

EL CAMINO COLLEGE  
Office of the President  
Minutes of the College Council Meeting – October 13, 2014

Present: Francisco Arce, Linda Beam, Ann Garten, Irene Graff, Jo Ann Higdon, Chris Jeffries, Rafeed Kahn, Jeanie Nishime, Susan Pickens, Estina Pratt, Luukia Smith, Claudia Striepe.

1. The ECC and Compton Institutional Effectiveness Outcomes – Strategic Plan 2015-2020 were reviewed and will be on the October Board agenda.
2. The following policies were reviewed:
  - a. BP 1200 (The El Camino College Mission, Vision, Values and Strategic Initiatives) – A statement regarding “fiscal integrity” will be added under section E (Institutional Effectiveness). With this addition this policy is ready for the Board at the October meeting.
  - b. BP 1600 (Full Inclusion of People with Disabilities) – Dipte Patel indicated that there have been some legal changes. She will update the policy.
  - c. BP 2100 (Vacancies on the Board) – Ann Garten is going to check Ed Code and Government Codes.
  - d. BP 2200 (Board Duties & Responsibilities) – OK as is with Susan verifying correct Accreditation Standard reference number.
  - e. BP 2210 (Officers) – Ok as is.
  - f. BP 2220 (Committees of the Board) – Susan will check on reference citation for Citizens’ Bond Oversight Committee.
  - g. BP 2305 (Annual Organizational Meeting) – OK with the correction of two typos.
  - h. BP 2310 (Regular Meetings of the Board) – Ok with the correction of one typo.
  - i. BP 2315 (Closed Session) – OK with the correction in grammar of number 11.
  - j. BP 2320 (Special and Emergency Meetings) – OK as is.
  - k. BP 2330 (Quorum and Voting) – OK as is.
  - l. BP 2510 (Participation in Local Decision Making) – OK as is.
3. Jo Ann distributed the following procedures and asked that Luukia share with her staff and report back with any feedback next week. Jo Ann will also check to see if there are policies to go with these procedures.
  - a. AP 6200 (Budget Preparation) – Jo Ann will add a statement that indicates where the public can view the tentative and final budgets.
  - b. AP 6300 (Fiscal Management)
  - c. AP 6520 (Security for District Personnel and Property)

**Agenda – October 20, 2014:**

1. Minutes
2. Board Agenda

## Agenda – October 27, 2014

1. Minutes
2. College Council Evaluation Results & Five-Year Trends
3. 2014-15 College Council Goals
4. AP 6200 (Budget Preparation)
5. AP 6300 (Fiscal Management)
6. AP 6520 (Security for District Personnel and Property)

### College Council 2013-14 Goals:

1. Focus on student success and learning.
2. Monitor and support the advancement of the College's completion agenda of increasing the number of degrees, certificates, and transfers.
3. Incorporate evidence-based decision making when evidence is available.
4. Actualize the "Making Decisions at El Camino College" document.
5. Complete the review of all policies and procedures relating to Accreditation.
6. Set up a review cycle for all policies and procedures.

### Policies/Procedures Pending:

BP	AP	Title	Status
1200		The El Camino College Mission, Philosophy, Values and Guiding Principles	Updated at Planning Summit. Reviewed at CC on 10/13/14 – ready for Board.
2410	2410	Board Policy and Administrative Procedure	Distributed on 7/21/14. Back on 9/8/14 – ok as is.
	3050	Institutional Code of Ethics	Distributed on 10/6/14 (Jaynie Ishikawa). CC members sending out to constituents for feedback.
3250	3250	Institutional Planning	Distributed on 7/21/14. Back on 9/8/14 (Irene) changes recommended to BP– now going to Ed Policies and Academic Senate
3440		Service Animals	New policy – Linda working on.
3570		Restricted Smoking Areas (Smoke & Tobacco Free Campus)	Pulled from 12/16/13 Board agenda Revised & distributed @ CC 4/7/14
5405.1		Student Political Organizations is recommended for deletion	Recommended for Deletion - CC review 3/10/14: Jeanie will present to ASO for their review

5506		El Camino College Student Rights and Responsibilities	Recommended for Deletion (Jeanie)- CC review 3/10/14
5505		Minimum Academic Standards and Service Limitations for Student Participation in Student Government, Campus Committees and Student Clubs	Recommended for Deletion (Jeanie)- CC review 3/10/14
	7145	Personnel Files	Distributed on 11/18/13 - Linda
	7233	Claims for Work out of Classification	Distributed on 11/18/13 - Linda
7330	7330	Communicable Disease	Distributed on 11/18/13 - Linda
	7336	Certification of Freedom from Tuberculosis	Distributed on 11/18/13 - Linda
		Faculty Hiring Procedures	Distributed on 4/29/13 - Linda will bring back in the summer.
		Administrative Hiring Procedures	Linda working on.
		Classified Hiring Procedures	Linda working on.