

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – April 17, 2017

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, Chris Halligan, Jo Ann Higdon, Dena Maloney, Jeanie Nishime, Barbara Perez, Susan Pickens, Jean Shankweiler, Luukia Smith

Alternates/Guest: Ann Garten, David McPatchell, Tiffany Ushijima

1. Minutes – April 3, 2017: Approved as presented.
2. The April 17, 2017 Board Agenda was reviewed.
3. Policies & Procedures
 - a. AP 3710 (Intellectual Property & Securing Copyright) – This new procedure was presented by Jean Shankweiler. There was a question in regards to item # e (Substantial District Support) as to what constitutes “exceptionally expensive District equipment.” There was also question in regards to item # f (Work for Hire or Invention for Hire) and how that would interface with sabbatical leaves. It was determined that these questions can be handled outside of the procedure and could be covered in faculty contract language. The ECCFT will get a legal opinion on these. This procedure was approved by College Council and is ready for Board review.
 - i. BP 3710 (Intellectual Property & Securing Copyright) – This new policy was presented by Jean Shankweiler. This policy was approved by College Council and is ready for Board approval.
 - b. AP 2710 (Conflict of Interest) – Legally required – This new procedure was presented by Barbara Perez. There was a question about the last sentence in paragraph #5: *“This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Board, employed part time by the District to teach no more than one course per semester or quarter in the subject matter of that individual’s occupation (Education Code Section 71210(b)).”* The language in this sentence will be clarified and the procedure will be brought back to the next meeting.
 - c. AP 3400 (Statement of Economic Interest) – Legally Required - This new procedure was presented by Barbara Perez. The language in this procedure came

from the current BP 3400. This procedure was approved by College Council and is ready for Board review.

- i. BP 3400 (Statement of Economic Interest) – This policy was revised because the original language was moved to an administrative procedure. The policy was approved by College Council and is ready for Board approval.
 - d. AP 7125 (Verification of Eligibility for Employment) – Legally Required – This new procedure was presented by Barbara Perez. The procedure was approved by College Council and is ready for Board review with one correction: paragraph # 5, last sentence “...*the District will retain such forms for at least three years or until one year after the person’s...*”
 - i. BP 7120 (Recruitment and Selection) – This revised policy was presented by Barbara Perez. The policy was approved by College Council and is ready for Board approval.
 - e. AP 7233 (Claims for Work out of Classification) – Legally required – This new procedure was presented by Barbara Perez. The procedure was approved by College Council and is ready for Board review.
 - i. BP 7130 (Compensation) – This revised policy was presented by Barbara Perez. The policy was approved by College Council and is ready for Board approval.
 - ii. BP 7230 (was 7220) (Classified Employees) – This revised policy was presented by Barbara Perez. The policy was approved by College Council and is ready for Board approval.
 - f. AP 7250 (Educational Administrative Reassignment Rights) – It was determined that this revised procedure would be brought back to the next meeting.
 - i. BP 7250 (Educational Administrators) – It was determined that this new policy would be brought back to the next meeting.
4. College Council Summer Schedule – College Council will meet on Board meeting days for June, July, and August 2017.
5. Future Meeting Dates:
- a. May 1, 2017, 1:30 p.m., Library 202 (Monday)
 - b. May 22, 2017, 1:30 p.m., Decathlon Room (Monday)
 - c. June 19, 2017, 1:30 p.m., Library 202 (Monday)
 - d. July 17, 2017, 1:30 p.m., Library 202 (Monday)
 - e. August 21, 2017, 1:30 p.m., Library 202 (Monday)
 - f. September 5, 2017, 1:30 p.m., Library 202 (Tuesday)

Upcoming College Council topics:

1. Continue the process of reviewing the list of legally required board policies and monitor the update of policies.