

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – May 4, 2015

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

Present: Ali Ahmadpour, Linda Beam, Thomas Fallo, Ann Garten, Irene Graff, Jo Ann Higdon, Chris Jeffries, Rafeed Kahn, Jeanie Nishime, David Mc Patchell, Susan Pickens, Jean Shankweiler, Claudia Striepe.

1. Minutes – April 27, 2015: approved as presented.
2. The Making Decisions document will be finalized next week at College Council.
3. Board Policies/Procedures
 - a. Jo Ann reported that 18 policies and procedures have been drafted from the 3000 and 6000 series that she is responsible for. The following have been presented to subcommittee members for review:
 - i. BP/AP 3300 (Public Records);
 - ii. BP/AP 3310 (Records Retention and Destruction);
 - iii. AP 6100 (Delegation of Authority);
 - iv. BP/AP 6150 (Designation of Authorized Signatures).
 - b. Susan will provide a summary status report of policies and procedures next week.
4. Smoking ban signage and educational plan – Jo Ann reported that Tom Brown will be working with Ann. Ann said that she could develop informational cards to pass out on campus. There are some no-smoking signs in place already. Other suggestions for publicizing are posting on the students portal and having faculty announce the new policy at the beginning of semesters. Rory Natividad is working with the Health Center on the educational campaign.
5. Claudia attended the Cal State University of Long Beach Educational Leadership Forum on May 1, 2015. Jean Shankweiler and Jaynie Ishikawa also attended. There was an important discussion on Title IX and the Violence Against Women Act. Jaynie will be giving a presentation on Title IX for flex day. She is also developing policies and procedures that address sexual assault.

Agenda May 11, 2015

1. Minutes – May 4, 2015
2. Making Decisions at El Camino College – finalize
3. Policies and Procedures status/summary
4. Summer Schedule
5. Consultation Survey Results

Future Agenda Items:

1. Consultation Survey results
2. College Council Evaluation instrument

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.