

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – October 2, 2017

College Council Purpose Statement: To facilitate communication and serve as a forum to exchange information that affects the college community.

Strategic Initiative C – Collaboration: Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

Members Present: Kristie Daniel-DiGregorio, Brian Fahnestock, Irene Graff, Chris Halligan, Chris Jeffries, Dena Maloney, Jane Miyashiro, Ross Miyashiro, Susan Pickens, Jean Shankweiler

Alternates/Support: Ann Garten, Luis Mancía, David McPatchell

1. Minutes – September 18, 2017: Approved as presented.
 - a. SENSE – Irene reported that they are 50% through the process of sharing the data with constituent groups. The report will be shared at the Guided Pathways meeting this week. Dr. Maloney noted that SENSE data is very important and should be referenced with our strategic planning.
2. Non-Discrimination Statement Recommended Revisions: Carry-over for next meeting.
3. Review of College Council Self-Evaluation Results – We used the standard Collegial Consultation instrument. There were nine out of 12 responses which is less than in the past. The results are comparable to last year with an overall grade of B+.
 - a. Page 1 #f: “Received an orientation to this committee when I began my term of membership.” This was completed via review and revision of the orientation materials. Orientation materials will be sent to the new members.
 - b. Page 1 #d: “Received supporting materials in advance to review.” The agenda is normally sent out on the Friday before the meeting. Members would like the agenda sent sooner. The agenda will now be sent out on the Wednesday before the meeting. There was a request that College Council meeting dates be sent out via an Outlook meeting calendar request.
 - c. Page 1 #e: “Have a regular practice of communicating with the constituents whom I represent.” The Academic Senate sends out the minutes. The Confidential employees receive a meeting summary. College Council members can choose any method of communication as they wish.
 - d. Prior Year Goal Discussion
 - i. Goal 1: “Conduct an annual evaluation of college-wide progress on Strategic Initiative C.” It was decided that we should pull from all groups and see where we are as an institution. The results will be reviewed at College Council.

- ii. Goal 2: “Review and endorse all components of the Comprehensive Master Plan 2017-2022.” College Council reviewed the Education Master Plan, Staffing Plan, and Facilities Master Plan.
 - iii. Goal 3: “Develop a timeline for completion of all legally required policies and procedures.” We developed the timeline but realized it was not realistic and needed to be revised.
 - iv. Goal 4: “Review results from college-wide SENSE and Technology surveys and refer to appropriate committees for response.” We reviewed the SENSE and Technology surveys this year.
 - v. Goal 5: “Participate in the annual review of the Mission & Strategic Plan.” Participation of members of College Council in the Planning Summit satisfies this goal.
 - vi. Goal 6: “Increase College Council awareness of Strategic Initiatives and dissemination of information to constituent groups.” (See discussion in item c above.)
- e. 2017/18 Proposed Goals
- i. Goal 1: Clarify the planning process and College Council’s role in it.
This year we launch the start of a new strategic plan which is a two-year plan. One goal might be that we review and provide input on the strategic plan. PBC will also be reviewing the plan. There was a question as to what the purview of all committees in regards to the whole planning process and the plan. The “Making Decisions at El Camino College” document has some information as to the purview of the committees, but not in the planning document. It was reported that committees are confused and don’t know what their roles are.
 - ii. Goal 2: Receive regular updates regarding the El Camino College and Compton College transition planning.
 - iii. Goal 3: Stay informed on the development of an equity minded culture.
It was reported that job descriptions and policies and procedures are being reviewed and revised to develop templates on job descriptions. The goal is to create job announcement templates that are more attractive to faculty. CUE (Center for Urban Education) attendees could give a presentation to College Council members.
 - iv. Goal 4: Receive, review, and share data received from student focus groups.
There was a request to find out what students expect from ECC and see if we are meeting those expectations. This data could be received by conducting focus groups.

4. Future Meeting Dates/Agendas: Mondays at 1:30 p.m. (Library 202)

- a. October 16, 2017
 - i. Board agenda review
 - ii. QFE 1st Reading
 - iii. Finalize College Council Goals
 - iv. View new website (Ann Garten)
 - v. Non-Discrimination Statement (Jaynie Ishikawa)

- vi. Guided Pathways
- b. November 6, 2017
 - i. QFE 2nd Reading
 - ii. Board Policies and Administrative Procedures
 - iii. Presentation from CUE (Center for Urban Education) (Jane Miyashiro)
- c. November 20, 2017
 - i. Update on Compton College Transition Plan (Chris Halligan)
 - ii. Board Agenda Review
- 5. Other
 - a. Earthquake and Active Shooter Drills - The annual Earthquake Drill is in the fall and the Active Shooter Drill is in the spring. It was noted that we should have the Active Shooter Drills more often. There was a suggestion to conduct one annual campus wide drill and then do more in depth drills by building on a schedule. Brian Fahnestock agreed with that suggestion and will have the Police Department coordinate with each building.

It was reported that surveys were conducted after the drills. It is unclear who is analyzing the data. There was also a mention of a report that was done about the UCLA incident. The report was very informative and our college could learn from it.