



**El Camino College
College Council
Monday, March 20, 2017
1:30 – 2:30 p.m.
Lib 202**

College Council Purpose Statement:

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

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:

Eman Dalili	Jo Ann Higdon	Susan Pickens
Kristie Daniel-DiGregorio	Chris Jeffries	Jean Shankweiler
Irene Graff	Dena Maloney	Luukia Smith
Chris Halligan	Jeanie Nishime	Erika Solorzano

Alternate Members/Support:

Ann Garten - Support
David McPatchell – Alternate

Agenda:

1. Approval of Minutes from March 13, 2017 (attached) All
2. March 20, 2017 Board Agenda Review All
3. College Council Orientation Materials – Final Draft (Attached) All
4. Draft Board Resolution in Support of Students (Handout) All
5. Future Meeting Dates Maloney
 - a. April 3, 2017, 1:30 p.m., Library 202 (Monday)
 - b. April 17, 2017, 1:30 p.m., Stadium Room (Monday)
 - c. May 1, 2017, 1:30 p.m., Library 202 (Monday)
 - d. May 22, 2017, 1:30 p.m., Decathlon Room (Monday)
6. Other
7. Adjournment

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.

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – March 13, 2017

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

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: Kristie Daniel-DiGregorio, Irene Graff, Chris Halligan, Jo Ann Higdon, Chris Jeffries, Dena Maloney, Jeanie Nishime, Susan Pickens, Jean Shankweiler, Luukia Smith, Erika Solorzano

Alternates/Guest: David McPatchell, Tiffany Ushijima, Carolee Vakil-Jessup

1. Minutes – February 21, 2017: Approved as presented.
2. The following A/P and B/P's were reviewed and approved by College Council and will go to the Board on April 17, 2017:
 - a. AP 2320 (Special and Emergency Meetings) – New – Legally Required
 - b. BP 3550 (Drug Free Environment and Prevention) – CCLC Updates
 - c. BP 3810 (Claims against District) – No Updates - Review Only
3. Dr. Nishime presented her revisions to the *Making Decisions at El Camino College*. It was noted that there will be further changes to the Planning and Budgeting Calendar. Once these changes are made the document will be brought back to College Council for a final review.
4. The revised College Council Orientation Packet was reviewed. The following changes were recommended:
 - a. Page #2, paragraph #2: Replace web link to College Council with the location of the College Council webpage.
 - b. Page #3, add information regarding “action” Board items.
 - c. Page #5, change heading on table from “Status” to “Representation.”
 - d. Page #5, change “Faculty Representative” to “ECCFT Representative.”
 - e. Page #5, change “Classified Representative” to “ECCE Representative.”

The revised orientation packet will have a final review at College Council on March 20, 2017.
5. A draft resolution in support of students will be reviewed at College Council on March 20, 2017. The draft resolution is currently going through a legal review.

6. Compton Center Accreditation Update – The Accrediting Commission for Community and Junior Colleges (ACCJC) External Evaluation Team conducted a four-day visit to the campus to review the evidence presented in the report, meet with employees, tour the campus, attend various campus meetings and participate in two open forums.

The exit meeting was held on March 9, 2017. The Team Chair Dr. Kindred Murillo commended the work of ECC Compton Center and El Camino College employees for the progress made to-date. The exit meeting was very emotional and the team gave CEC and ECC a standing ovation.

The team will finish its report and send to Dr. Maloney and Dr. Curry to correct any errors of fact. The Commission will meet June 6-8, 2017 to review the team report.

Upcoming College Council topics:

1. Review and revise College Council Orientation materials (last revision 2/23/16).
2. Review the Making Decisions Guide.
3. Continue the process of reviewing the list of legally required board policies and monitor the update of policies.

College Council Orientation Packet

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. . 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

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

Final: 4/20/15

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

**Resolution of the Board of Trustees of the El Camino Community College District
Supporting Excellent, Comprehensive Educational Programs for All Students**

WHEREAS, the El Camino Community College District (“El Camino College”) is committed to serving all students who meet the requirements for admission without regard to protected class, including but not limited to race, ethnicity, religion, national origin, and all other protected classes under federal and state law; and

WHEREAS, the El Camino College mission is to make a positive difference in people’s lives by providing excellent, comprehensive educational programs and services that promote student learning and success in collaboration with our diverse communities; and

WHEREAS, the El Camino College vision is to be the college of choice for successful student learning that transforms lives, strengthens community, and inspires individuals to excel; and

WHEREAS, El Camino College’s highest value is placed on our students and their educational goals in accordance with our institutional values: people, respect, integrity, diversity, and excellence; and

WHEREAS, El Camino College complies with federal and state laws and regulations, such as the Family Educational Rights and Privacy Act (FERPA) that governs the privacy of student records, Assembly Bill 540 (2001-2002 Reg. Sess.), and the California DREAM Act which exempt undocumented students from non-resident tuition and provide other benefits; and

WHEREAS, the California Community Colleges Chancellor’s Office has reassured students and colleges that our campuses will remain welcoming places for students of all backgrounds to learn; informed them that no changes have been made with regard to admissions or financial aid; informed students that financial aid for qualifying undocumented students is protected by state law; formally requested the preservation of the Deferred Action for Childhood Arrivals policy; and joined with the University of California, the California State University and the California Community Colleges to advocate for the rights of all students to obtain a higher education in California;

WHEREAS, rigorous inquiry demands multiple and often competing perspectives and El Camino College has an obligation to ensure that the greatest variety of viewpoints is brought to bear on the issues facing the college and the community; and

WHEREAS, many of our students and their families are justifiably concerned about their future; and

WHEREAS, the District believes that neither California nor the United States of America will prosper without affording respect, opportunity, and support to its diverse population; and therefore be it

RESOLVED, the El Camino College Board of Trustees reaffirms its commitment to diversity, equity, and inclusion, and in placing the highest value on all of our students and their educational goals; and be it further

RESOLVED, that the El Camino College Board of Trustees reaffirms its support for excellent, comprehensive educational programs and services for all students, in collaboration with our diverse communities, and that financial aid remains available to qualifying undocumented students; and be it further

RESOLVED that El Camino College will continue its practice of protecting the privacy rights of students under federal and state law and will not release student information without a warrant, subpoena, or court order, unless authorized by the student or otherwise required by law; and be it further

RESOLVED, the El Camino College Board of Trustees supports the recommendation of the **California Community College Chancellor's Office** that District police departments not detain, question, or arrest any individual solely on the basis of undocumented immigration status or suspected undocumented immigration status; and be it further

RESOLVED, that the El Camino College Board of Trustees and the El Camino Community College will support advocacy efforts to protect our students and our district's values.

PASSED AND ADOPTED on this xxx day of xxx, by the Board of Trustees of the El Camino Community College District, Torrance, California.