

EL CAMINO COLLEGE  
Office of the President  
Minutes of the College Council Meeting – October 7, 2013

Present: Francisco Arce, Linda Beam, Cindy Constantino, Julio Farias, Ann Garten, Chris Gold, Irene Graff, Jo Ann Higdon, David McPatchell, Jeanie Nishime, Estina Pratt, Luukia Smith

1. College Council 2013-14 Goals:
  - a. Focus on student success and learning.
  - b. Monitor and support the advancement of the College's completion agenda of increasing the number of degrees, certificates, and transfers.
  - c. Incorporate evidence-based decision making when evidence is available.
  - d. Actualize the "Making Decisions at El Camino College" document.
  - e. Complete the review of all policies and procedures relating to Accreditation.
  - f. Set up a review cycle for all policies and procedures.
2. AP/BP 3410 (Nondiscrimination): Will be presented to the Board for a First Reading at the October meeting.
3. AP 7150 (Evaluation): VP Beam will revise and prepare for presentation to the Board for a First Reading at the October meeting.
4. Committees Listed on Portal Report: VP Higdon reported that the Portal replaced Infonet and that chairpersons or approved users can upload minutes and update committee membership. VP Nishime will work with Susan Pickens to add and/or move committees to a different category. Persons needing assistance should contact Shobhana Warriar in VP Higdon's office, extension 3107.
5. Policies and Procedures Inventory: Lists from the President's Office, Academic Affairs, Administrative Services, Student Services and Human Resources were distributed for review. VP Beam presented the following:
  - a. AP 7160 (Professional Development): Will bring back for discussion at College Council on November 4.
  - b. BP 7351 (Retirement – Classified Service): Has not been updated since adopted in 1978; need to remove.
  - c. BP/AP 7700 (Whistle Blower Protection): Will finalize at the October 21 College Council meeting.
  - d. BP 7510 (Domestic Partners): Will finalize at the October 21 College Council meeting.

- e. BP/AP 7110 (Delegation of Authority): Will finalize at the October 21 College Council meeting.

VP Beam will forward an electronic copy of the above policies/procedures.

It was suggested that the policies and procedures be staggered for review in a two, four and six year cycle in the first round. The first priority will be those policies/procedures necessary for accreditation. It was noted that once all policies/procedures in the Human Resources area are updated, those required by law will be recommended for update off-cycle.

6. Administrative Hiring Procedure will be brought back for discussion in two weeks.

**Agenda – October 14, 2013:**

1. Minutes
2. Finalize Goals
3. Planning Model for Final Adoption
4. BP 3570 – Restricted Smoking Areas

**Policies/Procedures Pending:**

BP	AP	Title	Status
3200	3200	Accreditation	Distributed 9/9/13, back to CC on 11/4/13
3410	3410	Nondiscrimination	Ready for Board approval
3570		Restricted Smoking Areas	Higdon revising, back to CC on 10/14/13
4021	4021	Program Discontinuance	Distributed 4/29/13, back to CC on 11/25/13
7110	7110	Delegation of Authority	Distributed 10/7/13, back to CC on 10/21/13
	7150	Evaluation	Ready for Board
	7160	Professional Development	Distributed 9/9/13, back to CC on 11/4/13
7351		Retirement – Classified Service	Has not been updated since 1978 – need to remove
7510		Domestic Partners	Distributed 10/7/13, back to CC on 10/21/13
7700	7700	Whistleblower Protection	Distributed 10/7/13, back to CC on 10/21/13
		Faculty Hiring Procedures	Distributed on 4/29/13, Beam working on
		Administrative Hiring Procedures	Beam working on, back to CC on 10/21/13