



El Camino College

College Council Minutes

Monday, June 17, 2019

1:30 – 2:30 p.m. Library 202

Attendance

Kristie Daniel DiGregorio, Dena Maloney, Rose Mahowald, Jane Miyashiro, Jim Buysse, Ross Miyashiro, Edith Gutierrez, Chris Jeffries, Debbie Turano, Jim Buysse, Urwa Kainat

Absent

Kenny Galan, Jean Shankweiler, Ann O'Brien

Presenters/Guests

Viviana Unda, Jaynie Ishikawa, Linda Clowers, Cindy Lopez, Darcie McClelland

Agenda

1. Welcome/Approval of Minutes

Dr. Maloney opened the meeting. Everyone introduced themselves.

After review, the minutes from the June 3, 2019 meeting were approved.

2. Board Review

Dr. Maloney provided a comprehensive overview of the June 17, 2019 Board agenda; including Presentations, Consent Calendar items, Action items, Future Action/General Information items and Policies and Procedures.

<https://go.boarddocs.com/ca/eccd/Board.nsf/vpublic?open>

When applicable, the Vice Presidents answered any questions or highlighted items of particular interest from their areas:

Jean Shankweiler - Academic Affairs

Ross Miyashiro - Student Services

Jim Buysee – Administrative Services and Measure E

Jane Miyashiro - Human Resources

Topics of Discussion:

Hopefully, the Board recognizes the amount of work that went into the APs that were developed this year. Some of these procedures have been in consultation for years. Dr. Maloney will recognize these efforts during the Board meeting.

University of Phoenix (Consent item 7.2) – Clarity on which students this contract benefits is provided. This agreement waves books and material fees for our student who have graduated with

an Associate degree in nursing and going into a BS in a health science management program at the University of Phoenix.

MOU between Keck Graduate Institute and ECC (Consent item 7.3) appears to be very innovative. This MOU is an opportunity for our students **after** they transfer, finish their degree and get additional experience. They then have an open door to Keck graduate programs.

There are no further questions or comments on the Board agenda

3. Demo of Board Docs for policies

Rose Mahowald provided a demonstration of how policies and procedures can be managed on BoardDocs. The search functions, accessibility and organization of current policies and procedures including the archiving of retired policies and procedures was highlighted.

A user guide to accompany the transition is suggested. It is also suggested that the user guide is included in SilkRoad as part of the onboarding orientation.

After the transition is complete, a link on the ECC website, where the policies are currently accessed, will take the user directly to BoardDocs. This would be similar to the link on the Board of Trustees page for accessing the Board agendas.

College Council is in favor of moving the policies and procedures to BoardDocs. A timeline and roll out plan of the transition will be developed.

4. A [list of policies and procedures](#) approved by College Council 2018-19 was distributed.

5. EEO Climate Survey

Viviana Unda and Linda Clowers presented the **qualitative** data from the Campus Climate Survey that was conducted in spring 2018. The quantitative data was presented to campus groups previously. The presentation, [Utilizing Qualitative Finding from Campus Climate Survey to Inform College Planning](#), included the purpose of the Climate survey and a recap on the process of collecting the data. Information on how the qualitative analysis was conducted was also provided.

Five areas of improvement were identified from the students and employees surveyed. This information can assist with prioritizing action planning and other decision-making efforts. Each area of improvement was mapped to current strategic initiatives for both students and employees.

The presentation indicated there are currently no clearly defined strategic initiative that addresses the employees' desire for greater recognition and events that promote collegial interactions. It is suggested that this does exist through Collaboration and the Applauding Warrior PRIDE program. It is noted that the survey was taken prior to the launch of Applauding Warrior PRIDE. We may see a change of attitude in this regard. It may provide clarity to include recognition as part of Collaboration messaging.

Also highlighted was what students and employees think the College is doing well and areas for further exploration. A PDF of the presentation will be made available. An effective and best way to disseminate this information is currently being discussed. A proposed [handout](#) was distributed. A Climate Survey update scheduled to be presented to the Board in February 2020.

Topic of Discussion: It will be interesting to see the data disaggregated by cohorts to see if the areas of concern vary according to the population that the cohorts serves.

6. Review of BP/AP 3440 Service Animals – *Time ran out, tabled to July 15, 2019 meeting*
7. Adjournment – Parting comments: College Council’s self-evaluation will take place in the fall. It would be greatly appreciated if those who will not be on College Council 2019-20 provide their input on 2018-19 goal achievement. The evaluation will be emailed to those individuals.

2018-19 College Council Goals

1. Lead the ECC Governance Evaluation Project and develop recommendations to improve governance processes at ECC.
2. Complete/continue development of legally required policies. Review strategies and tools to improve accessibility of BP/APs and select/implement solution.
3. Support Compton Transition Planning process to conclude partnership by June 7, 2019.
4. Consult collegially to help develop a Strategic Plan, ensuring alignment with the Chancellor's Office *Strategic Vision for Success* and findings from the Climate Survey.
5. Consult collegially to discuss and recommend the topics for the Quality Focused Essay by February 1, 2019.
6. Monitor progress on overarching initiatives, including but not limited to, Guided Pathways, Strong Workforce, and AB705 implementation.

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

D. Maloney

Reminder only

Summer College Council Meetings

- a. Monday, July 15, 2019 (Board Day)
- b. Monday, August 19, 2019 (Board Day)