

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – October 26, 2015

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

Present: Linda Beam, Cindy Constantino, Thomas Fallo, Paul Flor, Ann Garten, Irene Graff, Vishu Gupta, Chris Jeffries, David McPatchell, Jeanie Nishime, Jean Shankweiler, Luukia Smith, Claudia Striepe, Mike Trevis, Nina Velasquez

1. Minutes – October 19, 2015 minutes were approved as presented.
2. Accreditation: Accreditation follow-up visit is scheduled for Thursday, October 29. One team member has asked to meet with the College Council to discuss Recommendation 3 (Planning and Decision-Making Processes). Dr. Nishime will confirm the time and location of the meeting. (Note: Time was later confirmed for 11:00-11:30 a.m. in Adm 131.)
3. Outstanding Board Policies & Procedures – Series 5000 – Student Services: The following BPs/APs will be presented to the Board in November:
 - a) BP/AP 3280 – Grants
 - b) AP 5013 – Students in the Military
 - c) BP/AP 5110 – Counseling
 - d) BP/AP 5120 – Transfer Center
 - e) BP/AP 5150 – Extended Opportunity Programs and Services
 - f) BP 5200 – Student Health Services
 - g) BP/AP 5210 – Communicable Disease
 - h) BP 5405.1 – Student Political Organizations
 - i) BP/AP 5800 – Prevention of Identity Theft in Student Financial Transactions

The following APs will be presented to the Board in December:

- a) AP 5520 – Student Discipline Procedures
- b) AP 5530 – Student Rights and Grievances

Other areas need to provide an update. Ms. Pickens will then be asked to provide a complete list for review.

4. Presidential Search: A special Board meeting was held on Friday, October 23. An official announcement will be forthcoming.

5. Other:

- a) Board of Trustees Meetings: A request was made to tape the Board meetings. President Fallo indicated that a proposal to tape the meetings may be presented to the Board.
- b) Board meeting set-up: In response to a question regarding the seating arrangements for Board members, President Fallo reported that staff is currently looking at the design of the new Administration Building and temporary facilities to be used during the transition. He is recommending that only the CEO and Board be seated at the main table with staff seated at side tables. In the interim, Board meetings will be held in the East Dining Room with the same configuration.
- c) Podium for Speakers: It was requested that consideration be given to the height of the podium and microphone so that guests of varying heights can be accommodated.
- d) New Faculty Hires: President Fallo clarified that new hires do not necessarily replace retirees. In addition to the two new hires in Spring 2016, there will be six additional hires. Next year, a total of 16 new hires have been approved.

An additional six counselors will be hired from funding received for SSSP. Two counselors have already been approved through the Faculty Identification process, so a total of eight new counselors will be hired for 2016-17.

- e) Power Outage: Dr. Nishime will forward the draft protocol to be used in the event of a power outage. Comments and/or feedback should be forwarded to Dr. Nishime. Initial feedback was noted as follows:
 - communication: need to communicate more regularly during the event, especially via Nixle.
 - electronic keys: need to make sure there are alternate ways to get back into an office.
 - evacuation: need to check all buildings to be sure all have been evacuated.

Agenda November 2, 2015

1. Minutes – October 26, 2015
2. Policies and Procedures VP 2015-16 Plans

2015-16 College Council Goals

1. Update and Review Board Policies and Administrative Procedures (*On 10/19/15 the Vice Presidents will provide number to be processed.)
2. Have all Consultation Committees revise and post minutes, agendas, purpose and goals to their specific Committee webpage, and have a link to these pages from a central Administrative page.
3. Review and endorse the Master Plan.
4. Support initiatives of the CEC to train staff/faculty/committees in preparation for accreditation through quarterly reports and discussion.
5. Develop plans and procedures to orient new members to consultation committee.