

EL CAMINO COLLEGE
El Camino College Calendar Committee
Minutes
September 24, 2015

Present: Michelle Arthur, Ann Ashcraft, Don Brown, Jener Carbonell
Mattie Eskridge (Recorder), William Garcia, Chris Jeffries
Beverly Knapp, Alice Martinez, William Mulrooney, Jeanie Nishime
Barbara Perez, Jean Shankweiler, Jose Villalobos, Will Warren

A scheduled meeting of the El Camino College Calendar Committee convened at 2:05pm in Administration 131.

Introduction

Jener Carbonell was introduced as the new ASO student representative to the El Camino College Calendar Committee.

School Calendars

Jeanie Nishime informed the committee that 2016/2017 and 2017/2018 academic year calendars were being presented for the committee's review and recommendation to President Fallo. The recommendation is to restore the Winter Intersession to the calendar for 2016/17 and 2017/18. The suggested calendar for 2016/2017as follows:

Calendar 2016/2017

Flex Days	August 25 and 26
Fall Semester	August 27-December 16
Veterans Day	November 11 (celebrated on the actual holiday)
Thanksgiving	November 24-25
Winter Holidays	December 23 and 26
New Year's Holidays	December 30 and January 2
Winter Intersession	January 5 – February 7 (23 days)
MLK Holiday	January 16
Flex Days	February 8-9
Lincoln's Holiday	February 10 (Friday)
Spring Semester	February 11 – June 9
Washington's Holiday	February 20 (Monday)
Spring Break	April 8-14
Memorial Day Holiday	May 29
Summer Session (six weeks)	June 19-July 27 (one six-week session because of Winter Intersession – 23 days)
Summer Session (eight weeks)	June 19 – August 10 (31 days)

Discussion

1. Veterans Day, November 11, will remain on the actual holiday, which is on Friday
2. December 23 and 26 are official holidays for the district. The campus will be closed on the 26th. Faculty will not have much time to turn in grades and grades cannot be turned in over the Christmas Break. Faculty would need to make sure they have access and no problems with the system. They will need to get everything done while ITS and Admissions & Records are still around.
3. The Winter Intersession mirrors the six-week summer session in the number of days for instruction. There are 23 days of instruction, instead of 24. The Librarians usually work 24 days and are paid per diem.
4. Faculty would like a more robust schedule where the winter intersession would last six weeks. This would give students the opportunity to capture the information from their studies. However, to go six weeks relative to intersession, would require giving up spring break or moving summer to start June 26 for the six and eight weeks sessions.
5. There are five weekends in the current schedule and students can do catch-up. If classes are added, we would have to add to spring and summer and summer and fall so there would be no break.
6. One of the benefits of summer was to claim FTES. In 2015/16 or 2016/17, in order to do this, the census date of summer must occur before June 30 of 2015. If starting on June 26, census would not start until July and you cannot claim FTES.
7. February 2017, Lincoln holiday can be observed on February 10, 14 or 17. It was agreed to observe the holiday on February 10. President's day cannot be moved. The holiday will be observed on the third Monday, February 20.
8. The Summer Calendar in the legend will be changed to reflect Summer 2016 and Summer 2017 via color coding.
9. Two Monday holidays during Spring 2017 (President's Day and Memorial Day) would become 14 weeks for classes meeting on Monday. All Monday only classes would be 14 weeks for daily census.
10. Easter is observed on April 16, 2017 even though the calendar is not based on nor reflects this date.
11. Spring Semester ends June 9 which will give one week off before starting summer session. This will capture most of the high school graduates.
12. There may be some impact on athletes with their being able to get the required classes.
13. Financial aid would be able to meet disbursements for students.
14. There need to be some downtime between the ending of the spring semester and the start of summer for repairs, cleaning, and some time to prep. Facilities staff needs time to get the work done on campus.

Following discussion, the Calendar Committee accepted the 2016/2017 calendar.

The suggested calendar for 2017/2018:

Flex Days	August 24 and 25
Fall Semester	August 26 – December 15
Veterans Day	November 10 (celebrated on the actual holiday)
Thanksgiving	November 23-24
Winter Holidays	December 22 and 25
New Year's Holidays	December 29 and January 1
Winter Intersession	January 4 – February 6 (23 days)
MLK Holiday	January 15
Flex Days	February 7 and 8
Lincoln's Holiday	February 9
Spring Semester	February 10 – June 8
Washington's Holiday	February 19
Spring Break	April 7 - 13
Memorial Day Holiday	May 28
Summer Session (six weeks)	June 18-July 26 (one six-week session because of Winter Intersession)
Summer Session (eight weeks)	June 18 – August 9

Discussion

1. The 2017/2018 calendar is basically the same as 2016/2017.
2. Lincoln's holiday will be Friday, February 9
3. The President's holiday cannot be moved to Friday, February 16, but must remain on Monday, February 19.
4. Counselors working during January are paid per diem. They are not required to be back to work on their regular work schedule until January 30. In June counselors pay per diem will start on June 11.
5. The summer six and eight-week sessions on the draft calendar were changed as follows: Six Weeks – June 18 through July 26. Eight Weeks – June 18 through August 9.

Following discussion, the Calendar Committee accepted the 2017/2018 calendar.

Information was provided whereby faculty is urged to be aware of the new STRS ruling which relates to the number of pay warrants faculty will receive under the new STRS ruling.

Adjournment

The meeting adjourned at 2:50pm.