

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – March 7, 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: Ann Garten, Vishu Gupta, Chris Halligan, Jo Ann Higdon, Chris Jeffries, President Maloney, Jeanie Nishime, Susan Pickens, Susana Prieto, Jean Shankweiler, Luukia Smith, Claudia Striepe.

Guest: David Mc Patchell.

1. Minutes – February 29, 2016 minutes were approved as presented.
2. Aspen Prize for Community College Excellence – The application has been submitted. Aspen convenes a “Finalist Selection Committee” to review the applications and select the 10 finalist institutions. There will be two-day site visits to each of the finalist institutions.
3. Campus Safety Plans – The following safety measures are in place and/or under discussion.
 - a) Nixle Alert System is in place but we need to continually expand the number of students, faculty and staff who are using the system. It was requested that faculty encourage their students to sign up.
 - b) “Code Blue” phones are directly linked to the ECC Police Department. Two of these phones are currently equipped with a loud speaker. We are researching the ability to retrofit other blue phones with speakers. These phones are tested monthly. Some of the phones have been taken offline due to construction activity in the area. These phones are being identified and signage will indicate where the next nearest phone is located.
 - c) Classroom safety and locking doors is being discussed. It was reported that there may be an option that would allow doors to be locked without replacing the doors. Jo Ann will report back on this at our next meeting.
 - d) Depending on the circumstances, sheltering in place may not always be the best option in the event of an emergency. That being said, it is important to practice this safety strategy. Therefore, a shelter in place drill will be scheduled.
 - e) Cisco phones are tested from one to two times a year. It was reported that when the “911” button is pressed the location of the phone is transmitted to Campus Police.
 - f) Communication – It was noted that there will be a regular column in *ECC Matters* that addresses campus safety measures and updates. A link to this column will be included in the President’s Newsletter. The Campus Police webpage will be updated to include safety information.

- g) Library Learning Resources will contact Campus Police to schedule a meeting to discuss safety procedures specific to their area due to the many exits and entrances.
- 4. ECC Website – Campus Committees Webpage.
 - a) It was determined that auxiliary Committee minutes and agendas will not be designated as private.
 - b) All Campus Committees minutes and agendas will now be posted on the ECC website.
 - c) It was noted that there are broken links and some links go to a “word press” document. Susan will work with Public Relations to correct these issues.
 - d) It was reported that there are committees whose information is out of date. There is currently no process and/or procedure for updates in place.
- 5. Compton Center Website – It was reported that one of the goals at the Center is to post all agendas on their website. It was noted that there is limited posting of minutes and agendas due to the lack of training on the new OmniUpdate Campus System.
- 6. OmniUpdate Campus System - Linda Beam and Lisa Mednick will be coordinating employee training on the new system for both ECC and CEC. Dr. Curry is in contact on the needs for Compton Center and working with a consultant to bring the website up to date.
- 7. ECC’s first “Counselor Collaborative” is on Friday, March 11th and 125 Middle Schools have RSVP’d.
- 8. Academic Achievement awards and Presidential Scholar applications have gone out.
- 9. President Maloney proposed that College Council change from a weekly schedule to a bi-monthly schedule. This will be discussed again next week.

Agenda March 21, 2016

- 1. Minutes – March 7, 2016
- 2. Board Agenda Review
- 3. ECC Annual Planning and Budgeting Process Diagram (Irene)
- 4. Progress Report on Campus Safety Plans/Measures (Jo Ann)
- 5. College Council meeting schedule

Future Agenda Items:

- 1. BP/AP 3750 (Use of Copyrighted Material) - Jean
- 2. BP/AP 4250 (Probation, Dismissal and Readmission) – Jean

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.