

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

FINAL

EL CAMINO COLLEGE  
Office of the President  
Minutes of the College Council Meeting – November 23, 2015

Strategic Initiative C – Collaboration: Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

Present: Irene Graff, Vishu Gupta, Jo Ann Higdon, Chris Jeffries, Jeanie Nishime, Susan Pickens, Susana Prieto, Jean Shankweiler.

1. Minutes – November 16, 2015 minutes were approved as presented.
2. AP 4040 (Library Services) was reviewed. It was noted that this procedure was approved by the Academic Senate. Several changes were recommended. It was decided that the procedure should go back to Ed Policies committee to review one of the changes.
3. AP 5520 (Student Discipline Procedures) was reviewed. It was noted that this procedure was approved by the Academic Senate. Several changes were recommended. It was decided that the procedure could go to the Board with these changes.
4. BP/AP 4240 (Academic Renewal) were reviewed. It was noted that these were approved by the Academic Senate. These can go to the Board with one minor formatting change on the procedure.
5. Notice: College Council will meet in the Board room on November 30, 2015
6. Notice: Facilities Steering Committee meeting on November 30, 2015 at 2 p.m. in the Board room.
7. Vishu requested that he be able to give an ASO update at each meeting. College Council members agreed to this.
8. ASO Report
  - a) There will be an ASO fundraiser at Wingstop (Crenshaw and Artesia Blvd.) on December 3, 2015. ASO will distribute flyers.
  - b) Sustainability Committee members will be obtaining recycling bins to be placed on campus.

Agenda November 30, 2015

1. Minutes – November 23, 2015
2. Collegial Consultation Webpage (Jeanie)
3. Planning Process (Irene)
4. BP/AP 3300 (Public Records) (Jo Ann)
5. BP/AP 3310 (Records Retention and Destruction) (Jo Ann)
6. BP/AP 6100 (Delegation of Authority) (Jo Ann)

7. BP/AP 6150 (Designation of Authorized Signatures) (Jo Ann)
8. AP 4040 (Library Services) (Jean)

#### 2015-16 College Council Goals

1. Update and Review Board Policies and Administrative Procedures.
2. Have all Consultation Committees revise and post minutes, agendas, purpose and goals to their specific Committee webpage, and have a link to these pages from a central Administrative page.
3. Review and endorse the Master Plan.
4. Support initiatives of the CEC to train staff/faculty/committees in preparation for accreditation through quarterly reports and discussion.
5. Develop plans and procedures to orient new members to consultation committee.