

*** FINAL ***

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – January 26, 2015

Present: Francisco Arce, Linda Beam, Irene Graff, Chris Jeffries, Rafeed Kahn, David McPatchell, Jeanie Nishime, Estina Pratt, Claudia Striepe

1. Minutes – January 12, 2015: Approved as written.
2. Policy and Procedure Subcommittee Members: Representatives have been appointed as follows:
Academic Senate: Chris Wells and Chris Gold.
AFT and ECCE: Need representatives.
Management: Will be delegated depending on the nature of the policy.
Students: Will not need a representative but students will be contacted if there are policies that affect them.
3. Report on Campus Bike Spaces – Jo Ann: **Carry-over for next meeting.**
4. College Council Function: Members discussed the College Council purpose statement. It was noted that the intent of the Council is to facilitate communication and serve as a forum to exchange information regarding trends and situations that have an impact on the college community.

Clarification is needed with regard to the purpose statement for the ECC Technology Committee.

5. *Making Decisions at El Camino College* Review: It was suggested that all committee members start bringing their copy of the document to every College Council meeting. Council members should review the document prior to the next meeting on February 2. It is important that all consultative committee chairs understand this document and that their charge is to review it with their committees.

The VPs have reviewed a draft of the PlanNet report, which will be ready for distribution in the next couple of weeks.

6. BP 6300 (Budget Preparation): **Carry-over for next meeting.** Linda advised that the President is recommending a 10% reserve in order to keep the College fiscally sound.

7. Other:

- a) Shooting Incident Update: A Campus Alert Update was presented this morning. Two forums have been scheduled for Tuesday, January 27. Ms. Garten will be asked to send out a reminder regarding the forums.
- b) Power Outage: During a power outage, there are about twenty minutes until the phone no longer has power. An announcement regarding the outage was placed on Twitter, Facebook and Nixle. It was suggested that information be included in the announcement notifying the community that staff is assessing the status and will keep everyone updated throughout the day.

Agenda – February 2, 2015

- 1. Minutes
- 2. Report on campus bike spaces – Jo Ann
- 3. *Making Decisions at El Camino College* review
- 4. BP 6300 (Budget Preparation)

2014-15 College Council Goals

- 1. Set up a specific review process and cycle for policies and procedures.
Measure: Review process is established.
- 2. Review *Making Decisions at El Camino College* and revise as needed.
Measure: Document is reviewed and revised as needed.
- 3. Review and revise College Council's purpose statement, roles, and responsibilities.
Measure: College Council reviewed and revised its purpose statement.
Measure: College Council lists its purpose statement (including Strategic Initiative C) on each meeting agenda.