

*** FINAL ***

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – February 2, 2015

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

1. Minutes – January 26, 2015: Approved as written.
2. Report on Campus Bike Spaces: Mike reported that there has been an increase in the number of people using bikes on campus and additional bike racks may be needed throughout the campus. It was suggested that a bike census be taken around the time of National Bike Week to determine if additional racks are needed. Cadets could assist with this endeavor. Mike also reported that Facilities is working on small signs to place on hand rails to remind students that this is a no parking zone. **He will inform Jo Ann that this will be a follow-up item at the next meeting.**
3. *Making Decisions at El Camino College* Review: The following revisions were recommended:
 - a) Page 5, Evidence and Planning:
 - Add service area outcomes to the second sentence.
 - Need to make minutes available to the community. There should be a central repository and committees should be reminded to post all minutes there.
 - b) Page 11, Purpose Statement for College Council: To facilitate communication and serve as a forum to exchange information that affects the college community.

It was recommended that the purpose statement for every committee be included on its agenda, including the Council, as a reminder of its purpose.
 - c) Page 12, Purpose Statement – Planning & Budgeting Committee (PBC): The PBC changed its purpose statement but it is not reflected in the document.

A committee can update its mission and purpose, but it should inform the College Council so changes can be acknowledged and incorporated in the document.
 - d) Page 15, ECC Mission and Goals: Needs to be updated.

- e) Page 18, Annual Planning (Plan Builder): Calendar is currently under review in PBC.
 - f) **Recommended changes on pages 24-27 (Administrative Procedure 2510) will be reviewed and discussed at the next meeting. Irene will provide copies with revisions made previously in redline format.**
4. BP 6200 (Budget Preparation): Linda noted that President Fallo will recommend to the Board that the unrestricted general fund appropriation for contingencies be maintained with a 10% reserve. **BP 6200 will be presented to the Council for review and discussion at the next meeting.**

BP 6300 (Fiscal Management): It was recommended that the policy be sent back to the Policy and Procedure Subcommittee for review and update prior to presenting to the Council for discussion. It will be assigned to Academic Senate representative Chris Wells.

Subcommittee Members: For clarification, one representative is needed from AFT and ECCE. Other staff will be included depending on the policy/procedure being reviewed.

- 5. Other
 - a) Food Services: A concern was expressed regarding the quality of food services. Complaints should be directed to Rocky Bonura.

Agenda – February 9, 2015

- 1. Minutes – February 2, 2015
- 2. Report on campus bike spaces – Jo Ann
- 3. *Making Decisions at El Camino College* review
- 4. Administrative Procedure 2510 (Collegial Consultation)
- 5. BP 6200 (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.