

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – October 20, 2014

Present: Francisco Arce, Linda Beam, Thomas Fallo, Ann Garten, Irene Graff, Jo Ann Higdon, Chris Jeffries, Rafeed Kahn, Jeanie Nishime, Susan Pickens, Nina Velasquez.

1. The October 20, 2014 Board Agenda was reviewed.
 - a. Jose Anaya will give a presentation on Economic and Workforce Development.
2. Accreditation Team Visit - Team members were confused about the relationship between College Council and the Planning and Budgeting Committee. College Council will review its “Purpose Statement.” Team members were also confused about the relationship between El Camino College and the Compton Education Center.
3. BP 1200 (The El Camino College Mission, Vision, Values and Strategic Initiatives) was not taken to the Board this month. Section E will be updated to include a statement regarding “fiscal integrity.” A plan will be developed on how to meet the objectives outlined in the policy.

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)
7. AP 3050 (Institutional Code of Ethics)
8. Review College Council Purpose Statement:
“To make recommendations of a campus-wide nature to the Superintendent/President regarding the development of institutional planning and policy and to disseminate information to the constituents represented by the members.”

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 – additional changes recommended.
1600		Full Inclusion of People with Disabilities	Reviewed at CC on 10/13/14 – Dipte will update with legal changes.
2100		Vacancies on the Board	Reviewed at CC on 10/13/14 - Ann Garten is going to check Ed Code and Government Codes
	3050	Institutional Code of Ethics	Distributed on 10/6/14 (Jaynie Ishikawa). CC members sending out to constituents for feedback.
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
	6200	Budget Preparation	Reviewed at CC on 10/13/14 - Jo Ann will add a statement that indicates where the public can view the tentative and final budgets – back to CC on 10/27/14

	6300	Fiscal Management	Reviewed at CC on 10/13/14 - back to CC on 10/27/14 (Jo Ann)
	6520	Security for District Personnel and Property	Reviewed at CC on 10/13/14 - back to CC on 10/27/14 (Jo Ann)
	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.

Policies & Procedures Completed

BP	AP	Title	Status
2200		Board Duties & Responsibilities	Reviewed at CC on 10/13/14 – Accreditation Standard # was verified - ready for BOT
2210		Officers	Reviewed at CC on 10/13/14– OK as is – ready for BOT information item
2220		Committees of the Board	Reviewed at CC on 10/13/14 – Susan will update CBOC reference then ready for BOT
2305		Annual Organizational Meeting	Reviewed at CC on 10/13/14 – ready for BOT with correction of 2 typos
2410	2410	Board Policy and Administrative Procedure	First Reading BOT 10/20/14
2310		Regular Meetings of the Board	Reviewed at CC on 10/13/14 – ready for BOT with correction of 1 typo.
2315		Closed Session	Reviewed at CC on 10/13/14 – ready for BOT with the correction in grammar of number 11

2320		Special and Emergency Meetings	Reviewed at CC on 10/13/14 – OK as is ready for BOT information item
2330		Quorum and Voting	Reviewed at CC on 10/13/14 – OK as is ready for BOT information item
2510		Participation in Local Decision Making	Reviewed at CC on 10/13/14 – ready for BOT
3250	3250	Institutional Planning	First Reading BOT 10/20/14