

College Council Information Packet

Welcome to College Council!

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 weekly during the 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 campuswide concern from each constituent area.

Minutes from College Council meetings are action minutes that record only actions and recommendations of the council and are published on MyECC (Campus Committee

Minutes) with a link provided on the [President's Office webpage](#) and also on the [Administration webpage](#). 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](#)

See [Board Meeting Agendas](#) for recent presentations on collegial consultation

Board Meetings

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](#) (mostly a *consent agenda*—see below)
[Supplemental Board Meeting Information](#)
[Budget](#)—Tentative or final (as applicable)

A copy of the board agenda will be distributed to you. The agenda and other materials are available online (page linked above).

A *consent agenda* is a list of actions that the board votes on as a package because they are routine, uncontroversial, or already widely discussed. They should require little debate because of this, but usually Trustees have a few questions to gain clarity on why decisions were made or actions taken. 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.

Supplemental information may include additional materials associated with the board agenda or general college-related news items communicated to Trustees.

College Council Goals

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

2014-15 College Council Goals and Measures

1. Set up a specific review process and cycle for policies and procedures.
Measure: Review process is established.
2. Review *Making Decisions at El Camino College* and revise as needed.
Measure: Document is reviewed and revised as needed.
3. Review and revise College Council's purpose statement, roles, and responsibilities.
Measure: College Council reviewed and revised its purpose statement.
Measure: College Council lists its purpose statement (including Strategic Initiative C) on each meeting agenda.

College Council Goal/Survey annual timeline:

1. Quarterly Goal Review: December, March, June, September
2. College Council Survey: September
3. Develop College Council Goals: October

COLLEGE COUNCIL

Purpose: To facilitate communication and serve as a forum to exchange information that affects the college community.

Origin: Established by report of the Shared Governance Task Force. Adopted by the Board of Trustees on May 26, 1992.

Membership of College Council

Chair : TFALLO

Co-Chair :

Name	Appointing Authority	Status
Arce, Francisco	AP 2510	Administrator
Fallo, Thomas	AP 2510	Administrator
Jeffries, Chris Striepe, Claudia	Academic Senate	Faculty
Graff, Irene	Superintendent/President	Manager
Higdon, Jo Ann	AP 2510	Administrator
Nishime, Jeanie	AP 2510	Administrator
Pickens, Susan	Confidential Representative	Staff
Solorzano, Erika	POA	Staff
Farias, Julio	Federation of Teachers	Faculty
Smith, Luukia	ECCE	Staff
Beam, Linda	AP 2510	Administrator
Pratt, Estina	Compton Education Center	Faculty
Student	Associated Students	Students