



El Camino College

College Council Minutes
Monday, August 20, 2018
1:30 – 2:30 p.m. Library 202

Members Present: Kristie Daniel-DiGregorio, Rose Mahowald, Dena Maloney, David McPatchell, Brian Fahnestock, Irene Graff, Chris Jeffries, Jane Miyashiro, Ross Miyashiro, Jean Shankweiler, Marc Stevens, Office of Communications & Marketing, Debbie Turano, Acting Student Representative/Marilyn Valdez

Members Absent: Amber Gillis, Jesse Mills, Erika Solorzano, Ann O'Brien, Chinua Taylor-Pearce

1. Welcome/Approval of Minutes Dena Maloney

Minutes of the July 16, 2018 meeting are approved

2. Board Review Dena Maloney

Dr. Maloney confirmed that Council members had the chance to review the Board agenda for August 20, 2018. She provided an opportunity for any questions or comments about the Board agenda.

<https://www.boarddocs.com/ca/ecccd/Board.nsf/Public>

Clarification for Consent item 7.7 was requested. Dr. Maloney explained that California Community Colleges use TOP codes for our programs' titles and descriptions. These TOP codes need to accurately match CIP codes from the Department of Education. It is problematic if the codes are not aligned. El Camino would not receive any credit for our degrees and certificates. The contracted individual is from the Center of Excellence and very knowledgeable. Contracting this individual is more efficient than having an ECC staff member investigating the codes.

Confirmation of the cost for the Sign Language Company contract (Consent item 7.10) was also requested. The cost was confirmed. There is a large demand of sign language interpretation on campus. This contract will help bridge the gap between our part-time interpreters and the growing demand.

There were no other questions or comments.

Dr. Maloney continued with the overview of the Agenda.

The Presentation is on AB 705. Debra Breckheimer and Jackie Sims will give the presentation at the Board meeting.

The items on the Consent Calendar are routine and straightforward. There is one correction on item 7.23 - Notice of Public Hearing - 2018-2019 Budget, on September 4. The agenda item indicates the Public Hearing will take place during the Budget Workshop at 3:00pm. The hearing will actually take place during the Regular Board meeting. Closed Session begins at 4:00pm and Open Session begins at 5:00pm. The Budget Workshop is an open meeting of the Board and everyone is invited to attend.

There are two contracts with the county to be approved in the Action Agenda. Also in the Action agenda is the furniture order for the Student Services building, the apprenticeship grant from the Chancellor's office and an agreement with the SBWIB.

The Board of Trustees evaluation is in the Future Action Items/General Information section.

Finally, there is an Administrative procedure presented as an information item.

3. Collegial Consultation Chair Report & Update on SI-C for 2019-20 Strategic Plan Irene Graff
(Attachments)

Irene reiterated that the six Collegial Consultation committees are guided by *The Making Decisions Document*. The Document includes four best practices, among many other things, in terms of representation. The practices are:

- To provide an orientation to new committee members
- To review the committees' purpose annually and set goals
- Conduct a self-evaluation
- Review *Making Decisions*

It will be different moving forward because we are set to perform the Comprehensive Governance Process review this fall. The above processes will fold into the review. This is an annual review.

Table 1 in the handout illustrates how well we are doing. College Council and Academic Senate are doing exceptionally well. PBC has previously been very consistent in achieving best practices. There was a transition in leadership and the reporting fell through the cracks. Another thought may be that some committees work on their goals for a year and report out the following year in the Fall.

All six collegial consultation are visible on the ECC website and utilize the same template. This makes accessing the information for all the committees very easy.

Page two of the handout contain links to the evidence of the report. A correction for the Calendar Committee will need to be made. Dr. Shankweiler indicated that the Calendar committee did meet in 2017-18. Reporting on the Strategic Initiative C is also found on page two.

The Strategic Initiative C Evaluation was updated with the feedback from the report that was presented at the last meeting. Number three on page 3 contains the feedback from students on the activities that students participated in collaboration with administrators. Page 3 is a living document that will be updated as needed. It is suggested that the Dreamers Task Force be added. It is a collaboration of faculty and students.

Please email Irene if you have any other suggestions or comments.

4. New College Council Procedures

Dena Maloney

A student last month mentioned that the student body at large might not know what this committee does or how important it is. What can we do to build more awareness? Each of you represent a constituent group and share your information. Dr. Maloney suggested that we send an email to the campus community when we post our agenda on the website and provide a hyperlink. We can do the same when we post the approved minutes. This will improve visibility and awareness. We all realize we receive numerous emails and people may not pay much attention. Nevertheless, it is another way of making the campus aware of our activities and purpose. College Council is an open meeting and if people are interested, they can chose to participate. It is suggested that only one email be sent out that will include the current agenda and the minutes from the previous meeting. The approved minutes will be from two meetings past. Council agrees that this is a great idea. It is suggested that language encourages the community to look at the agenda to identify their representative. Another good idea!

5. AP 2431 Superintendent/President Selection Process

Dena Maloney

AP 2341 - Superintendent/President Selection. A lot of work was done on AP 2431. We spent meaningful discussions of who can participate in the first level interview, how these individuals are selected and who do they represent. It was great work and very thorough. However, Dr. Maloney feels we are missing input from one key stakeholder group - the Board of Trustees.

She spoke to the Board about this AP during the Board Planning Workshop. On the Board's Self-evaluation, one Board member indicated "Unsatisfactory"; we did not accomplish the goal of creating an AP for the selection of a Superintendent/President. There were many years where the Board did not have to go through this process. Many colleges hire CEOs every five years or so. Institutional selection practices are already in place at those colleges. ECC did not have that. For some Board members, it was the first time they went through this process. It is very important to the Board that they have the opportunity to provide input to the process in the event a new Superintendent/President needs to be selected. Dr. Maloney has requested two Board members (any more than two members constitutes a meeting of the Board) to volunteer to review what Council has developed and provide any input they would like to the process. The AP will be brought back to College Council for consultation. Typically, the Board does not weigh in on Procedures. In this case, they are the key stakeholder group. The CEO is the only person they hire.

AP 2341 has not been submitted to the Board as an information item. It has been worked on extensively in College Council but has not been placed on the agenda.

6. 2018-19 Adopted Budget Overview

Brian Fahnestock

Brian Fahnestock went over the Adopted budget.

<http://www.elcamino.edu/administration/president/psc/>

The overview began with the disclaimer that the Adopted budget is still being fine-tuned. It is the same format as before. The numbers are close but a new letter still needs to be written. The budget assumptions have changes from the tentative budget.

Originally, the tentative budget included last year's funded amount plus COLA. The new funding formula gives us a little bit more money. We borrowed ~1300 FTES at the end of the year. That amount

has not been added to the budget. We are uncertain how much funding we will actually get from the higher FTES. It amounts to \$4M extra if we get the entire distribution. Realistically, we will not receive all the funding. The amount that is actually received will be the amount we receive for the next three years. Dr. Maloney reiterated the Hold Harmless parameters.

In the Tentative budget, there was a \$2M deficit. The Adopted budget was built assuming we would NOT receive the extra funding from borrowing summer FTES. The budget is based on what we actually earned and what we believe we will receive this year and COLA. The budget also includes the special allocation for the Compton partnership which will end at the completion of the partnership in June 2019. The other funds are pretty much unchanged from the Tentative budget.

Page 20 and 21 are the important pages - Changes from Estimated Actuals to Unaudited Actual. This illustrates the difference between the tentative budget and the final budget. There are many changes.

A budget website is currently in the testing phase. You will eventually be able to access the budget details and create spreadsheets for your Division.

There is a very short period of time between the Board meeting tonight and the next Board meeting on September 4. Items will be due soon. There will be a Budget Workshop on September 4 at 3:00pm. A Hearing will take place during the Regular Board meeting and the Board will vote on the budget.

The next College Council meeting is Tuesday September 4. The things we need to accomplish that day is:

1. Board Review
2. I will orient new College Council members offline and not use meeting time for that.
3. Brief discussion on the 2018-19 Budget prior to the Budget Workshop that day.
4. Establishing the 2018-19 College Council goals is important, as well as the presentation of the Climate Survey that was completed last year. Irene has a whole plan for rolling out the Climate Survey information. College Council will be one of the first groups to get a briefing on the results.

A handout with the goals to consider for next year was distributed. There are too many goals on the lists but these are items that have been on our radar and things we want to consider. We will have to narrow it down. Dr. Maloney reviewed the topics. (Attached)

The Policy Days review process will continue in Fall 2018. Dr. Maloney would like the policies and procedures to be more accessible, searchable, easier to find. The current format on the ECC Website is clunky and not searchable. A demonstration of the policies posted on BoardDocs was shown to College Council. The search function and organization of the policies mirrors that of the CCCLC templates on BoardDocs. This is something College Council should consider.

There are many topics presented and it is not possible to do everything but it is a good start to "prime the pump" to what our goals should be. Our goals should inform the agendas we set each month. We should be talking about, discussing and reviewing progress made on our goals. Additional ideas are welcome. Any new ideas can be emailed to Dr. Maloney.

A question regarding utilizing task forces as part of this group or a subset group to cover the proposed topics in tandem was asked. Dr. Maloney clarified that College Council itself may not doing the all the work on the topics listed. We would be receiving reports, presentations, tracking, reporting back to our constituencies and at the appropriate time endorsing or moving forward recommendations. The reviewing of the Policies is a good example of breaking into group to complete a seemingly impossible task.

Regarding Policy review, a couple of members of Council indicated that the process of how a policy/procedure is brought to College Council varies from each VPs division and perhaps a map of the process would be helpful - a Policy Development Map. That fits in with the Governance Review as well. A tracking process would also would be useful.

Should we have a goal for Accreditation? Do we want to review the document? In terms of some of the suggested topics, should that be informing what we select for the Quality Focused Essay? Selecting the QFE topic is on the accreditation timeline for fall 2018.

Are any of the suggested topics so mundane or not a priority and can be eliminated? Yes, the first one. It is suggested to wait two years and perform a combination evaluation. Another suggestion is to group discussion together - EEO, Guided Pathways, etc. That is currently College Council goal #6.

Concerning bullet point #2, the word choice "Lead" implies that College Council is developing the Governance process. A better word choice might be "oversee" or "evaluate" the work of creating the Governance Evaluation. After discussion, both Irene Graff and Dr. Maloney feel that College Council is the Lead on this important effort.

Should College Council own the Climate Survey? Is there a Climate Survey Working Group that created the survey? Maybe this can work in tandem with the Strategic Plan.

We agreed to continue to think about this and bring it back the next time at the next meeting.

7. Adjournment

All

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

D. Maloney

Reminder only

- a. Tuesday, Sep 4, 2018 (Board Day), 2018-19 Budget, Establish 2018-19 College Council Goals
- b. Monday, Sep 17, 2018
- c. Monday, October 1, 2018
- d. Monday, October 15 (Board Day)

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 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.

El Camino College

Collegial Consultation Chair Report 2018



Making Decisions at El Camino College is a college-developed document that describes constituent roles, outlines the planning process, and guides effective collegial consultation and decision-making at ECC. Included in the document are annual activities that contribute to effective and inclusive committee functioning, which are:

1. Provide an orientation for members,
2. Review the committee’s purpose statement, purview and goals,
3. Conduct a self-evaluation to determine committee effectiveness, and
4. Review the *Making Decisions at El Camino College* document (MD).

Since 2015, the College has evaluated participation in these activities by way of a Collegial Consultation Chair survey/report. Although many of these practices may apply to any college committee, only the six official collegial consultation committees were asked to complete a report:

- Academic Senate
- Calendar
- College Council
- ECC Technology
- Facilities Steering
- Planning & Budgeting

Findings

All committees published a purpose statement online, and nearly all provided an annual orientation to the committee for its members. Most set annual goals, publishing these both online and in meeting agendas. About half of committees evaluated those goals at some point during the year. It should be noted that some committees prefer to evaluate previous year’s goals in the fall.

Table 1: Chair Reported Activity in 2017-18

Committee	Orientation	Purpose	Set Goals	Evaluation	MD Review
Academic Senate	Yes	Yes	Yes	Yes	Yes
Calendar*	No	Yes	No	No	No
College Council	Yes	Yes	Yes	Yes	Yes
ECC Technology	Yes	Yes	Yes	Yes	Yes
Facilities Steering	Yes	Yes	Yes	No	No
Planning & Budgeting	**	Yes	**	**	**

*The Calendar Committee meets rarely to carry out a very limited purpose (see footnote on p. 2).

**2017-18 activities not reported. 2016-17 activities were shared in the previous report.

Notes by Committee

- Academic Senate** reported activity from 2017-18.
Meeting Info: <http://www.elcamino.edu/academics/academicsenate/agenda.asp>
Goals:
<http://www.elcamino.edu/academics/academicsenate/Goal%20Setting%202017%202018%20Approved%20FINAL.pdf>
- Calendar Committee** did not meet in 2017-18.¹
<http://www.elcamino.edu/administration/campus-committees/calendar-committee/>
- College Council** reported most activity in 2017-18, with the MD review occurring in 2016-17. This committee will host a comprehensive governance process review in 2018-19.
<http://www.elcamino.edu/administration/campus-committees/college-council/>
- ECC Technology Committee** reported activity from 2017-18. Committee goals align with Technology Plan goals.
<http://www.elcamino.edu/administration/campus-committees/ecc-technology-committee/>
- Facilities Steering Committee** reported activity from 2017-18.
<http://www.elcamino.edu/administration/campus-committees/facilities-steering-committee/>
- Planning & Budgeting Committee** reported activity from 2016-17.
<http://www.elcamino.edu/administration/campus-committees/pbc/>

Strategic Initiative C (Collaboration)

Strategic Initiative C (Collaboration), from the College’s Strategic Plan 2015-2020, is to:

Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

An objective of the Strategic Plan is to “add this initiative to the purpose statement of each collegial consultation committee.” Committees could take this action via the committee webpage or on each agenda alongside the purpose statement. The following committees have included Strategic Initiative C (Collaboration) in their webpage and/or meeting agendas, resulting in full compliance with the objective. A review of progress on SI-C is published in a [separate report](#).

Committee	Webpage	Agenda
Academic Senate	Yes	Yes
Calendar	Yes	
College Council	Yes	Yes
ECC Technology		Yes
Facilities Steering	Yes	Yes
Planning & Budgeting	Yes	Yes

¹ The Calendar Committee typically sets a two-year calendar, so meetings tend to be on a biannual basis. Its only charge is to recommend the school year calendar to the President so goals are not established.

El Camino College Strategic Plan 2019-20

Evaluation of Strategic Initiative C

July 2018, v. 2

El Camino College’s current strategic plan (Board Policy 1200), adopted in December 2014, applies to the five-year period of 2015-16 through 2019-20. This report provides a “mid-term” evaluation of the College’s progress on Strategic Initiative C after three years under the current plan.

Strategic Initiative C - COLLABORATION

Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

Objectives

For Strategic Initiative C (Collaboration), five key objectives were planned for implementation.

1. Develop, promote, and implement an employee recognition plan.
2. Conduct annual review of the *Making Decisions at El Camino College* document, which includes member orientation, purpose review, planning, goal setting, and self-evaluation for all consultation committees.
3. Strengthen collaboration among programs, across disciplines and college areas.
4. Improve publication of the broad input on college processes.
5. Add this initiative to the purpose statement of each collegial consultation committee.

Progress on Objectives

1. *Develop, promote, and implement an employee recognition plan.*

Progress: 25%



While a campus-wide employee recognition plan has not yet been developed, the College has continued or initiated a variety of activities related to employee appreciation and recognition. These include:

- **Classified Service Awards** – a public celebration recognizing classified personnel and years of service to the District.
- **Faculty Service Awards** – faculty are presented with a letter from the President during their division meeting on Professional Development (PD) Day recognizing years of service to the District.

- **Distinguished Faculty Award** – faculty members are nominated by their peers for outstanding teaching; faculty receive a plaque, cash award, medallion, and participate in the Platform Party at Commencement.
- **Distinguished Staff Award** – staff members are nominated by their peers for outstanding service to the College and its students; staff receive a plaque, cash award, medallion, and participate in the Platform Party at Commencement.
- **New Faculty Fall Introductions** – a public celebration at Fall PD Day of all full-time faculty who achieve tenure in the Fall. Faculty receive a gift from the President.
- **Newly Tenured Faculty Spring Reception** – a public celebration at Spring PD Day of all full-time faculty who achieve tenure in the Spring. Faculty receive a gift from the President.
- **Applause Cards** – an opportunity for the campus community to recognize and express appreciation for employees who extend “that extra effort” in making the campus an outstanding place to work and learn. The current recognition process is paper based with inconsistent distribution across campus. Human Resources, in consultation with College Council, will be brainstorming and revamping the current process for rollout in the coming year.

The Vice President of Human Resources has been charged with developing an employee recognition plan in the coming year that encompasses and acknowledges all employee classifications (faculty, staff, and management).

2. Conduct annual review of the Making Decisions at El Camino College document, which includes member orientation, purpose review, planning, goal-setting, and self-evaluation for all consultation committees.



The first annual review of *Making Decisions at El Camino College* was completed in 2016-17, spanning the first two years of the strategic plan.¹ The review found that five out of six consultation committees reviewed their purpose statement, conducted an orientation, set goals for the year, reviewed *Making Decisions*, and conducted an evaluation. The one exception, Calendar Committee, meets very infrequently, and so much of these guidelines are not applicable. All committees adopted a purpose statement. A follow-up review is currently underway. In addition, College Council reviewed and revised *Making Decisions* in 2016-17; it is accessible from multiple locations on the College website.

In fall 2018, the College will undertake a comprehensive review of its governance and decision-making process as a best practice for institutional process improvement. This review will

¹ Collegial Consultation Chair Report 2015-17

heavily involve collegial consultation committees, particularly College Council which will guide the project.

3. Strengthen collaboration among programs, across disciplines and college areas.

Progress:

50%

As we entered the period of the new strategic plan, the College had some long-standing practices that fostered cross-campus collaboration, including Council of Deans and Directors, Enrollment Management Committee, and Student Success Advisory Committee. However, some program and educational planning continued in a more siloed fashion and/or without alignment with college-wide goals. More recently, collaborative efforts have increased, including:

- Seeds of Change Initiative & Retreat (2016) – Academic Affairs & Student Services
- ECC Technology Committee (2016) – membership revised to ensure full representation by major areas of campus affected by technology
- Comprehensive Master Plan development (2016-17) – All areas of campus
- Flowater water dispenser project (2016-17) – Associated Students Organization & campus divisions
- Process Improvement Task Force (2016-17) – Academic Affairs, Administrative Services & Student Services
- PRIDE Program (2016 and forward) – professional development program for faculty, staff and managers
- Warrior Pantry and Metro U-Pass development/management (2016-17/2017-18) – ASO & campus division/offices
- Development of the Integrated Plan (2017) – Academic Affairs & Student Services
- Development of the Guided Pathways Plan (2017-18) – Cross-Area design team
- Equal Employment Opportunity (EEO) Plan Subcommittees that focused on recruitment, speakers & workshops, search committee trainings, job announcements, measures of underrepresentation and Campus Climate survey, all with the aim to promote and measure diversity, inclusion, and cultural competence and awareness on our campus (2017-18) – campuswide representation
- Food Service vendor selection (2017-18) – campuswide representation on task force
- Bridging Study (Spring 2018-Fall 2018) – campuswide representation to gather feedback, discuss findings and strategize future actions
- Managers Professional Development Committee (2017-18 and forward) – campuswide representation

The college will measure this objective by the number of initiatives, projects, and other steps taken since the start of the strategic plan. The intention is to continue to improve

communication, cooperation and collaboration across VP areas, divisions, departments and employee classifications to ensure effectiveness, efficiency and a focus on improvement.

4. Improve publication of the broad input on college processes.



Publication of participatory input on college processes improved in several ways. In 2015-16, the College adopted a standardized webpage design for all collegial consultation committees and unified their pages under a [Campus Committees](#) page. Major planning processes and events acknowledge the participation of representatives from across the College (e.g., Comprehensive Master Plan acknowledgements page, pp. XIV-XV) In addition, [an outcomes report](#) is published each year following the spring Planning Summit that summarizes participant input and acknowledges participants by name. Most committee minutes on campus provide sufficient detail to confirm broad participation in decision-making. The College has also increased the number of ways it gathers feedback and shares progress and changes by hosting “town halls” and open forums to share information and gather feedback. The College hosted its first Town Hall meeting in Spring 2018 and will continue this bi-annual practice in the future. Open Forums have been scheduled to gather feedback on major campus initiatives (e.g., ADA compliance, Spring 2018). Finally, Student Services hosted a series of all-staff planning meetings to focus strategically on areas of strength and improvement in support of student success.

To assess satisfactory progress on this objective, the College will review longitudinal results of employee surveys including Campus Climate and Collegial Consultation/Planning Process evaluations. Results from these will be reported in the final evaluation of this initiative

5. Add this initiative to the purpose statement of each collegial consultation committee.



Since at least 2016-17, all six collegial consultation committees have added this initiative to their purpose statements, posting on either public agendas or committee webpages. The table below shows SI-C method of publication as of spring 2017.

Committee	Webpage	Agenda
Academic Senate	Yes	Yes
Calendar	Yes	
College Council	Yes	Yes
ECC Technology		Yes

Facilities Steering	Yes	Yes
Planning & Budgeting	Yes	Yes

Conclusion

Overall, the College has made conscientious efforts and taken major steps over the past three years to advance an effective and respectful process of collaboration and collegial consultation that informs and strengthens decision-making. Progress on all objectives averages about 60% overall, but all show activities underway so that 100% achievement is within reach by the end of the plan.