

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – December 16, 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, Brian Fahnestock, Chris Jeffries, Dena Maloney, Jane Miyashiro, Ross Miyashiro, Susan Pickens, Jean Shankweiler, Tiffany Ushijima

Alternates/Support/Guests: Heather Parnock, David McPatchell, Andrea Sala, Mike Trevis

1. The minutes of December 4, 2017 were approved as presented.
2. The December 18, 2017 Board agenda was reviewed.
3. Interview matrix: Jane Miyashiro presented the “District Recruitment Check-Off List” and Interview Matrix. These documents are HR operational tools that were developed to assist and guide search chairs through the recruitment process. HR will develop BP/AP’s to go along with these tools which will flesh out the process in more detail. When those BP/AP’s are developed, they will then go through the consultation process at College Council before being presented to the Board of Trustees. .
4. Board Policies and Administrative Procedures (Brian Fahnestock)
 - a. BP 3500 (Campus Safety): There is confusion about what is the Campus Safety Plan that is referenced in this policy. Need to clarify and make clear what the Campus Safety Plan is and where to find it. This will be brought back. Bring back with BP/AP 3510 and BP/AP 6800.
 - b. AP 3500 (Campus Safety): The Ed Code references will be verified for this procedure. Also, the Vice President of Administrative Services will be noted as the office of primary responsibility. Bring back with BP/AP 3510 and BP/AP 6800.
 - c. BP 3501 (Campus Security & Access): Bring back with CCLC template. Kristie requested adding a broad statement about our campus police department. Kristie also requested a broad statement about our campus police. She will email her suggested edits to Brian.
 - d. AP 3501 (Campus Security & Access): Bring back with CCLC template. Will add information about bicycles and construction vehicles.
 - e. BP 3515 (Reporting of Crimes): It was requested to remove the added language about reporting false crimes. Ok with that change.

- f. AP 3515 (Reporting of Crimes): Brian will find out if this is a new procedure and if it is required. Correct all typos. Call everything by a consistent name.
 - g. AP 3516 (Registered Sex Offender): Brian will ensure that the title of Annual Security Report is accurate. Brian will find out if we are legally required to identify contractors who are sex offenders. Brian will also find out if there is a BP to go with this procedure.
 - h. BP 3518 (Child Abuse Reporting) – bring back.
 - i. AP 3518 (Child Abuse Reporting) – bring back.
 - j. BP 3520 (Local Law Enforcement) – bring back.
 - k. AP 3520 (Local Law Enforcement) - bring back.
 - l. BP 3550 (Drug Free Environment & Prevention Program) – bring back.
 - m. AP 3550 (Drug Free Environment & Prevention Program) – bring back.
5. Future meeting dates:
- a. Tuesday, January 16, 2018
 - i. Board Agenda Review
 - ii. Possible Board Policy and AP Review
 - b. Monday, February 5, 2018
 - c. Tuesday, February 20, 2018 (May change)