

FINAL

**El Camino College
College Council
Minutes Monday, February 5, 2018
1:30 – 2:30 p.m.
Library 202**

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

Irene Graff, Chris Jeffries, Rose Mahowald, Dena Maloney, Jane Miyashiro, Ross Miyashiro, Ann O'Brien, Erika Solorzano, Jean Shankweiler, Debbie Turano, Tiffany Ushijima

1. Approval of Minutes from January 16, 2018 - Minutes are approved
2. Enrollment Update - Dr. Shankweiler

Dr. Shankweiler provided an overview of the Enrollment update

- Spring enrollment has an 800 FTES deficit from the goal. The goal is to meet last year's enrollment (Stabilization) +1%
- Summer 2017's projected enrollment missed the goal by 335 FTES
- Fall 2017 almost achieved the goal and was only 140 short
- Winter's projected FTES was **up** 293 FTES from the goal
- 19,215 is the projected FTES for 2017-18
- The previous practice of borrowing from summer term starts the academic year with a deficit. It may not be strategically sound to continue the practice. A lot depends on the new proposed budget by the governor.

Spring 2018 projections are decreasing due to non-payment.

- Phone Banking - phone calls to the students are being made to remind students that spring enrollment payment is due.

To bring enrollment numbers up, we are adding extra sections for those with large waitlists.

EOP&S, Outreach and the Guardian program sponsored a Registration Day on Saturday, 2/3 and another is scheduled for Thursday, 2/8.

ECC's presence on Facebook, Twitter & Instagram has been increased through the use of ads based on age and city criteria. Ann O'Brien clarified that ECC does not track or follow those who click on the ads and are directed to our website.

Dr. Maloney asked for a clear separation of the urgent efforts that can affect spring enrollment from what needs to be done in general to improve overall enrollment. Outreach is looking at phone, email and text.

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3. Discussion on Policy Review Days – March 9, April 6 & April 13 – Dr. Maloney

- a. Schedule – Schedule was reviewed. Ross will provide his division’s policies for review on the April 13 Policy day.
- b. Policy Review Structure/Organization of Work
 - i. No word smithing – think about the big picture
 - ii. The Council will break into teams. We will have to trust our colleagues to do a thorough job.

4. 2018 Climate Survey - Irene Graff

- Last climate survey was 5 years ago.
- Dr. Maloney would like to survey every two years. The intent is to use the data in an immediate way. This survey is to measure the climate of the College rather than the performance of staff and faculty. Do students feel welcomed and enjoy being at El Camino.
- Overview of the procedure process of the survey was provided
- The set of previous questions were tweaked/updated.
 - Importance rating is dropped from the survey.
- Survey Questions reviewed
 - Mission questions changed to reflect the new mission.
 - Questions about Leadership are appropriated from similar surveys from other institutions in the state.
 - The question on morale has been reworked into several questions.
 - Gender and sexuality questions were added per state criteria.
 - Questions regarding disabled and veterans also added per state criteria.
- The Survey will be administered online with a paper option at Student Services.
- Student outreach to be done through sections and email.
- Survey to be distributed randomly
- Shooting for Spring term distribution

5. Other – Potential Agenda Items for future meetings:

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| Monday, February 26 | Board Review |
| Monday, March 5 | Draft of Guided Pathways Design Team Plan (Caesar Jimenez, Chris Wells?) |
| Monday, March 26 | Board Review Marketing Plan (Ann O’Brien) |
| Monday, April 2 | Process Improvement Update (Ross) |
| Monday, April 16 | Board Review |
| Monday, May 7 | Enrollment Management Plan IEPI Outcomes Report |

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| Monday, May 21 | Board Review Compton Transition Plan Update |
| Monday, June 4 | Branding Study Report 2018-19 Tentative Budget |
| Monday, June 18 | Board Review |

SPECIAL MEETINGS

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| Friday, March 9 | Board Policy Day (8:00 am – 4:00 pm) |
| Friday, April 6 | Board Policy Day (10:00 am – 4:00 pm) |
| Friday, April 13 | Board Policy Day (10:00 am – 4:00 pm) |

6. Adjournment

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.*