

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

College Council Purpose Statement: To facilitate communication and serve as a forum to exchange information that affects the college community.

Present: Francisco Arce, Linda Beam, Thomas Fallo, William Garcia, Irene Graff, Jo Ann Higdon, Chris Jeffries, Rafeed Kahn, David Mc Patchell, Jeanie Nishime, Susan Pickens, Estina Pratt, Claudia Striepe, Nina Velasquez.

1. Minutes – February, 23 2015: Approved with one correction to # 4: Ken Key.
2. Susan distributed the policy and procedure index for series 1000, 2000, and 3000. The following policies and procedures that are due for review and/or revisions were discussed:
 1. BP 2340 (Agendas): Susan is updating and will bring to CC on March 16th.
 2. BP 2345 (Public Participation in Board Meetings): Susan is updating and will bring to CC on March 16th.
 3. BP 2350 (Speakers): Susan is updating and will bring to CC on March 16th.
 4. BP 2355 (Decorum): Requires no revisions - but will be brought to CC on March 16th.
 5. BP 2360 (Minutes): Susan is updating and will bring to CC on March 16th.
 6. BP/AP 2410 (Policy and Administrative Procedure): These were pulled from the 10/20/14 Board agenda. Jeanie will bring these back to CC on March 16th.
 7. BP 2431 (Superintendent/President Selection): Susan is updating and will bring to CC on March 16th.
 8. BP 2435 (Evaluation): Susan is updating and will bring to CC on March 16th.
 9. BP 2710 (Conflict of Interest): Requires no revisions - but will be brought to CC on March 16th.
 10. BP 2716 (Political Activity – Board Members): Susan is updating and will bring to CC on March 16th.
 11. BP 2720 (Communications Among Board Members): Susan is updating and will bring to CC on March 16th.
 12. BP 2725 (Board Member Compensation): Susan is updating and will bring to CC on March 16th.
 13. BP 2730 (Health Benefits): Susan is updating and will bring to CC on March 16th.
 14. BP 2735 (Board Member Travel): Requires no revisions – but will be brought to CC on March 16th.
 15. BP 3100 (Organizational Structure): Requires no revisions – but will be brought to CC on March 16th.

16. BP 3101 (Administrative Organization): May need revisions – will be brought to CC on March 16th.
17. BP 3102 (Administrative Authority): Requires no revisions – but will be brought to CC on March 16th.
18. BP 3260 (College Consultation): Will be brought to CC on March 16th – may be deleted as it might be covered in BP 2510 (Collegial Consultation).
19. BP 3280 (Grants): Assigned to Jeanie with a due date of April 2015.
20. BP 3300 (Public Records): Assigned to Jo Ann with a due date of April 2015.
21. BP 3310 (Records Retention and Destruction): Assigned to Jo Ann with a due date of April 2015.
22. BP 3400 (Statement of Economic Interest): Assigned to Linda.
23. BP 3420 (Affirmative Action): Assigned to Linda – may delete.
24. BP 3440 (Service Animals): Assigned to Linda.
25. BP 3500 (Campus Safety): Assigned to Jo Ann with a due date of April 2015.
26. BP 3501 (~~Campus Pedestrian Vehicle~~-Campus Security): Assigned to Jo Ann with a due date of April 2015.
27. BP 3502 (Safe Driver Program): Assigned to Jo Ann.
28. BP 3503 (Hazardous Materials Management Program): Assigned to Jo Ann.
29. BP 3504 (Children and Visitors in Classroom): Assigned to Francisco.
30. BP/AP 3505 (Emergency Response Plan): Assigned to Jo Ann with a due date of August 2015.
31. BP 3510 (Workplace Violence Plan): Assigned to Jo Ann with a due date of August 2015.
32. BP/AP 3515 (Reporting of Crimes): Assigned to Jo Ann with a due date of August 2015.
33. BP/AP 3518 (Child Abuse Reporting): Assigned to Jo Ann and Linda with a due date of July 2015.
34. BP/AP 3520 (Local Law Enforcement): Assigned to Jo Ann with a due date of April 2015.
35. BP 3530 (Weapons on Campus): Assigned to Jo Ann with a due date of April 2015.
36. BP/AP 3540 (Sexual and Other Assaults on Campus): Assigned to Jo Ann with a due date of June 2015.
37. BP/AP 3550 (Drug Free Environment and Prevention Program): Assigned to Jo Ann and Linda with a due date of July 2015.
38. BP/AP 3560 (~~Alcohol Permitted on Campus~~-Alcoholic Beverages): Assigned to Jo Ann, Linda and Jeanie with a due date of August 2015.
39. BP/AP 3600 (Auxiliary Organization): Assigned to Jo Ann with a due date of August 2015.
40. BP 3710 (Intellectual Property and Copyright): Assigned to Francisco.
41. BP 3720.1 (Student Computing Access): Assigned to Jo Ann – may need to be deleted moved to BP/AP 6160.
42. BP 3730 (Software Copyright & Licensure): Assigned to Jo Ann and Francisco.

43. BP/AP 3750 (Use of Copyrighted Materials): Assigned to Francisco.
44. BP 3810 (Claims Against the District): Assigned to Jo Ann with a due date of June 2015.
45. AP 3811 (Claims Settlement Authorization): Assigned to Jo Ann with a due date of June 2015.
46. BP 3820 (Gifts): Assigned to Jo Ann – may combine this with BP 3821 (Complimentary Tickets).
47. BP 3821 (Complimentary Tickets): Assigned to Jo Ann – may combine this with BP 3820 (Gifts).
48. BP 3850 (Purchase of Commencement Attire): This policy may be obsolete. Susan will bring to CC for review on March 16th.
49. BP 3900.1 (Distribution and Exhibition of Posters): Assigned to Jeanie – this policy will be deleted and replaced by new BP 3900 (Speech: Time, Place, and Manner).
50. BP 3910 (Use of District Mail): Assigned to Jo Ann.
51. BP 3911 (Telephones): Assigned to Jo Ann.
52. BP 3920 (Pools): Assigned to Jo Ann.

3. Jeanie distributed the following policies and procedures:
 1. BP 2105 (Election of Student Member): This is a new policy and it is ready to go to the Board.
 2. BP/AP 3900 (Speech: Time, Place, and Manner): This is a new procedure and an update to the policy. These are to be sent out to constituents for feedback with a due date of March 16th. The policy replaces BP 3900.1 (Distribution and Exhibition of Posters, Bulletins, Newspapers, Pamphlets, Circulars, Handbills, and any Promotional Materials on Campus) and BP 5550 (Speech: Time, Place, and Manner).
 3. BP 5025 (Foreign Students – Visa): This policy is recommended for deletion once new AP 5012 (Admissions) has been enacted.
 4. BP 5130 (Financial Aid): This policy has been updated with the changes in the CCLC template. This policy is to be sent out to constituents for feedback with a due date of March 16th.
 5. BP 5400 (Associated Students Organization): This policy is ready to go to the Board. This policy will replace BP 5405.1 (Student Political Organizations).
 6. BP/AP 5500 (Standards of Student Conduct): These are to be sent out to constituents for feedback with a due date of March 16th.
4. Policy and Procedure Subcommittee members: Lance Widman is willing to serve.
5. Nina Velasquez expressed concern over “serial complainers” (students) filing numerous complaints against faculty members. William Garcia believes that this issue could be addressed in AP 5520 (Student Discipline Procedures) and AP 5530

(Student Rights and Grievances). Therefore, AP's 5520 and 5530 were pulled from today's agenda.

6. Nina Velasquez reported that the summer retroactive pay for faculty was paid incorrectly.

Agenda March 9, 2015

1. Minutes – March 2, 2015
2. BP 2340 (Agendas) – revised with CCLC updates
3. BP 2345 (Public Participation at Board Meetings)- revised with CCLC updates
4. BP 2350 (Speakers)
 - a. Current BP 2350
 - b. College Council revision pulled from 4/18/11 Board agenda
 - c. Discussion at 4/18/11 Board meeting regarding policy
 - d. CCLC template
5. BP 2355 (Decorum) – review only – no CCLC updates
6. BP 2360 (Minutes) – revised with CCLC updates
7. BP 2431 (Superintendent/President Selection) – revised with CCLC updates
 - a. CCLC template
8. BP 2435 (Evaluation of Superintendent/President) – revised with CCLC updates
9. BP 2710 (Conflict of Interest) – review only – no CCLC updates
10. Policy and Procedure Subcommittee members
11. PlanNet Report

Future agenda items:

March 9, 2015: PlanNet Report

March 30, 2015: *Making Decisions at El Camino College* review

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.