



El Camino College

College Council Minutes

Monday, July 15, 2019

1:30 – 2:30 p.m. Library 202

Attendance

Darcie McClelland, Dena Maloney, Rose Mahowald, Jane Miyashiro, Jim Buysse, Ross Miyashiro, Edith Gutierrez, Jim Buysse, Kelsey Iino, Cindy Lopez, Ann O'Brien,

Absent

Kenny Galan, Jean Shankweiler, Urwa Kainat

Alternates

Jackie Sims, Lindsey Lee

Presenters/Guests

Jaynie Ishikawa, Debbie Turano

Agenda

1. Welcome/Approval of Minutes

Dr. Maloney opened the meeting and introduced new members.

After review and one correction, the minutes from the June 17, 2019 meeting were approved.

2. Board Review

Dr. Maloney provided a comprehensive overview of the July 15, 2019 Board [agenda](#); including Presentations, Public Hearing, Consent Calendar items, Action items, Future Action/General Information items and Policies and Procedures.

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

Jackie Sims, Acting VP - Academic Affairs

Ross Miyashiro - Student Services

Jim Buysse – Administrative Services and Measure E

Jane Miyashiro - Human Resources

Jaynie Ishikawa provided additional information on the EEO Presentation focusing on next steps for developing best practices in hiring diverse faculty and providing campus staff with equity training.

Topics of Discussion:

Items 7.24 - Revised Job Description Grounds Supervisor and 7.25 - Revised Job Description, Operations Supervisor: Clarification provided on language about recruiting. *Recruiting* refers to serving on a hiring committee. Supervisors typically chair hiring committees.

Ground Supervisor – Clarification on page two, paragraph two: *Identify weeds and pest problems and safely mix and/or spray chemicals, fertilizers, and/or apply non-toxic methods to control the spread of weeds, diseases, insects and other pest infestations.*

Concern: This seems to be language for the grounds classified personnel not a supervisor.

Clarification: It would be expected that a ground supervisor have the knowledge and skills to do the job of a grounds keeper to continue operations to prevent any gap in service.

Operations Supervisor – Clarification on page two, paragraph four, second sentence: *Determine if outsourced services would be more cost effective and arrange for contracted service providers as needed.*

Concern: Any outsourced contract would require following the terms of the ECCE contract. All employees would need to approve first. Would the outsourced contractor be paid the same rate as the classified employee performing that job?

Clarification: The purpose of this language is to ascertain the employee has to be able to research other services and provide recommendations to their supervisor. They are still obligated to the terms of the contract.

Item 7.21 New Job Description, Skilled Trades Worker.

Concern: The job description requires three years' work experience at journeymen level and hiring at the range 37. Currently all our trade positions require four years' experience at journeyman level. Will this new position require to have all the licenses to perform cross functional responsibilities (i.e. HVAC Technicians are required to have an EPA license)?

Conclusion: This job description needs to be looked at again. It is determined the agenda item will be revised at the next board meeting.

Action Item 8.1 AA – Accessible Information Management, will be pulled from the agenda due to a misunderstanding of the actual contracted amount. The contract is placed in the wrong area of the agenda and overstates the actual cost. It will be correctly placed in the Consent Calendar at the August board meeting.

There are no further questions or comments on the Board agenda

3. Review of BP 3440 / AP 3440 Service Animals

Jaynie Ishikawa provided a comprehensive overview of proposed [BP 3440](#) and [AP 3440](#). We do not currently have this legally required policy and procedure. Many other community colleges have them. The language used is provided by language used by other districts and the CCLC templates.

BP/AP 3440 only pertains to accessing district facilities. Academic and workplace accommodations are dealt with outside of BP/AP 3440. Academic accommodations are provided through the SRC and workplace accommodations are provided through HR.

Topic of Discussions:

What are the appropriate answers to the two questions that are allowed to be asked?

Is this animal required because of a disability?

What work or task has the animal been trained to perform?

Additional training will be provided on the appropriate answers and how to determine the proper actions, once the procedure has been approved.

To reiterate, in the case of comfort animals, the service the animal provides cannot be passive. This differs from animals who are trained to sense and detect seizures or animals trained to address the onset PTSD. These animals are specifically trained and go beyond comfort and wellbeing.

With the correction of one typo, College Council approved the proposed BP/AP 3440. They move on to the Board of Trustees for approval.

4. Budget Update

Jim Buysse provided a detailed overview of the [FY2019-20 State Budget Update](#) as of July 1, 2019.

As we continue to get more details on our specific allocations for our district, we are putting together our final budget proposal. A Budget workshop will be held for the Board on August 26 at 5:00pm. Prior to that, the PBC will review the budget and then the budget will come to College Council. The budget will be voted on by the Board on September 3, 2019 at the regular board meeting.

5. Adjournment

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, August 19, 2019 (Board Day)
This meeting will be held in the Distance Education Center.