

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – October 27, 2014

Present: Francisco Arce, Thomas Fallo, William Garcia, Ann Garten, Irene Graff, Rafeed Kahn, Lynn Lindberg, Susan Pickens, Estina Pratt, Luukia Smith, Claudia Striepe, Mike Trevis.

1. College Council Evaluation Results and Discussion

1. We don't review all recommendations to committees.
2. There is a slight improvement in six areas.
3. We don't necessarily focus on students.
4. Do you think we "primarily" focus on students?
5. The first section of questions: numbers 1-9, come from College Council responsibilities set out in AP 2510 (Collegial Consultation).
6. In what form do recommendations come here?
7. What should come here, and how does it get here?
8. In the past we have looked at the budget when there have been controversial issues associated with it. However, the budget doesn't really come here.
9. Irene has done a good job in setting up goals for next year. The Strategic Initiatives have been cited.
10. Number 1 from responsibilities "Reviews recommendations from committees designated as Collegial Consultation committees" – What committees do we review? Should we be doing that? Should we change AP 2510?
11. College Council deals with policy, campus and moral issues. We try and resolve these issues here.
12. At one time we formally reported out once a month in an open forum (team reports). It is important to have that type of communication.
13. The review of the Board agenda has been helpful.
14. The difficult issue at any college is communication. For example, student fees had a discussion here – and came back and forth – then we took it to the Board – but it is not implemented yet.
15. Are there more day-to-day issues?
16. All recommendations to President come here? We don't want to hear it all here.
17. Perhaps AP 2510 should be changed? To say "formal presentations" for number 1?
18. We are very policy focused.
19. The "Making Decisions" document – is that a "10+ 1" issue?
20. We could move number 1 under number 2. (AP 2510)
21. College Council should not be the primary place for some discussions.
22. We could take out "primary" and eliminate number 1 (AP 2510).
23. Could some of those things in goals be added to AP 2510 – and not be goals?

24. AP 2510 does not have a timeline in it. Are we going to put a timeline on it?
Let's leave it the way it is.

2. 2014-15 College Council Goals – Irene presented the following items for consideration:
 1. Set up a review cycle for all policies and procedures. (SI C/E) – repeat.
 2. Develop, promote, and implement an employee recognition plan.
 3. Conduct annual review of the Making Decisions at El Camino College document which includes member orientation, purpose review, planning, goal-setting, and self-evaluation for all consultation committees.
 4. Strengthen collaboration among programs, across disciplines and college areas.
 5. Improve publication of the broad input on college processes.
 6. Add Strategic Initiative C to the purpose statement of each collegial consultation committee.

3. 2014-15 Proposed College Council Goals Discussion
 1. Where are we on each policy area?
 2. Number 2– there is no way we can do that.
 3. Is that the applause?
 4. Yes – applause – and service awards.
 5. In the past it was more about building a sense of community.
 6. We want to build a sense of community with students and the community too.
 7. Number 3 is new. Who should do the orientation? Where? Hopefully not here.
 8. How would you measure number 4?
 9. Does number 3 have to be a goal?
 10. Maybe number 3 could be an on-going process? This is the exact language from objectives. We can tweak them as our goals.
 11. Number 4 could be measured through the campus climate survey.
 12. Do you think perceptions are the same as collaboration? It seems very political.
 13. The “Making Decisions at El Camino College” is already out of date.
 14. Can this body say if the protocol of the “Making Decisions” document was followed?
 15. We have done that on occasion.
 16. Can it say if consultation did not take place?
 17. If we are regularly reviewing the “Making Decisions” document then people will be aware of it.
 18. The Accrediting Commission wanted to see how it was implemented.

4. REVISED 2014-15 Proposed College Council Goals Discussion. Irene provided the following REVISED Goals.
 1. Set up a specific review cycle for all policies and procedures. (SI C/E) – repeat.
Measure 1: Review cycle is established.

2. ~~Develop, promote, and implement an employee recognition plan.~~ **Not in our purview?**
3. ~~Conduct annual rReview and revise of the *Making Decisions at El Camino College* document which includes member orientation, purpose review, planning, goal setting, and self evaluation for all consultation committees.~~
Measure 1: Document is reviewed and revised as needed.
4. ~~Strengthen collaboration among programs, across disciplines and college areas.~~ **Too nebulous and unmeasurable?**
5. ~~Measure: Improvement in College wide evaluations of collaboration on College projects and processes.~~
6. Improve ~~publication~~ publicizing of the broad input on college processes. **What was decision on this one?**
Measure 1: Collegial consultation committee evaluation results
Measure 2: Incorporate items on employee/program collaboration on campus climate survey
Measure 3: Members consistently communicate with their constituents regarding discussions and decisions made at College Council.
7. Add Strategic Initiative C to ~~the purpose statement of each collegial consultation committee~~ College Council's purpose statement. **Specified to College Council only.**
Measure 1: College Council added this initiative to its purpose statement.

Agenda – November 3, 2014

1. Minutes
2. 2014-15 College Council Goals
3. BP 1600 (Full Inclusion of People With Disabilities)
4. BP & AP 4040 (Library Services)
5. AP 6200 (Budget Preparation)
6. AP 6300 (Fiscal Management)
7. AP 6520 (Security for District Personnel and Property)
8. AP 3050 (Institutional Code of Ethics)

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