

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 30, 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.

Members Present: Linda Beam, Thomas Fallo, Paul Flores, Irene Graff, Vishu Gupta, Jo Ann Higdon, Chris Jeffries, Jeanie Nishime, Susan Pickens, Susana Prieto, Jean Shankweiler, Claudia Striepe. Guest: David Mc Patchell

1. Minutes – November 23, 2015 minutes were approved as presented.
2. Collegial Consultation Committees webpage template was reviewed and approved by College Council. It was determined that the consultation committee webpages will be in the “Administration” directory.
3. Planning Process – The Employee Campus Climate survey will go out to ECC and CEC this week.
4. BP/AP 3300 (Public Records) – Policy presented for review only with no changes. The procedure is new and is ready for the Board with some minor typographical corrections.
5. BP/AP 3310 (Records Retention and Destruction) – These are ready for the Board with minor typographical corrections to the procedure.
6. BP/AP 6100 (Delegation of Authority) – These are ready for the Board with recommended changes to the policy and minor typographical corrections to the procedure.
7. BP/AP 6150 (Designation of Authorized Signatures) – Policy presented for review only with no changes. The procedure is new and is ready for the Board with some minor typographical corrections.
8. AP 4040 (Library Services) – Procedure was reviewed and there is concern about the correct title of the director. This procedure will be held until the correct title is determined.
9. The ASO fundraiser at Wingstop has been postponed.

Agenda December 7, 2015

1. Minutes – November 30, 2015
2. Main Collegial Consultation Webpage Draft
3. Policy and Procedure Inventory Count
4. AP 5530 (Students Rights & Grievances) (Jeanie) – NOT READY

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.