

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – November 25, 2013

Present: Francisco Arce, Linda Beam, Thomas Fallo, Chris Gold, Irene Graff, Jo Ann Higdon, David McPatchell, Jeanie Nishime, Susan Pickens, Estina Pratt, Nina Velasquez

1. 2014 Commencement: It was reported that a load analysis of the soccer field must be completed to determine if the site can support a large concentration of weight.
2. BP/AP 3430 (Prohibition of Harassment): Linda will make the recommended edits and bring back for review.
3. Faculty prioritization results for 2014-15 were distributed. The full time faculty hiring priority voting summary will be sent via email to College Council members.
4. AP 2510 (Collegial Consultation): This procedure needs to be revised to reflect the Collegial Consultation committees identified in the *Making Decisions at El Camino College* document.

Agenda – December 2, 2013:

1. Minutes
2. Spring College Council Schedule (Alex class from 1:00-2:25 p.m.)
3. AP 2510 (Collegial Consultation) - Jeanie
4. BP/AP 3430 (Prohibition of Harassment) - Linda
5. BP 3570 (Restricted Smoking Areas) – Jo Ann
6. BP/AP 4021 (Program Discontinuance) - Francisco
7. AP 7145 (Personnel Files) - Linda
8. AP 7233 (Claims for Work out of Classification) - Linda
9. BP & AP 7330 (Communicable Disease) - Linda
10. AP 7336 (Certification of Freedom from Tuberculosis) - Linda

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
	2510	Collegial Consultation	Distributed on 11/25/13 - Jeanie
3200	3200	Accreditation	Distributed 9/9/13, Jeanie waiting for feedback from Ed Policies.
3430	3430	Prohibition of Harassment	Distributed on 11/18/13 - Linda
3440		Service Animals	New policy – Linda working on.
3570		Restricted Smoking Areas	Jo Ann revising, back to CC on 11/25/13
4021	4021	Program Discontinuance	Distributed 4/29/13, back to CC on 11/25/13
	7145	Personnel Files	Distributed on 11/18/13 - Linda
	7160	Professional Development	Distributed 9/9/13 and 11/4/13. Awaiting Academic Senate approval.
	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 working on
		Administrative Hiring Procedures	Linda working on.

Policies/Procedures Completed:

BP	AP	Title	Status
3410	3410	Nondiscrimination	Ready for Board
7110	7110	Delegation of Authority	Ready for Board
	7150	Evaluation	Ready for Board
7351		Retirement – Classified Service	Ready for Board (deletion)
7510		Domestic Partners	Ready for Board
7700	7700	Whistleblower Protection	Ready for Board