

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – February 24, 2014

Present: Francisco Arce, Linda Beam, Thomas Fallo, Julio Farias, Ann Garten, Irene Graff, Jo Ann Higdon, David Mc Patchell, Derrick Moon, Jeanie Nishime, Susan Pickens, Estina Pratt, Luukia Smith.

1. BP/AP 3200 (Accreditation) were distributed. These have both gone through consultation and are ready to go to the Board.
2. The Spring 2013 Employee Campus Climate Survey Results were reviewed and discussed as follows.

The ECC results are now published on website. There was a good response rate from employees. There was a low response rate from students last fall. The Community College Survey of Student Engagement (CCSSE) will be administered this spring.

The Compton Center results are also on our website.

This is a large report with a lot of detail. By and large the workforce was well represented. The following six themes emerged: Campus Work Environment, Communication, Service to Students, Employee Inclusion, Mission and Planning.

There was an opinion that two questions (4 and 27) should have been categorized in the planning category rather than work environment.

Two focus groups (faculty and staff) will be formed to determine how to improve communication.

The report will be reviewed in the Deans Council, Academic Senate and Planning and Budgeting Committee. It will also be presented to the Board.

The report will be discuss again at the next meeting.

Agenda – March 3, 2014:

1. Minutes
2. Policies (Jeanie)
3. Spring 2013 Employee Campus Climate Survey Results
<http://www.elcamino.edu/administration/ir/surveys.asp>

College Council 2013-14 Goals:

1. Focus on student success and learning.
2. Monitor and support the advancement of the College's completion agenda of increasing the number of degrees, certificates, and transfers.
3. Incorporate evidence-based decision making when evidence is available.
4. Actualize the "Making Decisions at El Camino College" document.
5. Complete the review of all policies and procedures relating to Accreditation.
6. Set up a review cycle for all policies and procedures.

Policies/Procedures Pending:

BP	AP	Title	Status
1200		The El Camino College Mission, Philosophy, Values and Guiding Principles	Will be updated at the 2014 Planning Summit
	2510	Collegial Consultation	Reviewed and revised 12/2/13. Jeanie awaiting feedback from constituent groups.
3440		Service Animals	New policy – Linda working on.
3570		Restricted Smoking Areas	Pulled from 12/16/13 Board agenda
4021	4021	Program Discontinuance	Distributed 4/29/13, will go to Senate in spring. Back to CC in March - Francisco
	7145	Personnel Files	Distributed on 11/18/13 - Linda
	7233	Claims for Work out of Classification	Distributed on 11/18/13 - Linda
7330	7330	Communicable Disease	Distributed on 11/18/13 - Linda
	7336	Certification of Freedom from Tuberculosis	Distributed on 11/18/13 - Linda
		Faculty Hiring Procedures	Distributed on 4/29/13, Linda working on
		Administrative Hiring Procedures	Linda working on.

Policies/Procedures Completed:

BP	AP	Title	Status
1100		The El Camino Community College District	First reading 2/18/14
1500		Display of Federal and State Flags	First reading 2/18/14
2010		Board Membership	First reading 2/18/14
2015		Student Member	First reading 2/18/14
2100		Board Elections	First reading 2/18/14
3200	3200	Accreditation	Ready for Board

3410	3410	Nondiscrimination	Adopted 1/21/14
3430	3430	Prohibition of Harassment	Adopted 2/18/14
5205		Student Accident Insurance	First reading 2/18/14
7110	7110	Delegation of Authority	Adopted 1/21/14
	7150	Evaluation	Adopted 1/21/14
	7160	Professional Development	First reading 2/18/14
7351		Retirement – Classified Service	Deletion approved 12/16/13
7510		Domestic Partners	Adopted 1/21/14
7700	7700	Whistleblower Protection	Adopted 1/21/14