

EL CAMINO COLLEGE  
Office of the President  
Minutes of the College Council Meeting – June 20, 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, Jo Ann Higdon, Chris Jeffries, President Maloney, Jeanie Nishime, Susan Pickens, Luukia Smith, Erika Solorzano.  
Alternate: Rory Natividad. Guest: Andrea Sala.

1. Minutes – May 16, 2016 minutes were approved as presented.
  - a) It was noted that follow-up is needed on # 3 of the minutes: The Non-Discrimination Notice needs to be consistent throughout all communications.
2. Board Agenda Review
  - a) Oath of Office - Student Trustee Nichole Mardesich will take the Oath of Office.
  - b) Jo Ann Higdon will give a presentation of the 2016-17 Tentative Budget.
  - c) AA 4, #B – The El Camino College Enrollment Management Plan 2016-19 is being presented as an information item. Copies will be available at the Board meeting.
  - d) SCA 2, #A – Student Equity Plan, Student Success and Support Program, and Basic Skills Initiative 2016/2017 Joint Planning Retreat – This group will come to CC in October and give a report on the retreat.
  - e) SCA 2, #B – Administrative Procedure 5130 (Financial Aid) – Is presented for informational purposes. The procedure was revised to reflect updated disbursement entity and new BOG Fee Waiver requirements.
  - f) AS 6, #12 – Interact Communications, Inc. Contract – This contractor will provide process improvement services from the student perspective. President Maloney is putting together a steering committee to help with the project by providing guidance and oversight. The steering committee will have its first meeting in July. It was noted that this contract only covers the student experience and not the general business side of campus operations.
  - g) AS 13, #C – Consideration of Approval to Purchase Materials Through Other Public Agency Contracts for Fiscal Year 2016-2017 – This allows ECC to make procurements by means of existing public agency contracts and other cooperative purchasing agreements. It was noted that this “blanket” Board item is now required on an annual basis.
  - h) E 2, #B – Contract Amendment – DLR Group – Student Services Center Replacement Project – It was reported that the parking structure will be completed sooner than the Student Services Center. The hardscape portion that applies to the structure will be incorporated into the parking structure plan.
  - i) HR 14, #17 – Correction to date to read: July 1, 2016 through June 30, 2017.

- j) HR 33, #D – Equal Employment Opportunity (EEO) Plan 2016-2019. The Chancellor’s Office has changed its EEO allocation model to the *Multiple Method* Model. Each district that meets the requirements of the *Multiple Method* allocation model will receive a funding amount to be determined by the Chancellor’s Office based on available funds. Once the plan is approved it will be submitted to the Chancellor’s Office.
    - i. EEO Plan – Pages 38, 39, and 40 – It was noted that the “Non-Discrimination” citations listed on these pages are not the same. Jaynie will review these.
  - k) HR 12, #5 – Stipends (for carrying a cell phone) – It was noted that Center for the Arts employees are not included on this list. Linda Beam will run a report to see which employees receive a stipend for carrying a cell phone.
  - l) CC 2 #2 – Return of Local Authority of the Elected Compton Community College District Board of Trustees - On June 14, 2016 Special Trustee Thomas Henry sent a letter to the Fiscal Crisis and Management Assistance Team (FCMAT) requesting their “concurrence” that the Compton District has, for two consecutive academic years, met the requirements of the FCMAT’s comprehensive assessment and recovery plan pursuant to Ed Code Section 41329.59. This is a big step for the Compton District.
  - m) P/B 2 – Travel – President Maloney will attend the Council for Higher Education Accreditation Summer Workshop. This is an important workshop to prepare for participation as a member of Accreditation Workgroup #2.
3. BP/AP 6620 (Naming of District Facilities and Properties) – presented by Andrea Sala. It was noted that these should be revised to align with the ECC P&P’s. The updated BP/AP will be brought back to CC and we will determine how to distribute them to the campus community. It was noted that the normal process was for representatives to email items to their constituent groups.
  4. There will be a BoardDocs preview at the August 15<sup>th</sup> CC meeting.

Agenda July 18, 2016

1. Minutes –June 20, 2016
2. Board Agenda Review
3. BP/AP 6620 (Naming of District Facilities and Properties)

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.