

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – December 2, 2013

Present: Francisco Arce, Linda Beam, Thomas Fallo, Julio Farias, Ann Garten, Chris Gold, Irene Graff, Jo Ann Higdon, David McPatchell, Jeanie Nishime, Susan Pickens, Estina Pratt, Luukia Smith, Alex Ventura

1. College Council Schedule:
Monday: 12 – 1 p.m. beginning January 13, 2014.
Exceptions: 1 – 2 p.m. on Tuesday, January 21, 2014 and Tuesday, February 18, 2014 (Board meeting days).
2. AP 2510 (Collegial Consultation): Jeanie will make recommended changes and the procedure will be sent out to constituent groups for feedback.
3. BP/AP 3430 (Prohibition of Harassment) will be ready for review next week.
4. BP 3570 (Restricted Smoking Areas) options 1 and 2 were distributed. College Council members preferred option 2.
5. AP 7145 (Personnel Files) was discussed briefly and will be discussed again next week.

Agenda – December 9, 2013:

1. Minutes
2. BP/AP 3430 (Prohibition of Harassment) - Linda
3. AP 7145 (Personnel Files) - Linda
4. AP 7233 (Claims for Work out of Classification) - Linda
5. BP & AP 7330 (Communicable Disease) - Linda
6. 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	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.
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	Ready for Board
3570		Restricted Smoking Areas	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