

## College Council Orientation Packet

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Welcome to College Council!

College Council was established by report of the Shared Governance Task Force and adopted by the Board of Trustees on May 26, 1992.

This document was assembled to provide you with supporting information you can use as a council member. The purpose and composition of the College Council is presented in the following excerpt from Administrative Procedure 2510:

*“The role of the College Council is to bring together all constituent groups to facilitate development and understanding of college-wide recommendations.”*

*“College Council membership consists of one representative each from the Associated Student Body, Academic Senate, El Camino College Federation of Teachers, El Camino Classified Employees, Police Officers Association, Confidential employees and Management. Each member has one vote should voting become necessary. The four vice presidents complete the College Council and have one vote among them.”*

*“The Superintendent/President of El Camino College serves as Chair of the College Council, facilitates the meetings, determines whether consensus exists, and receives recommendations of the council. The agenda is published before each meeting. All actions and recommendations are communicated to the Area and Division Councils, committees, and constituencies through the representational membership.”*

\*In addition, there will be one faculty representative from the El Camino College Compton Education Center during the partnership.

College Council meets bi-monthly (first and third Mondays) during the fall and spring semesters and monthly (before board meetings) at other times of the year. Typical meetings consist of introducing and reviewing policies and administrative procedures; discussing broad issues; reviewing the Board of Trustees monthly agenda (see below);

and reporting out activities, announcements and issues of campus wide concern from each constituent area.

Agendas and minutes for College Council meetings are published on the El Camino College website via a link on the Campus Committees webpage (<http://www.elcamino.edu/administration/campus-committees/college-council/index.asp>). Current membership and other information about College Council and other collegial consultation committees are also posted in this area.

### **Board Policies and Administrative Procedures**

[Board Policy \(BP\) 2510 – Participation in Local Decision Making](#)  
[Administrative Procedure \(AP\) 2510 – Collegial Consultation](#)  
[El Camino College Board Policies and Administrative Procedures](#)

### **General Information on Collegial Consultation**

[Participating Effectively in District and College Governance](#)  
[Scenarios to Illustrate Effective Participation](#)  
[Making Decisions at El Camino College](#)

The April 3, 2012 Board Meeting Presentations on Collegial Consultation are posted [here](#).

## **Board Meetings**

In September 2016, the District moved to BoardDocs, an online board meeting management system. The Board agendas can be accessed anywhere via the internet on a cloud-based system.

The College Council meeting before meetings of the Board of Trustees is an opportunity to review the board agenda and other materials and topics that will be discussed and potentially approved at the board meeting.

Board meeting information:

<http://www.elcamino.edu/administration/board/>

Suggested reading before board meetings:

Meeting Agenda: Available online via BoardDocs (mostly a *consent calendar*—see below)

[Superintendent/President's Letter to the Board Budget](#)—Tentative or final (as applicable)

A link to the Board agenda is sent out to the campus community when the agenda is published in BoardDocs.

A *consent calendar* is a list of actions that the board votes on as a package because they are routine, below \$100,000, and/or already widely discussed. They usually require little debate because of this, but Trustees may ask questions to gain clarity on why recommendations have been made. This part of the agenda is adopted by “general consent” of the board after public comment and after the board has had all their questions answered. Any Trustee can remove an item from this consent agenda for deeper discussion.

The Board also reviews an action calendar which are items over \$100,000 that require a separate roll call vote.

## **College Council Goals**

At the beginning of each academic year, the council develops a set of goals for the coming year. The current goals are provided below and are included at the end of the agenda of each meeting. Members annually participate in a self-evaluation of the council and its goals.

### 2016-17 College Council Goals

1. Conduct an annual evaluation of college-wide progress on Strategic Initiative C.
2. Review and endorse all components of the Comprehensive Master Plan 2017-2022.
3. Develop a timeline for completion of all legally required policies and procedures.
4. Review results from college-wide SENSE and Technology surveys and refer to appropriate committees for response.
5. Participate in the annual review of the Mission & Strategic Plan.
6. Increase College Council awareness of Strategic Initiatives and dissemination of information to constituent groups.

**College Council Goal/Survey annual timeline:**

1. College Council Self-Evaluation Survey: September
2. Development of College Council Goals: October

**Membership of College Council**

**Chair: Dena Maloney**

<b>Representation</b>	<b>Name</b>
Academic Senate Representative	Daniel-DiGregorio, Kristie
Associated Student Representative	Dalili, Eman
Chair	Maloney, Dena
Confidential Representative	Pickens, Susan
ECCE Representative	Smith, Luukia
ECCFT Representative	Jeffries, Chris
El Camino College Compton Education Center Faculty Representative	Halligan, Chris
Management Representative	Graff, Irene
Police Officers Association Representative	Solorzano, Erika
Vice President Representative	Vacant
Vice President Representative	Higdon, Jo Ann
Vice President Representative	Nishime, Jeanie
Vice President Representative	Shankweiler, Jean

Final: 4/20/15

Amended: 9/30/15, 2/23/16, 3/20/17