

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – February 9, 2015

Present: Julio Farias, Irene Graff, Jo Ann Higdon, Rafeed Kahn, Lynn Lindberg, David Mc Patchell, Jeanie Nishime, Susan Pickens, Estina Pratt, Virginia Rapp, Luukia Smith, Erika Solorzano, Claudia Striepe.

The agenda today is being adjusted as follows:

1. Minutes
2. Report on Campus Bike Spaces
3. Accrediting Commission for Community and Junior Colleges (ACCJC) Letter
4. Making Decisions at El Camino College (Postponed to February 23, 2015)
5. AP 2510 (Collegial Consultation) (Postponed to February 23, 2015)
6. BP 6200 (Budget Preparation) (Postponed to February 23, 2015)

1. Minutes – February 2, 2015. Correction to page 2, item #: Irene Graff will provide copies of recommended changes to AP 2510.
2. Report on Campus Bike Spaces: Facilities has identified five additional potential bike rack locations. Chief Trevis will determine if these locations are viewable by security cameras. Jo Ann will report back with this information.
3. Accrediting Commission for Community and Junior Colleges (ACCJC) Letter: Our Accreditation has been reaffirmed. There are some deficiencies that need to be resolved. We must submit a follow-up report in October 2015 that shows we have resolved these deficiencies. The report will be followed by a visit of Commission representatives.

Recommendation 1: Institutional Effectiveness and Leadership and Governance. The team recommends the College complete its integrated planning cycle by ensuring the planning process offers opportunities for purposeful dialogue in which stakeholders participate in the exchange of different points of view and reflections; clearly ties resource allocation to the planning goals; clarifies how priorities are decided and decisions are communicated to stakeholders, leading to genuine communication.

There was some discussion on how to resolve the “genuine” communication issue. It was suggested that each person on College

Council send out the ACCJC correspondence to their constituents and ask that they review the document. It was noted that there was a lack of communication with the GASB (irrevocable trust) issue in the past. It was noted that communication is always listed as an area of concern. We need to determine what areas are lacking. Jeanie will ask for clarification from ACCJC on what is meant by “genuine” communication. It was reported that many employees do not know how priorities are decided and do not know the approaches to prioritization. We need to find a way to better communicate this to the campus. It was also noted that some supervisors/managers do not include their staff in the planning process. Jeanie reported that the VP’s will continue this discussion and develop a plan.

Recommendation 2: Financial Resources. The team recommends that El Camino Compton Educational Center implement the fiscal management plan to assure financial integrity and disseminate dependable and timely information for sound financial decision making. The Commission notes that the Compton Center is identified as the subject of the recommendation.

It was noted that ACCJC believes that Compton has only followed their financial plan for two years despite our proof and explanations to them. It is hoped that we can cite what has been done and provide documentation in our follow up report. It was mentioned that the last two FCMAT reports were “glowing.” It was also noted that ACCJC disregarded the past two audit reports.

Recommendation 3: Planning and Decision-Making Processes. The team recommends that the College implement the planning, governance and decision-making process outlined in board policies and “Making Decisions at El Comino College” document and regularly evaluate the process to ensure integrity and effectiveness; communicate the results of the evaluation; and utilize the results for improvement.

College Council is in the process of revising this document. It was noted that all Collegial Consultation committees must review this document. We also need to provide evidence that we are following these guidelines.

Recommendation for Institutional Improvement 10. The team recommends the College implement a process for the evaluation of policies and procedures according to an identified timeline and the Board of Trustees revise the policies as necessary.

We were aware that we were vulnerable in this area. College Council has determined there will be two subcommittees working on policies and procedures. The Vice Presidents will develop a timeline. The subcommittees will meet twice monthly.

Agenda – February 17, 2015

1. Minutes – February 9, 2015
2. Board Agenda

Agenda February 23, 2015

1. Minutes – February 17, 2015
2. Policy and Procedure Subcommittee members
3. *Making Decisions at El Camino College* review
3. Administrative Procedure 2510 (Collegial Consultation)
4. 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.