

EL CAMINO COLLEGE  
Office of the President  
Minutes of the College Council Meeting – December 16, 2013

Present: Francisco Arce, Linda Beam, Thomas Fallo, Ann Garten, Irene Graff, Jo Ann Higdon, Jeanie Nishime, Susan Pickens

1. College Council Schedule:
  - a. Next meeting: Tuesday, January 21, 2014, from 1- 2 p.m.
  - b. New meeting time: 12 – 1 p.m. (Exceptions: 1 – 2 p.m. on Tuesday, January 21, 2014 and Tuesday, February 18, 2014 (Board meeting days).
2. The December 16, 2013 Board agenda was reviewed.
3. Alternate Commencement Site – After further review the President’s Cabinet made a recommendation to use the softball field as the alternate commencement site.
4. The following documents were distributed:
  - a. Chancellor’s Office announcement of the California Employment Training Panel approval of a \$1.2 million statewide job training grant to be led by the El Camino Community College District.
  - b. Announcement of Successful Recognition Review for the Accrediting Commission for Community and Junior Colleges.

**Agenda – January 21, 2014:**

1. Minutes
2. Board Agenda

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	Reviewed and revised 12/2/13. Jeanie awaiting feedback from constituent groups.
3200	3200	Accreditation	Distributed 9/9/13, Jeanie awaiting 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	Pulled from 12/16/13 Board agenda
4021	4021	Program Discontinuance	Distributed 4/29/13, will go to Senate in spring. Back to CC in March - Francisco
	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	1 <sup>st</sup> reading at 12/16/13 Board meeting
7110	7110	Delegation of Authority	1 <sup>st</sup> reading at 12/16/13 Board meeting
	7150	Evaluation	1 <sup>st</sup> reading at 12/16/13 Board meeting
7351		Retirement – Classified Service	Deletion approved 12/16/13
7510		Domestic Partners	1 <sup>st</sup> reading at 12/16/13 Board meeting
7700	7700	Whistleblower Protection	1 <sup>st</sup> reading at 12/16/13 Board meeting