

EL CAMINO COLLEGE  
Office of the President  
Minutes of the College Council Meeting March 21, 2011

Present: Francisco Arce, Leisa Biggers, Thomas Fallo, Ann Garten, Chris Gold, Jo Ann Higdon, David Mc Patchell, Jeanie Nishime, Susan Pickens, Gary Robertson, Elizabeth Shadish, Arvid Spor, and Gary Turner.

1. Board Agenda
  - a. Page 31 – Proposed Budget Reductions. Footnotes indicate when presented.
  - b. Page 54 – Interfund transfer. This is to pay non-covered costs.
  - c. Pages 51-52 – Student Learning Outcomes (SLO's). These assessments were done at the Center.
  - d. Page 33, C-1 – Change Order. This is for the softball field and will not be re-done.
  - e. Page 35, D-9 – Change Order. It is believed that this is for the Alondra room.
2. Designated Smoking Areas. College Council is requesting that facilities provide recommendation on where designated smoking areas should be located.
3. BP 2350 Speakers. Change made to first sentence in paragraph 4: “Each speaker will be allowed a maximum of three minutes in the aggregate on all consent and non-consent agenda items.” This will be brought back next week.
4. BP & AP 5055 Enrollment Priorities. These will go to the Board of Trustees in April but will not be enforced until summer/fall of 2012.

Agenda for the March 28, 2011 Meeting:

1. Minutes of March 21, 2011
2. BP 2350 – Speakers
3. BP & AP 4021 – Program Viability, Intervention and Discontinuance
4. Ed Policy Committee: Policies – Francisco
5. Develop objectives for College Council Goals 2010-2011 (see below)

College Council Goals 2010-2011

1. Continue to improve internal college communications.
2. Increase the amount of recognition for work well done.
3. Continue to incorporate evidence-based decision making when evidence is available.
4. Communicate accreditation eligibility issues facing the College throughout the year.
5. Support, review, and discuss results of a Student Campus Climate survey.
6. Define and discuss the issue of employee morale and student satisfaction at both locations. Support initiatives to improve employee morale and student satisfaction as defined by campus discussions.
7. Complete 10 + 1 policies and accompanying procedures.
8. Continue to build a sense of community.

a) Policies Completed:

- 1) BP 4020-Program, Curriculum, and Course Development, adopted 07/19/10

- 2) BP 4100-Graduation Requirements for Degrees and Certificates, adopted 07/19/10
- b) Policies Pending:
  - 1) BP 2350 – Speakers – for discussion next week.
  - 2) BP & AP 5055 – Enrollment Priorities for discussion next week.

#### Objectives for Goals 2010-2011

1. Continue to improve internal college communications.
  - a. Objective: On a weekly basis each representative will email minutes to constituents in group and request feedback as appropriate. (College Council draft minutes.)
2. Increase the amount of recognition for work well done. (Objective not developed. See discussion below.)
  - a. Applause cards –Make more meaningful for the individuals receiving them and publicize. Jeanie will bring a report of how many Applause cards are issued.
  - b. STAR award – It was suggested that this award be given once a semester. The winner could have their name on the marquee. There was concern about who would be in charge of administering the award. There was also a concern about someone being left out.
3. Continue to incorporate evidence-based decision making when evidence is available.
  - a. Objective: Recommending constituents to promote group inquiry at staff meetings and record where data was used to support decisions, answering the question of “why” we make decisions. Remember to make decisions in light of the College’s Strategic Goals as well as the College’s overarching goal of increasing student graduation rates.