

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting April 4, 2011

Present: Francisco Arce, Ann Garten, Chris Gold, Irene Graff, Jo Ann Higdon, Jessica Lopez, David Mc Patchell, Jeanie Nishime, Susan Pickens, Elizabeth Shadish, Luukia Smith, and Lynn Solomita.

1. College Council will not meet on Monday, April 11, 2011.
2. Hands Across California (April 17th) – people will gather on campus at 1 p.m. ECC will have a publicity campaign. The Foundation will have a drawing to award two or three scholarships.
3. Budget Forum (April 7th, 1 p.m.) will be moved to the Marsee Auditorium.
4. Team Reports
 - a. ASO
 - 1) Student Senate of California Community Colleges (SSCCC) Spring General Assembly – Hands Across California was discussed.
 - 2) Hair donations for oil spill cleanup and cancer patients is today and tomorrow in Cosmetology.
 - 3) ASO elections in May – working to develop an orientation for office holders.
 - 4) Canned food drive information is forthcoming.
 - 5) Planning for Region 7 mixer with Compton Center ASO participation.
 - 6) Spring Break safety campaign in conjunction with Campus Police.
 - b. Managers
 - 1) 2011 Accountability Reporting for the Community Colleges (ARCC) was released and will be presented at the April Board meeting.
 - 2) Student Climate Survey results will be out in a few weeks. Presentations will be made.
 - 3) ECC and Compton Center Facts and Figures reports are published and available on the Institutional Research website.
 - c. Human Resources
 - 1) Many faculty positions will not be released.
 - 2) V.P.'s are prioritizing classified positions.
 - 3) Reviewing out dated policies and procedures.
 - 4) Negotiations will all units.
 - 5) Working with Health Benefits Committee to identify savings.
 - d. Academic Affairs - Additional reductions in summer schedule.
 - e. Academic Senate - Senate guidelines for budget cuts and reductions draft distributed.
 - f. Compton Center
 - 1) Budget Committee Meeting – no positions advertised at this time.
 - 2) Compton District State of the District Address is April 8th at 10 a.m.
 - g. Administrative Services
 - 1) The Business/Math/Allied Health building is ten days behind schedule but those days will be made up during interior work.
 - 2) The Social Science building is moving along well.
 - 3) Notice of completion for phase 3 infrastructure will be on the next Board agenda.
 - 4) Campus paving projects are coming to an end.
 - 5) Planning has started for the stadium/track, shops building and remodel of the technical arts building.

- h. Student and Community Advancement
 - 1) Director of Grants position will not be filled. Federal and State grants will be monitored at the Business Training Center (BTC). An internal advertisement will go out for a Grants Project Specialist at BTC.
 - 2) The ECC Foundation will solicit private donors for grants and projects.
 - 3) Grants must align with our Strategic Initiatives.
 - 4) Grant application form has been developed and will be brought to College Council.
5. Policy and Procedure Transmission form was reviewed and changes were recommended.
6. BP & AP 3750 Use of Copyrighted Materials. One change will be made to the procedure. This will be brought back April 25, 2011.
7. BP 7310 Nepotism. The third paragraph sentence will read “Immediate family members of the Board of Trustees, Superintendent/President or Vice President(s) may not be appointed to any position in the District.” This will go to the Board on April 18, 2011.
8. Degree and Certificates Report – A “zero” award list will be developed for review.

Agenda for the April 18, 2011 Meeting:

1. Minutes of April 4, 2011
2. Board Agenda
3. Policy/Procedure Transmission Form
4. Grant Application form
5. Degree and Certificates Report
6. BP & AP 4021 – Program Viability, Intervention and Discontinuance (back 4/18/11)
7. BP & AP 3750 Use of Copyrighted Materials (back 4/25/11)
8. Develop objectives for College Council Goals 2010-2011

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
- 3) BP 2350 – Speakers – going to Board for first reading on April 18, 2011
- 4) BP & AP 5055 – Enrollment Priorities going to Board for first reading on April 18, 2011
- 5) BP 7310 – Nepotism – going to Board for first reading on April 18, 2011

b) Policies Pending:

- 1) BP & AP 4021 – Program Viability, Intervention and Discontinuance
- 2) BP & AP 3750 Use of Copyrighted Materials

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.