

EL CAMINO COLLEGE  
Office of the President  
Minutes of the College Council Meeting February 27, 2012

Present: Francisco Arce, Rebekka Asher, Momi Elliott, Thomas Fallo, Ann Garten, Chris Gold, Irene Graff, Jo Ann Higdon, Jeanie Nishime, David Mc Patchell, Susan Pickens, Lynn Solomita, and Arvid Spor.

1. The ARCC 2012 Report self-assessment narratives for ECC and the Center were distributed and reviewed. Irene is requesting feedback from College Council constituents by March 2<sup>nd</sup>. The final draft will be reviewed by the President's Cabinet for submission by March 9<sup>th</sup>.
2. College Council Behavior Guidelines. Jo Ann requested that College Council members send her suggestions for guidelines.
3. College Council Goal Review.
  1. Practice consistent and timely internal college communications through the use of two-way discussion within College Council and between Council members and their constituents where appropriate. College Council Behavior guidelines (civility) fits under this goal. Francisco reported that divisions in his area are working on getting minutes posted and web pages updated. The Academic Senate website will be updated. Jeanie reported that meetings in her area have resumed and information is posted. Jo Ann also reported that her area minutes are posted. The Planning and Budgeting Committee minutes are posted. Irene communicates with managers once a month. College Council minutes and agenda postings are up-to-date.
  2. Evaluate new policies, procedures, and processes in terms of promoting student success. Academic Affairs will be bringing forward 4-5 policies this year. ASO will have 3-4 policies for review.
  3. Consider environmental impacts during policy, procedure, and process discussions in support of movement toward a more sustainable campus. It was noted that the enforcement of designated smoking areas fits under this goal.
  4. Complete a minimum of ten policies and accompanying procedures. Three policies have been adopted in this time period.
4. Designated Smoking Areas. Seven areas have been designated. We will go ahead with basic amenities for five of the areas. Jo Ann will bring a photo of a bus-stop type shelter that can be used for the two remaining areas. It was noted that these types of structures need DSA approval and can run from \$75,000 to \$100,000.
5. State Budget. ECC had budget cuts of \$5.5 million at the beginning of the year. Now with the additional "triggered" budget cuts (\$1.8 million for January and \$2.6 million for February) our total 2011-12 estimated budget cut is \$9.9 million. ECC will prepare a two-column budget projection for the year. There will be an all-campus budget meeting in April.
6. Compton. We are in the process of doing interviews for the Chief Business Officer position.

Agenda for the March 5, 2012 Meeting:

1. Minutes of February 13 and 27, 2012
2. Team Reports
3. College Council Behavior Guidelines
4. Smoking area amenities

2011-2012 College Council Goals

1. Practice consistent and timely internal college communications through the use of two-way discussion within College Council and between Council members and their constituents where appropriate.
2. Evaluate new policies, procedures, and processes in terms of promoting student success.
3. Consider environmental impacts during policy, procedure, and process discussions in support of movement toward a more sustainable campus.
4. Complete a minimum of ten policies and accompanying procedures.

College Council Goal/Survey timeline:

1. Quarterly Goal Review: December 2011, March 2012, June 2012, September 2012
2. 2011-2012 College Council Survey: September 2012
3. Develop 2012-13 College Council Goals: October 2012

Policies Completed:

1. BP 4055 – Academic Accommodations for Students with Disabilities, adopted 11/28/11
2. BP 5700 – Athletics, adopted 1/17/12
3. BP 4231 – Grade Change, adopted 3/21/12