



El Camino College

College Council Minutes

Monday, May 21, 2018

1:30 – 2:30 p.m. Library 202

Members Present:

Kristie Daniel-DiGregorio, Chris Jeffries, Rose Mahowald, Debbie Turano, Irene Graff, , Dena Maloney, David McPatchell, Ann O'Brien, Jean Shankweiler, Jane Miyashiro, Ross Miyashiro, Chief Michael Trevis acting Vice President/Administrative Services, Heather Parnock, Office of Communications & Marketing

Absent: Chris Halligan, Erika Solorzano, Tiffany Ushijima, Brian Fahnestock, Ann O'Brien

Agenda:

1. Approval of Minutes – Minutes for May 7, 2018 emailed to members for review. Hard copies are available at the meeting. Minutes are approved.
2. Board Agenda Review
 - Dr. Maloney provides an overview of the Board Agenda.
<https://www.boarddocs.com/ca/ecccd/Board.nsf/Public>
 - Recognition of Student Trustee Kongdy Lam. This will be his last meeting. He has been an exceptional Student Trustee and will be transferring to USC.
 - Citizens' Bond Overview Committee Annual Report. The report has a new look. It focuses on the role of the Oversight committee responsibilities and provides updates on the projects in progress on campus July 1, 2016 – June 30, 2017.
 - Julieta O. Arámburo, Director of Outreach and School Relations will present an overview of the South Bay Promise program.
 - Ross provides information on statistics and philosophy of the program. 898 applications were received.
 - The report shows where our students are coming from. Centinela Valley, Torrance, Redondo and Inglewood.
 - FAFSA stats – 507 students completed, 391 have not. AB 19 will also affect the funding of the Promise program. AB 19 will be discussed at a later date.
 - The Six Factors of Success are highlighted: Directed, Focused, (recruitment & onboarding) Nurtured, Engaged (FYE, EOPS, HTP, Athletics), Connected, Valued
 - Acceptance letters going out this week
 - The only question regarding the Consent Calendar is agenda Item 7.11 - Mary Beth Abella and whom her services are for. She will provide goal-directed counseling techniques to the counselors on campus, June 4 and June 7.
 - There are no other questions or comments from the Council on the Consent Calendar.
 - There was particular interest in the Action item (10.2) Food Service Operations Agreement.
 - Proposals were solicited.
 - District received four responsive proposals.
 - Two finalist were selected to give presentations. Our current food service providers were not one of the two finalists. Their contract ends June 30th.
 - Pacific Dining, Food Service Management is being recommended to the Board.
 - The committee was very engaged in the process. Members of the committee may have performed site visits to campuses who use Pacific Dining.

- New vendor seems open to dialogue about sustainability issues, use of food trucks and catering needs. They do not have exclusivity with catering. Only first consideration and not first right of refusal.
 - Commencement Reception is always spectacular with ice sculptures and food items. The standards have been set very high.
- Dr. Shankweiler provided details on the two Action Items for Academic Affairs. She is very excited about the new DigArc software (Item 8.2) that will make curriculum and catalogue processes simpler through integrated technology. Our current curriculum software is no longer supported.
- Under Administrative Services there is a Resolution requesting LA County Board for Supervisors to establish tax rate for expected \$50 M worth of the bond to be sold in 2018-19 to continue construction. No exact time for when the bond will be sold. Possibly this summer.
- Second item is the Food Services Operation Agreement, which we spoke about earlier. There has been numerous requests for Taco Food trucks.
- Measure E - 4 Items –
 - Contract with NIC for the technology going into to the Student Services Center.
 - 2 agreements with architects – LPA, for the Art Complex Building project. They have worked on several projects on campus. A new firm, Anderson Brule Architects will design the BSS Building project.
 - The firms are recommended by committees comprised of the appropriate Deans and occupants of each building.
 - There was wide spread advertising for the bid – more so than usual.
 - Many responses received and reviewed by the committees.
 - 5 finalists selected for each building to provide presentations.
 - Upon Board approval, we will begin to design the building in earnest.
 - Change order to move the excess dirt from one are of campus to repurpose it for the new Administrative Building site.
- Several items for Future Action Items
 - LA County/Registrar-Recorder/County Clerk - Calendar of Events regarding the General Elections, November 6 and the two open seats on the Board of Trustees.
 - MOU for Compton College District and Compton Unified Scholl District. It appears on our agenda because of the partnership with Compton and the curriculum that is offered. First reading of the Compton Substantive Change Proposal. Forums were held on both campuses to discuss the proposal. It will be brought back to the Board in June for a second reading and then submitted to ACCJC. The accrediting commission is being asked to approve the change of authority of Compton College from El Camino Community College District to the Compton College District.
 - Information item that the Board consider adopting the California Uniform Public Construction Cost Account Act (CUPCCA).
- Board Policies and Procedures – These are the policies and procedures that we worked on during the Policy Review Days that are now ready for first reading or adoption. The work done by the College Council is very evident.

3. Status of Board Policy Update

- Dr. Maloney provided an overview of the 2017-18 Policies/Procedures Update handout. P/B Policies reviewed on April 6 did not make it to the May Board meeting. They will go to the Board in June.
- A whole lot was done this year. The evaluation of the committee in this area should shine.
- *Legally Required Policies/Procedures Not Yet Reviewed by College Council* handout was discussed. Unfortunately, there are still a lot of policies that need to be reviewed. We worked on many

- policies from HR and Fiscal services this year. Academic Affairs and Student Services policies are in the process of going through Academic Senate and/or Council of Deans.
- BP 4226 – Multiple & Overlapping Enrollment and AP 7211 Minimum Qualifications & Equivalencies should be ready for College Council June 4.
 - BP/AP 7160 – Professional Development , AP 4235 - Credit by Examination, AP 4236 (which will be renumbered to 4237) – Advanced Placement Credit and AP 5500 – Standards of Student Conduct are currently with the Council of Deans and should ready for College Council at the end of June.
 - BP/AP 7400 - Travel will be listed under Administrative Services rather than HR
 - AP 5520 – Student Disciplinary Procedure, is listed incorrectly.
 - Board Policy Review Days are discussed and it is agreed that allocating specific days to review policies is efficient and the preferred way to handle the review of the policies.
 - A schedule for 2018-19 Policy Review Days will be determined in June or at the first Fall meeting.
 - Dr. Maloney will bring a couple of AP related to the Board to the next meeting, June 4, and hopefully put on the Board agenda June 21. They are procedures for compensation (AP 2725) and medical benefits (AP 2730) for the Board members. There are no current procedures.
 - Both handouts represent all the legally required BP/APs. There are also ongoing reviews of old policies. The reviews should take place every 5 years rather than the current 10-year cycle. We will lay the groundwork over the summer.
 - We have done a great job this year with the policies.

4. Accreditation Report

- Dr. Shankweiler provided an overview of the meeting attended on May 3 by most of the Standard Chairs, a couple of VPs and Dr. Maloney.
- Three Vice Chancellors were present. They were all very personable.
- The tone was on teamwork and **alignment** rather than compliance.
- There was a much more collaborative feel to the whole meeting.
 - Workshops were conducted and we spent time on how to review the actual standard and find the appropriate evidence.
 - ECC has an active Team Site on the website with evidence folders for all the different standards. People are starting to collect evidence there.
 - We are still working on a way to save all the evidence in one place and eliminate the use of links. The link that tend to get broken when transferred too many times.
- Steering Committee on Friday, May 25. The discussion will be on what will be done over the summer when most of the faculty is out.
 - We will set the stage for Fall when the faculty returns.
 - Adjusting/revising the timeline.
 - We did make our timeline this year – training and looking for evidence.
 - Next year we will put more details in the timeline
 - Look into creating a style guide prior to writing. We will meet in the Fall to determine the style.
 - Will meet with the Standard leads in the Summer to review the evidence that has been collected and look for any holes.
 - We are in a good spot. We will invite our Vice Chancellor in the spring to give us guidance and feedback in April.
- The report is due August 2020. October 2020 the accreditation team will visit the campus.

5. Review of Goals – Prepare for Evaluation

- The College Council Committee evaluation will be distributed electronically prior to Commencement for discussion at the June 21 meeting.
 - Evaluation in the Fall seems too late and we develop our goals too late.
 - Onboarding will be evaluated in the following year's evaluation.
 - Links will be provided to the meetings that correlate to our goals to refresh our memories. This will be very helpful.

Future Meeting Dates: 1:30 p.m. in Lib. 202

D. Maloney

Reminder only

- a. Monday, June 4, 2018: **Compton Transition Planning Update, 2018-19 Tentative Budget, AB19 College Promise Funding, Review Policies: BP 4226, AP 7211, AP 2730, AP 2725, AP 2431, BP 2365 and AP 2365 (1:00pm start time)**
- b. Monday, June 18, 2018: (Board Day) **Collegial Consultation Survey , College Scorecard Review**

Collegial Council review, student success matrix

2017/18 College Council Goals

- 1) Conduct an annual evaluation of college-wide progress on Strategic Initiative C.
- 2) Implement the timeline for the development and completion of legally required policies.
- 3) Participate in regular updates regarding El Camino College and Compton College transition planning.
- 4) Provide input and engage in discussion regarding the development of an equity-minded culture at El Camino College.
- 5) Review and share data received as part of the community and college perceptions (Bridging) study, which will inform the development of the next Strategic Plan.
- 6) Review and endorse college-wide plans such as the Guided Pathways Plan, the Integration Plan for BSI/SSSP/SEP, Enrollment Management Plan, and other plans.