of our Honors Transfer Program students at a research conference at UC Irvine this Saturday.
8. *ECC Matters* was awarded the 1st place Gold/Paragon award by the National Council for Marketing and Public Relations’.

Agenda April 4, 2016

1. Minutes – March 21, 2016
2. BP/AP 3750 (Use of Copyrighted Material) - Jean
3. BP/AP 4250 (Probation, Dismissal and Readmission) – Jean
4. AP 4040 (Library Services) – Jean
5. AP 5530 (Student Rights & Grievances) – Jeanie
6. 2016 Student Success Scorecard (Information Only) - Irene
7. Institutional Effectiveness Framework of Indicators 2016 - Irene

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.