El Camino College

College Council Minutes
Monday, October 15, 2018
1:30 – 2:30 p.m. Library 202

Attendance
Dena Maloney, Kristie Daniel-DiGregorio, Chris Jeffries, Jesse Mills, Debbie Turano, Rose Mahowald, David McPatchell, Ann O'Brien, Amy Grant- Acting VP/Academic Affairs, Brian Fahnestock, Ross Miyashiro, Irene Graff, Jane Miyashiro

Absent
Amber Gillis, Erika Solorzano, Chinua Taylor-Pearce

Agenda:

1. Welcome/Approval of Minutes

    The October 1, 2018 meeting minutes are approved contingent on some wordsmithing on the Horticulture Discontinuance conversation.

2. Board Review for the October 15, 2018 meeting.

    Dr. Maloney asked College Council if everyone had a chance to review the Board agenda on BoardDocs and if there were any specific questions.

    https://www.boarddocs.com/ca/ecccd/Board.nsf/vpublic?open

    There was a question on the numerous changes for the job description for the Director of Institutional Research and Planning. The nature of the changes in the job description is to give equal balance to overseeing the research function and leading the planning function of the position. The existing job description did not have that balance. The final job description will be available for review upon approval of the Board.

    There were no other specific questions on the agenda. Dr. Maloney provided an overview of the agenda including the Presentations, Consent Calendar, Action Items, Future Action Items and Policies and Procedures.

    Vice President of Administrative Services, Brian Fahnestock gave an overview of the strategy for borrowing FTES from summer enrollment in order to maximize funding for the College with the new Student Centered Funding Formula and the three years hold harmless (Future Action Agenda item 16.1). The goal is to position the District to earn what is best for the next three-year period and to be very transparent with the strategy. If there is a revision to the goals and actuals in the next few weeks, the agenda item will be brought back to the Board.

3. Debrief on Policy Review Day. (Handouts provided)

   2018 - 19 Policies Procedure Update sheet.

   Dr. Maloney provided an overview of the status of the 10 policies that were reviewed on the October 10, 2018 Policy Review Day. There are 10 policies and procedures that are scheduled to be reviewed on November 9, 2018. Solicitations for additional policies and procedures for November 9 was made. Academic Senate may present *Students with Disabilities* for review.   *Student Conduct* will be held until the Board Policy is ready. The Superintendent recruitment process is being reviewed by a Board sub-committee and will be brought back to College Council.

   Legally Required Policies and Procedures

   Dr. Maloney provided an overview of the legally required policies and procedures that still need to be reviewed by College Council - some are new, some are out of date.

   We are making progress and should be proud of the work we are doing on Policy Review Days. We are being efficient and thoughtful.

   A suggestion to develop and provide a policy and procedure writing guide to the authors would be a valuable tool. It would alleviate the burden of changing improper verbiage and editorial components and allow the focus to be on the content of the submitted policies and procedures.

4. Horticulture Discontinuance

   The three year teach out is a great idea to phase out the program. The thought is to push the message out to all students who have taken any horticulture courses, those who are currently enrolled in horticulture classes and those who listed horticulture as a major or possible major. That will ensure that everyone has the chance to continue and complete the program within the three year teach out. Program completion requires eight classes.

   There are currently two classes running. A part-time faculty member has been secured to teach two classes in the spring. There is the opportunity for everyone to begin and complete the program with in the three year teach out period but it requires you take classes every semester. The program completion outline and the notification that the program will be discontinued for new students will have to be provided to counselors and be visible on the Transfer Guide Sheets and the Major Guide Sheet, provided online and in the catalogue.   It was also suggested that the notification of discontinuance be visible in the students' registration portal if they select horticulture. ITS can be consulted.

   It has to be clear that if College Council concurs with the recommendation, the process of notifying students is adhered to.   That process can be a part of the report/outline to the Board as part of the next steps. That report can be the guide to implementing the messaging and notifications.

The question regarding the horticulture classes that transfer to a four-year institution was addressed. There is some overlap but not much – two or three of our course would transfer the others would not. This message of transferability also has to be clear in order for College Council to provide its recommendation.

We bring this back to College Council on November 5 and if we are satisfied with the revised report to the Board, we can take it to the Board in November. This timeline was accepted.

5. Bridging Study Recommendation (Handout attached)

Dr. Maloney provided a brief background of the Bridging Study to set the context.

Ann O'Brien presented the existing messaging and compared it to the preliminary concepts that will launch in the fall. The messaging is more aspirational and inspiring. *El Camino College – Where you belong. Where you succeed.* This messaging can also highlight faculty, student stories and all of our programs. It is very versatile, powerful and simple. The color palette is still being developed. So far, the feedback on the tagline and concept has been positive.

6. Adjournment All

Future Meeting Dates: 1:30 p.m. in Lib. 202   **D. Maloney**   **Reminder only**

Fall College Council Meetings

      a. **Monday November 5, 2018**   BP 1200, Governance evaluation project, timeline/College Council role in identifying topics for the QFE, Horticulture Continuance coming back
      b. Friday, November 9, 2018   (Policy Day)
      c. Monday, November 19, 2018   (Board Day)
      d. Monday, December 3, 2018
      e. Monday, December 17, 2018   (Board Day)

Spring College Council Meetings

      a. Monday, February 18, 2019   (Board Day)
      b. Monday, March 4, 2019
      c. Monday, March 18, 2019   (Board Day)
      d. Monday, April 1, 2019
      e. Monday, April 15, 2019   (Board Day)
      f. Monday, May 6, 2019
      g. Monday, May 20, 2019   (Board Day)
      h. Monday, June 3,2019

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

AP/BP #		Title	College Council Date	Notes	Board 1st Reading	Board 2nd Reading	
AP	2110	Vacancies on the Board	07/16/2018		10/15/2018	n/a	
BP	2760	Political Activity and Legislative Actions	11/09/2018				
AP	3435	Discrimination & Harassment Complaints & Investigations	10/05/2018	*To be be brought back after revisions*			
AP	3500	Campus Safety	10/05/2018		11/19/2018	n/a	
AP	3721	Student Computing Access	10/05/2018	*ECC web site uses AP #3720.1*	11/19/2018	n/a	
AP	4236	Credit for AP and IB Exams EPC	10/05/2018		11/19/2018	n/a	
BP	6160	Computer & Network Use	10/05/2018		11/19/2018		
AP	6160	Computer & Network Use	10/05/2018	*CCLC uses AP/BP 3720*	11/19/2018	n/a	
AP	6162	Change Control	10/05/2018		11/19/2018	n/a	
AP	6164	Data Classification	11/09/2018				
AP	6166	Disaster Recovery	11/09/2018				
AP	6168	Logging Monitoring	11/09/2018				
Ap	6170	Network Security	11/09/2018				
AP	6172	Physical Security	11/09/2018				
AP	6174	Remote Access	11/09/2018				
AP	6176	Security Incident Response	11/09/2018				
AP	6178	Networtk Security Revised	11/09/2018				
AP	6180	Social Media	11/09/2018				
AP	6200	Budget Preparation	10/05/2018	2nd review by CC	10/15/2018	n/a	
AP	6300	Fiscal Management	10/05/2018	2nd review by CC	10/15/2018	n/a	
AP	7150	Evaluation	10/05/2018		10/15/2018	n/a	
AP	7234	Overtime	10/05/2018	2nd review by CC	10/15/2018	n/a	
AP	7343	Industrial Accident & Illness Leave	11/09/2018				

	Policy #	Title	Notes	Last Adopted	Assigned to
AP	2710	Conflict of Interest	new		
AP	2717	Personal Use of Public Resources	new		
AP	3050	Institutional Code of Ethics	new		
AP	3435	Discrimination and Harassment Complaints and Investigations			HR
BP	3440	Service Animals			HR
AP	3440	Service Animals			HR
BP	3505	Emergency Response Plan			AS
AP	3505	Emergency Response Plan			AS
BP	3510	Workplace Violence Plan		4/16/2001	AS
AP	3510	Workplace Violence Plan	new		AS
AP	3550	Drug Free Environment Prevention Program			AS
BP	3600	Auxiliary Organization		4/16/2001	AS
AP	3600	Auxiliary Organization	new		AS
BP	3715	Intellectural Property			
BP	3720	Computer and Network Use	new		
AP	4010	Academic Calendar	new		AA
BP	4020	Program, Curriculum, and Course Development		7/19/2010	AA
AP	4020	Program, Curriculum, and Course Development		7/1/2010	AA
BP	4025	Philosophy & Criteria for Associate Degree& General Degree		7/15/2013	AA
AP	4025	Pholosophy & Criteria for Associate Degree& General Degree		7/15/2013	AA
AP	4022	Course Approval			AA
AP	4102	Career & Technical Education			AA
AP	4103	Work Experience			AA
AP	4105	Distance Education		2/2/2003	AA
BP	4220	Standards of Scholarship			AA
AP	4222	Remedial Coursework			AA
BP	4226	Multiple & Overlapping Enrollment	Not Board Approved Did not publish corresponding AP (2018)		AA
AP	4227	Repeatable Courses			AA
BP	4231	Grade Changes		2/21/2012	AA
AP	4231	Grade Changes		5/21/2012	AA
BP	4260	Pre-Requisites and Co-requisites		6/17/2013	AA
AP	4260	Pre-Requisites and Co-requisites		6/17/2013	AA
AP	4300	Field Trips and Excursions		3/16/2009	AA
BP	5010	Admissions & Concurrent Enrollment		7/15/2013	SS
AP	5010	Admissions & Concurrent Enrollment		7/15/2013	SS
AP	5011	Admissions & Concurrent Enrollment of High School & Other Young Students		4/11/2013	SS
BP	5015	Residence Determination		3/15/2004	SS
AP	5015	Residence Determination			SS
BP	5020	Non-Resident Tuition		1/28/1985	SS
AP	5020	Non-Resident Tuition			SS
BP	5030	Fees		5/18/2009	SS
AP	5030	Fees		6/9/2014	SS
AP	5031	Instructional Material Fees	new		SS

BP	5040	Student Records and Directory Information		1/22/2002	SS
AP	5040	Student Records and Directory Information	new		SS
AP	5045	Student Records – Challenging Content and Access Log	new		SS
BP	5015	Residence Determination		3/15/2004	SS
AP	5015	Residence Determination	new		SS
BP	5020	Non Resident Tuition		1/28/1985	SS
AP	5020	Non Resident Tuition	new		SS
BP	5055	Enrollment Priorities		5/16/2011	SS
AP	5075	Course Adds and Drops	new		SS
BP	5140	Disabled Student Programs and Services	new		SS
AP	5140	Disabled Student Programs and Services	new		SS
BP	5300	Student Equity		7/21/2003	SS
AP	5300	Student Equity	new		SS
BP	5510	Off Campus Student Organizations			SS
AP	5520	Off Campus Student Organizations			SS
BP	5700	Intercollegiate Athletics		1/17/2012	SS
BP	6330	Purchasing		6/11/2001	AS
BP	6340	Bids and Contracts		6/11/2001	AS
AP	6340	Bids and Contracts			AS
AP	6345	Bids and Contracts UPCCAA			AS
AP	6365	Accessibility of Information Technology			AS
AP	6370	Contracts – Personal Services			AS
BP	6500	Real Property		6/11/2001	AS
BP	6540	Insurance		6/11/2001	AS
AP	6540	Insurance			AS
BP	6550	Disposal of Property and Fixed Assets		11/21/2005	AS
BP	6600	Capital Construction		6/11/2001	AS
AP	6600	Capital Construction			AS
BP	6700	Civic Center and Other Facilities Use		6/11/2001	AS
AP	6700	Civic Center and Other Facilities Use			AS
BP	6800	Safety		7/16/2001	AS
AP	6800	Safety			AS
AP	7343	Industrial Accident & Illness Leave			HR
AP	7365	Discipline/Dismissals Non- Represented Classified Employees		7/19/2004	HR
AP	7380	Retiree Health Benefits Academic Employees			HR
BP	7400	Travel		5/19/2003	AS

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Advertising Concepts

Questions?