

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – December 8, 2014

Present: Francisco Arce, Linda Beam, Julio Farias, Ann Garten, Jo Ann Higdon, Chris Jeffries, Rafeed Kahn, Jeanie Nishime, Susan Pickens, Estina Pratt, Jean Shankweiler, Luukia Smith, Claudia Striepe.

1. Schedule - College Council (CC) will meet on December 15, 2014 and will not meet again until January 5, 2015.
2. College Council Function – It was noted that (CC) has gotten away from discussing college-wide issues. CC will come up with a proposal on how to operate in the future. It was determined that *Making Decisions at El Camino College* would be reviewed as part of this process. Susan will send a link to the document which is posted on the web.
3. Bike racks – It was noted that we need more bike racks on campus. It was also noted that bikes are getting stolen. Jo Ann reported that bike racks have been added and that there are plans for additional installations.
4. Policies and Procedures - It was decided that there will be two sub-committees to work on series 3000 and 6000. CC members have been asked to come back next week with one volunteer for each sub-committee. It was noted that we are making a commitment to trust these committees and accept their recommendations.
5. BP/AP 4050 (Articulation) – These are ready for the Board.
6. BP 3570 (Smoke & Tobacco Free Campus) – Jo Ann distributed the final draft of the policy. CC members agreed that this can go to the Board. CC will review in one year to see if any revisions need to be made.
7. AP 3050 (Institutional Code of Ethics) – Will be brought back at the end of January 2015.
8. BP 6300 (Budget Preparation) – Is not ready yet.

Agenda December 15, 2014

1. Minutes
2. Board Agenda Review

2014-15 College Council Goals

1. Set up a specific review process and cycle for policies and procedures.
Measure: Review process is established.
2. Review *Making Decisions at El Camino College* and revise as needed.
Measure: Document is reviewed and revised as needed.
3. Review and revise College Council's purpose statement, roles, and responsibilities.
Measure: College Council reviewed and revised its purpose statement.
Measure: College Council lists its purpose statement (including Strategic Initiative C) on each meeting agenda.