



2020-25

MAKING DECISIONS GUIDE

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Making Decisions at El Camino College

2020 – 2025

Introduction:

Decision making at El Camino College is founded upon a partnership among the Board of Trustees, faculty, staff, administration, and students. All stakeholders in this process are committed to seeking the best interests of our students and reflects a shared vision that student success is the goal of everyone's work at El Camino College. All stakeholders seek to make recommendations in an environment of cooperation, trust and a belief that having all voices represented results in better decisions for the institution.

The purpose of this document is to describe the governance and decision-making processes by which the District ensures that there are opportunities for meaningful collaboration and that the voices of the constituent groups are heard in making decisions. This document includes the purpose, membership, and reporting structure for each group, as well as the processes by which decisions are made.

This document was first developed in 2015. A Task Force was charged to *write Making Decisions at El Camino College*, a document that explains to the college community our structures, relationships and philosophy for making inclusive, data-informed and well-communicated decisions through college consultation committees. *Making Decisions* also describes how committee recommendations move forward to the Superintendent/President and, where appropriate, are considered by the Board.

In 2019, the College Council recognized the need to update the Making Decisions Guide and formed a representative Task Force to develop the 2020-25 Guide. This document is a result of that work, which underwent consultation in Spring 2020. The updated Guide was presented to the Board of Trustees in June 2020 and adopted in July 2020.

It is our desire that this document will continue to build goodwill and trust among all stakeholders engaged in the decision-making process. It clearly delineates the structure, process, roles and responsibilities integral to the collegial consultation process at El Camino College.

Signature of College Council Members:

Dena P. Maloney

Dena P. Maloney
El Camino College Superintendent/President

Rose Mahowald

Rose Mahowald
Confidential

Kenny Galan

Kenny Galan
Police Officer's Association

Darcie McClelland

Darcie McClelland
President, Academic Senate

Edith Gutierrez

Edith Gutierrez
Director, EOPS, CARE, CalWORKS & Guardian Sc...

Ross Miyashiro

Ross Miyashiro
Vice President, Student Services

Kelsey Iino

Kelsey Iino
El Camino College Federation of Teachers

Jane Miyashiro

Jane Miyashiro
Vice President, Human Resources

Iris Ingram

Iris Ingram
Vice President, Administrative Services

Ann O'Brien

Ann O'Brien
Executive Director, Marketing & Communications

Urwa Kainat

Urwa Kainat
Associated Students Organization President

Debbie Turano

Debbie Turano
El Camino Classified Employees

El Camino College Board Policy 1200

District Mission Vision and Values

Mission Statement

El Camino College makes a positive difference in people's lives. We provide innovative and excellent comprehensive educational programs and services that promote student learning, equity and success in collaboration with our diverse communities.

Vision Statement

El Camino College will be the college of equity and innovation by transforming, strengthening, and inspiring our community to excel through learning.

Statement of Values

Our highest value is placed on our students and their educational goals; interwoven in that value is our recognition that the faculty and staff of El Camino College are the College's stability, its source of strength and its driving force. Our five core values are:

- People – We strive to inspire our diverse students, employees, and community with purpose, passion, and pride.
- Respect – We work in a spirit of civility, cooperation, and collaboration.
- Integrity – We act ethically and honestly toward our students, colleagues and community.
- Diversity – We embrace our similarities and differences to promote an inclusive campus community with equitable outcomes for all.
- Excellence – We deliver quality, innovation, and excellence in all we do.

To advance the mission, vision and values, El Camino College develops strategic initiatives and action items for institutional improvement as part of long-range master planning. A set of aspirational goals on selected student achievement measures informs institutional progress.

The College uses evidence and the collegial consultation process to evaluate the mission, vision, and values, and revises them on a regular basis.

El Camino College

Adopted: 1/16/01

Amended: 1/22/02, 6/18/07, 6/21/10, 12/15/14, 6/17/19, 4/20/20

El Camino College 2020-23 Strategic Plan

Background:

During Spring 2018, the Strategic Planning Committee revised the El Camino College strategic initiatives and objectives, as well as the College's mission, vision, and values. The 2020-23 Strategic Plan constitutes an update of the El Camino College 2015-20 Strategic Plan and supports the 2017-22 Comprehensive Master Plan. This document reflects the progress achieved in the implementation of the prior Strategic Plan and California legislation that mandated community college districts to align their local goals with the Chancellor's Office Vision for Success system-wide goals by May 31, 2019.

In Fall 2019, the 2020-23 Strategic Plan and the College's revised mission, vision and values proceeded through collegial consultation (Academic Senate, Calendar Committee, Technology Committee, Facilities Committee, Planning and Budgeting Committee, and College Council). The El Camino Community College District Board of Trustees approved the 2020-23 Strategic Plan in December 2019.

The 2020-23 Strategic Plan includes the College's updated mission, vision and values, the strategic initiatives, and the objectives associated with each initiative. As of April 2020, key performance indicators (KPIs) to monitor and measure the level of accomplishment of all initiatives, and ultimately the ECC's mission are currently being developed.

[The 2020-23 Strategic Plan](#)

Making Decisions at El Camino College Guide Taskforce Members

Urwa Kainat	Student Representative Member, College Council	President, Associated Student Organization
Darcie McClelland	Faculty Representative	President, Academic Senate Member, College Council
Pete Marcoux	Faculty Representative	Executive Committee, Academic Senate
Breanna Bond	Classified Representative	Student Services Advisor, CARE
Carolee Vakil-Jessop	ECCFT Representative	Executive Director, ECC Federation of Teachers Alternate/Support to College Council
Roy Dietz	ECCE Representative	President, ECC Classified Employees Member, College Council
Edith Gutierrez	Management Representative	Director, EOPS/CARE, CalWORKs & Guardian Scholars Member, College Council
Jean Shankweiler	Administrator Representative	Vice President, Academic Affairs Alternate/Support to College Council
Dena P. Maloney	Administrator Representative	Superintendent/President Chair, College Council

Review Groups

Collegial Consultation Committee	Date of Review
Planning and Budget Committee	May 21, 2020
Associated Student Organization	April 23, 2020
Technology Committee	May 19, 2020
Calendar Committee	April 30, 2020
Facilities Steering Committee	May 4, 2020
Academic Senate	April 7 – First Reading; April 21 – Second Reading
College Council	May 4 – First Reading; May 18 Second Reading ; June 1 Third Reading
Board of Trustees	June 15 – First Reading; July 20 Second Reading

Principles and Processes of Governance

1. Mutuality, Collegiality, and Collaboration

The District's governance and decision-making processes are based on recognition of and respect for the interrelationships of constituent groups. The commitment to this principle is demonstrated in the following ways:

- Leaders and members of all constituent groups acknowledge the importance of collegial consultation and the benefits of the collegial consultation process to all.
- Sharing ideas is valued and expected. Meetings include clear presentations of the issues to be resolved followed by respectful discussion. Divergent views are fully explored.

2. Transparency

The District values transparency and strives to maintain an open and honest approach to decision-making, operations, and communication. All those impacted by a decision are encouraged to be involved in shaping the recommendation. The commitment to this principle is demonstrated in several ways:

- The schedules for collegial consultation meetings are posted online at the beginning of each academic year and meetings are open to the public.
- Agendas are published on the District's website 72 hours before meetings. Senate meetings agendas include a standing item for public comment.
- Minutes from collegial consultation committee meetings are posted on the District's website when they are approved.
- District-wide emails are used to keep the internal community involved and updated on College Council meetings and agendas.
- Town Hall Meetings are convened at least once a semester as a venue for general discussions and campus updates.

3. Representative Participation and Responsibilities

This principle supports the use of democratic processes to ensure that the voices of all constituent groups are included as appropriate. In order for this principle to be fully implemented, all members of governance and decision-making groups are asked to fulfill the following responsibilities of group membership:

- Attend meetings
- Clearly articulate constituent needs
- Introduce items, issues, or comments on behalf of constituents

- Function as a team member with other members of the group
- Follow through on tasks
- Report meeting outcomes back to constituent groups
- Work toward common understanding and consensus in an atmosphere of respect
- Support the implementation of recommendations once group consensus is reached; and
- Welcome change and innovation.

4. Mutual Accountability

The principle of mutual accountability refers to the importance of the members of the various constituent groups adhering to their roles and following through on their responsibilities. This commitment is demonstrated in the following ways:

- The District's processes for governance, decision-making, and communication are formally evaluated every year through surveys of collegial consultation committee members.
- Collegial Consultation committees create/adjust/update processes for governance, decision making, and communication informed by the survey results.
- Members of governance and decision-making groups respond expeditiously to requests for information and consultation.

5. Clarity of Roles

This principle requires that the separate and mutual areas of responsibility for governance and decision-making be clearly articulated. This document is evidence of the District's commitment to this principle.

Regulatory Framework: The Role of Students, Faculty, Staff and Administrators in the Decision-Making Process

The constituents of the District participate in making decisions appropriate in scope to their roles within the District. Their respective roles in making decisions are described below. These descriptions are derived from the California Code of Regulations, District Board policies, and District practices, procedures, and job descriptions. The relevant sections of the California Code of Regulations are included in the appendix of this document.

According to the El Camino College Administrative Procedure 2510, "Consultation at El Camino College involves a collaborative process in which members of major campus constituencies play an appropriate part by making recommendations to the Superintendent/President in accordance with the Education Code, Assembly Bill 1725, Title 5 and policies adopted by the El Camino Community College District Board of Trustees". The role and function of each constituent group is outlined below.

Role of Students

Students are key stakeholders in the collegial consultation process and their participation is highly valued. The Associated Students Organization is the representative of the students in the formulation and development of District and College policies and procedures. Student committee members are selected by the Associated Students Organization.

By law, students have the right to participate in processes for jointly developing recommendations to the Board, especially those that have a significant impact on students (Education Code 7060). Decisions that have a significant impact on students include, but are not limited to:

1. Grading
2. Codes of student conduct
3. Student discipline
4. Curriculum development
5. Courses or programs to be initiated or discontinued
6. Instructional planning and budget development
7. Student preparation and success
8. Student services planning and development
9. Student fees
10. Any other policy or procedure that the Board of Trustees determines has a significant impact on students.

Except in emergency situations, the Board shall not take action on a matter that has significant impact on students until it has provided students a reasonable opportunity to participate in the formulation of the policy or procedure, or in the joint development of recommendations to the Board.

Role of Faculty

At El Camino College, faculty members play an integral role in the collegial consultation process contributing specialized knowledge of education and instruction. Title 5 determines that the Academic Senate, as the elected body that represents faculty, takes primary responsibility for decision-making in the following areas:

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards and policies regarding student participation and success
6. District and college governance structures as related to faculty roles
7. Faculty roles and involvement in the accreditation process, including self-evaluation and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development
11. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate (California Administrative Code, Title 5, Sub-Chapter 2, section 53200).

Faculty members also sit on campus-wide consultation committees alongside students, classified staff, and administrators. Faculty members who sit on consultation committees typically are appointed by either the Academic Senate or the ECC Federation of Teachers.

The El Camino College Federation of Teachers, AFT Local 1388, is the primary representative of the faculty regarding working conditions, salary and benefits for faculty as provided by law.

Role of Staff

Classified and confidential staff are valued for the critical role that they play in providing support to other constituency groups (i.e., faculty, administration, and students). They are expected to have a strong voice in governance matters because of the unique perspectives, their experience, and their commitment to the overall success and well-being of the college. Staff participation in the collegial consultation process shall include:

1. Staff representation and participation on college committees
2. Recognition of the need for all college constituencies to participate in the decision-making process
3. Opportunities for staff to participate in the formulation and development of college policies and procedures and, in those processes, for jointly developing recommendations for action by the governing board that have or will have a significant effect on staff
4. College encouragement and support of staff to participate in collegial consultation processes made possible by support from supervisors who allow and encourage staff participation by considering:
 - a. Adjusting workloads, exercising flexibility and substitution when possible
 - b. Providing release time, compensatory time and or/overtime pay
5. Classified committee member selected by the El Camino Classified Employees (ECCE)
6. Police representatives selected by the El Camino College Police Officer Association

Role of Administrators

El Camino College's administrative staff include senior administrators (vice presidents), deans, associate deans, directors, assistant directors, and supervisors (classified managers). El Camino College's organizational charts

highlight the general scope of responsibility for each position. As contributors to the college consultation process, administrators are expected to:

1. Anticipate and plan for the future direction of college programs and services
2. Plan, organize, direct and evaluate the activities of the college pursuant to district and college mission, strategic initiatives and comprehensive planning
3. Accept education and fiscal accountability and responsibility for college programs and services
4. Remain current on law and regulations governing community colleges
5. Promote the interest of students and student success while considering the well-being of employees
6. Ensure that the college's educational programs and student services comply with the Education Code, state and federal regulations, accreditation standards, district policies, contractual agreements, and articulation agreements
7. Guide and collaborate with faculty and staff in developing, coordinating and evaluating the college's programs and services
8. Serve as a resource to the Superintendent/President, the Board of Trustees, and college faculty and staff for the integrity of the college's programs and services
9. Represent the interests of managers and supervisors, while advancing the interests of the college as a whole; and
10. Promote the appropriate inclusion of students, faculty, and staff in collegial consultation processes.

Role of the Board of Trustees and the Superintendent/President in the Decision Making Process

Board of Trustees

The role of the Board of Trustees in making decisions is to determine policy and to serve as the legal and fiduciary body for the District. As described in the 2018 California Community College League of California Trustee Handbook,

Trustees are elected to a board that is responsible to represent the general citizenry for whom they hold the college in trust. Trustees have authority only when they are meeting as a board. The board as a whole is the legal governing unit. The most important board responsibility is to make good policy, which then provides guidance for college staff.

The Board of Trustees maintains, operates, and governs the operations of the entire District in accordance with all applicable laws and regulations. As an independent policy-making body responsible for policies as well as legal and fiscal issues, the Board's ultimate responsibility is to ensure that the District's mission is fulfilled and that the District's financial resources are dedicated to providing sound educational programs.

The Board of Trustees consists of five locally elected trustees who represent areas within the District. One trustee is elected by the qualified voters from each of the five trustee areas to serve four-year terms. Trustee elections are staggered so that there is continuity on the Board. The Board annually elects a president, vice president, and secretary from among its members and the Superintendent/President serves as secretary to the Board.

A student trustee is elected annually in a general student election. The student trustee provides a student perspective on the issues facing the Board. The student trustee receives all materials sent to other members of the Board, except those pertaining to closed-session matters; attends all open-session board meetings; asks questions; participates in discussions; and may cast an advisory, nonbinding vote on matters that come before the Board.

California State Education Code Section 70902 identifies the Board of Trustees as the District's legal and fiduciary body and outlines associated responsibilities. The Board affirms its role according to the Education Code and identifies the following specific responsibilities in Board Policy 2200: Board Duties and Responsibilities:

1. Represent the public interest
2. Establish policies that define the institutional mission and set prudent, ethical, and legal standards for college operations
3. Hire and evaluate the Superintendent/President
4. Delegate power and authority to the chief executive to effectively lead the District
5. Assure fiscal health and stability
6. Monitor institutional performance and educational quality; and
7. Advocate for and protect the District.

Superintendent/President

The Superintendent/President is the District's chief executive officer and is the sole employee of the Board of Trustees. The Board delegates to the Superintendent/President the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action. (see Board Policy 2430: Delegation of Authority to Superintendent/President).

The Superintendent/President has primary responsibility for the District. The Superintendent/President provides effective leadership in planning, organizing, budgeting, selecting and developing personnel, and assessing institutional effectiveness. The Superintendent/President is also responsible for assuring that the academic and student services programs are responsive to the needs of the community and meet all accreditation standards, for the fiscal integrity of the district, the hiring of all faculty and staff, and for maintaining a positive relationship with the community. S/he determines which recommendations from consultation to accept, reject, or return for more discussion and information. Some recommendations from committees, whether collegial consultation or advisory, only require the President's approval to move forward. Other recommendations are brought forward to the Board of Trustees for its approval.

Participatory Governance Structure

Committees that Make Recommendations Through Collegial Consultation

Consultation committees provide input into college initiatives, policies and procedures when appropriate. Recommendations developed in collegial consultation committees emerge through discussion and input from all major college constituencies. The Superintendent/President reviews the recommendations and supporting rationale and accepts, rejects, or returns the recommendation for further consideration. If a recommendation is rejected, a written explanation must be provided that demonstrates that the recommendation was carefully considered and explains why an alternative decision was made.

Annually, chairs of consultation committees should perform the following:

- Provide an orientation to members
- Review the committee's purpose statement, purview and goals
- Facilitate the creation of new committee goals
- Conduct a committee self-evaluation to inform the committee's effectiveness
- Create/adjusts/update processes for governance, decision making, and communication informed by the committees' annual self-evaluation survey results
- Review the Making Decisions at El Camino College document

Decision Making within Committees:

When formulating recommendations for the Superintendent/President and the Board of Trustees, collegial consultation groups follow a protocol that may include:

- Presentations and discussion on the matter under consideration
- Formulation of a recommendation regarding the matter
- Consideration of the recommendation through a process of first and second readings for specific items
- Vote by the members of the collegial consultation committee members
- The process culminates in a majority vote either in favor of or against the recommendation by the members of the collegial consultation committee.
- Recommendations by collegial consultation committees are presented to the Academic Senate and the College Council prior to their placement on a board agenda for approval by the Board of Trustees. Some recommendations require a first and second reading by the Board of Trustees prior to action by the Board.

Consultation Committees

Consultation committees provide input into College initiatives, policies and procedures when appropriate. Recommendations developed in collegial consultation committees emerge from discussion and input from all major college constituencies.

Consultation Committee Name	Function	Membership
College Council	Facilitates communication and serve as a forum to exchange information that affects the college community.	Chair: Superintendent/President Academic Senate President (1) ECC Federation of Teachers/ECCFT (1)

	Strategic Initiative C – Collaboration: Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.	Management (1) El Camino Classified Employee/ECCE (1) Confidential (1) Police Officers Association (1) Associated Student Organization/ASO (1) Resources: Vice President (4, 1 collective vote)
Academic Senate	Fosters the effective and full participation by community college faculty in all academic and professional matters including those in Title 5 (§53200-53206); develops, promotes, and acts upon policies responding to college wide concerns; and serves as the official voice of the faculty of the college in academic and professional matters. Strategic Initiative C – Collaboration: Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.	Senate President Executive Board (5) Senators – detailed in Article III of the ECC Academic Senate Constitution Ex-Officio Members as defined in the ECC Academic Senate Constitution
Calendar Committee	Develops and recommends to the Superintendent/President and Board of Trustees the District School Year Calendar. Strategic Initiative C - Collaboration: Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.	Chair: VP Student Services Academic Senate (2) Management (2) Classified (2) ECC Federation of Teachers/ECCFT (1) El Camino Classified Employees/ECCE (1) Confidential (1) Police Officers Association/POA (1) Associated Student Organization/ASO (1)
Technology Committee	Evaluates needs; strategizes solutions; and proposes recommendations for campus-wide technology planning. It also develops, monitors, and evaluates implementation of the College Information Technology Strategic Plan. Strategic Initiative C - Collaboration: Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.	Chair: Chief Technology Officer Academic Senate (2) Management (2) Classified (2) ITS supervisors (3) Academic Technology Committee chair Associated Student Organization/ASO (1)
Facilities Steering Committee	Provides input for Program Planning, review related documents, and make	Chair: VP Administrative Services Academic Senate (2)

	<p>recommendations for the Facilities Master Plan; updated information will be distributed to constituents represented by committee members.</p> <p>Strategic Initiative C – Collaboration: Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.</p>	<p>Management (2)</p> <p>Classified (2)</p> <p>ECC Federation of Teachers/ECCFT (1)</p> <p>El Camino Classified Employees/ECCE (1)</p> <p>Confidential (1)</p> <p>Police Officers Association/POA (1)</p> <p>Associated Student Organization/ASO (1)</p>
Planning and Budgeting Committee	<p>Assures that campus-wide annual planning and budgeting are integrated and evaluated while driven by the mission and strategic initiatives set forth in the Strategic Plan. It also makes recommendations to the Superintendent/President on all campus-wide annual planning and budgeting issues.</p>	<p>Co-chairs: VP Administrative Services and Director of Institutional Research and Planning</p> <p>Academic Senate (2)</p> <p>Management (2)</p> <p>Classified (2)</p> <p>ECC Federation of Teachers/ECCFT (1)</p> <p>El Camino Classified Employees/ECCE (1)</p> <p>Confidential (1)</p> <p>Police Officers Association/POA (1)</p> <p>Associated Student Organization/ASO (1)</p>
Associated Students Organization	<p>Serve as students' elected representatives, and act as liaisons between the students and the community college. It also commits to staying informed on current issues pertaining to the students, improving the quality of education, and increasing student involvement on campus.</p>	<p>President</p> <p>Vice-President</p> <p>Student Trustee</p> <p>Director of Public Relations</p> <p>Director of Academic Affairs</p> <p>Director of Finance</p> <p>Director of Student Services</p> <p>Director of Human Resources</p> <p>Director of External Affairs</p> <p>Senators (16, 2 per academic division)</p>

Area Councils

There are four Area Councils and their respective Division Councils that coordinate and fulfill operational, procedural and policy implementation at the college. The purpose of these committees is to provide an opportunity for faculty, staff, students, and managers to share information and to identify issues that require resolution.

Links to Area Councils:

Academic Affairs	The Academic Affairs Area Council facilitates communication throughout the College to agreed-upon constituencies. It also reviews, recommends, and
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	<p>disseminates general information on the operations of the College and on existing policies and procedures.</p> <p>The Area Council serves as a link between the college and academic division councils by assessing and responding to division council recommendations and adjudicating unsettled division council issues.</p> <p>The council's composition currently includes representatives from administration, faculty and classified staff.</p>
Administrative Services	The Administrative Services Area Council facilitates information sharing, and communication among members of the Administrative Services Area, which includes Facilities, Bookstore, Event Operations, Purchasing & Risk Management, Fiscal Services, and Information Technology. The council's current composition includes representation from administration and classified staff.
Human Resources	The Human Resources Area Council facilitates information sharing and communication among members of the Human Resources Area that includes Human Resources, Staff and Student Diversity, and Professional Development. The council's current composition includes representation from administration and classified staff.
Student Services	The Student Services Area Council solicits input from its members to assist in developing District policy and to disseminate information to Student Services constituents. The council's current composition includes representation from administration, faculty and classified staff.

Division Councils

Behavioral and Social Sciences	http://www.elcamino.edu/academics/behavioralsocial/divisioncurriculum/dccminutes.aspx
Business	http://www.elcamino.edu/academics/business/DivisionCouncilMinutes.aspx
Fine Arts	http://www.elcamino.edu/academics/finearts/minutes.aspx
Health Sciences and Athletics	http://www.elcamino.edu/academics/healthsciences/minutes_divcouncil.aspx
Humanities	http://www.elcamino.edu/academics/humanities/DivisionCouncilCommMins.aspx
Industry and Technology	http://www.elcamino.edu/academics/indtech/division-council.aspx
Library Learning Resources	http://www.elcamino.edu/library/minutes.aspx
Mathematical Sciences	http://www.elcamino.edu/academics/mathsciences/minutes_div.aspx
Natural Sciences	http://www.elcamino.edu/academics/naturalsciences/archive.aspx
Student Services	https://www.elcamino.edu/administration/vpsca/areacouncil.aspx

Advisory Committees

Advisory committees perform specific functions that benefit the college community or respond to issues of importance to college constituencies. Recommendations from these committees are made to the appropriate manager and, when applicable, brought to Cabinet by the area Vice President for consideration. Periodically, task forces or ad hoc committees are formed to address specific issues needing immediate resolution.

<u>Auxiliary Services Board</u>	The El Camino College Auxiliary Services Board (ASB) oversees and disseminates Auxiliary Services funds. The ASB was established per El Camino College Board Policy 3600.
<u>Academic Technology Committee</u>	The Academic Technology Committee, a subcommittee of both the Academic Senate and the College Technology Committee, assesses and recommends solutions for the instructional technology needs of students and faculty.
<u>Council of Deans</u>	The Council of Deans meets twice monthly to exchange information, provide updates and facilitate dialogue among the College Deans.
<u>Workplace Health & Safety Committee</u>	The Workplace Health and Safety committee reviews health and safety issues, identifies strategies for resolution, and makes referrals to other committees for follow up and corrective action as needed.
<u>Enrollment Management Committee</u>	The Enrollment Management Committee is responsible for developing the three-year Enrollment Management Plan that guides the college's enrollment management strategies and tactics.
<u>Insurance Benefits Committee</u>	The Insurance Benefits Committee (formerly Health Benefits Committee) is responsible for making recommendations regarding the design and implementation of a health benefits package which is cost-effective and which provides quality benefits for El Camino College employees. Insurance Benefits are subject to collective bargaining agreement.
<u>Parking and Traffic Advisory Council</u>	Parking & Traffic Advisory Council works with the district and the Chief of Police to maintain and improve quality parking facilities and services for the staff, students and visitors of the college.

Other Committees or Task Forces

Other committees or task forces may be created by the Superintendent/President and designated as collegial consultation or advisory groups. The Superintendent/President shall determine the specific purpose or charter of such groups. The Superintendent/President will solicit participants in collaboration with the Academic Senate President, and all constituent organizations. Once the specific purpose of the group is accomplished, the Superintendent/President shall determine the need to either institutionalize the group or disband it.

Committee Appointments

The Academic Senate, after consulting with the Superintendent/President or designee, shall appoint faculty members to serve on committees, task forces or other groups dealing with academic and professional matters as specified in AB 1725 and El Camino Community College District Board Policy 2510. Unless specified in a contractual agreement, other committee appointments are made by the Superintendent/President or designee in consultation with all constituent organizations.

Communication

The College Council, the Academic Senate and all other designated collegial consultation committees, councils, advisory committees, and task forces will communicate with College constituents through the promulgation of widely distributed minutes.

A link to all consultation committees with current minutes and membership is available on the El Camino College Administration webpage. All collegial consultation committees will review and evaluate its operations annually.

Structure of El Camino College Collegial Consultation Committees

Purpose: The College Consultation Procedure functions within the mandates of AB 1725, the Education Code and Title 5 regulations, collective bargaining agreements, and policies of the El Camino Community College District Board of Trustees. The process allows for recommendations to the Superintendent/President through a defined structure.

College Council, Technology, Planning and Budget, Facilities, and Calendar Committees



Associated Student Organization (ASO)

All El Camino College students are members of the Associated Student Body and their governing group is the Associated Students Organization (ASO). ASO consists of one consultation committee, five planning committees, one budgeting committee, and a Senate to approve all items. All meetings are open to the public.

The ASO's mission statement reads "We, the students of the Associated Students Organization, serve as your elected representatives, and we act as your liaison for the community college. We use our leadership skills to stay informed on current issues pertaining to the students, and we commit to improving the quality of education and increasing student involvement on campus."

Executive Cabinet: The Executive Cabinet is composed of the ASO President, Vice President, Student Trustee, and six Directors. These members shall be considered the presiding officers of ASO who provide guidance and direction for new concepts to the ASO Committees.

Publicity Committee: This committee shall strive to promote the name of ASO, along with its sanctioned events and functions, to the ECC community in a creative and inclusive fashion.

Sustainability Committee: This committee shall strive to promote the well-being of the environment while informing and encouraging the ECC community to do the same.

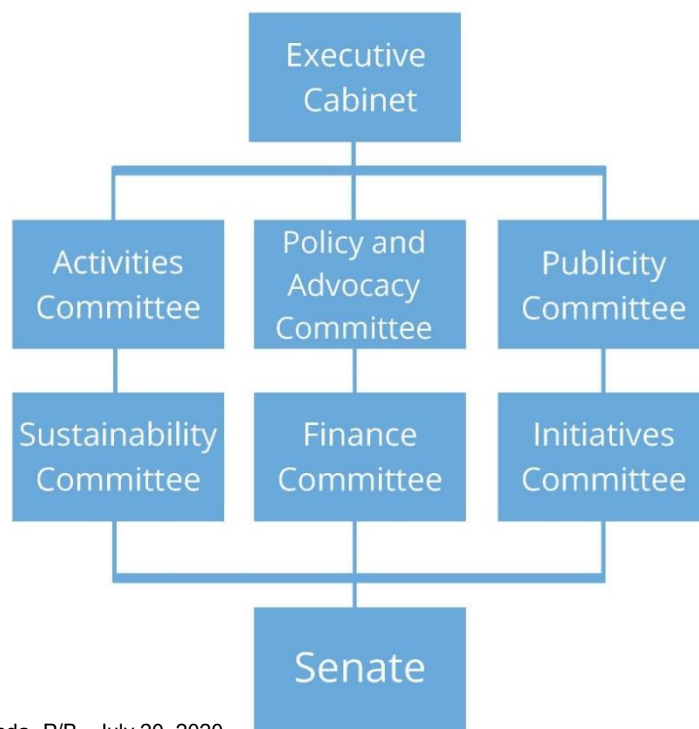
Policy & Advocacy Committee: This committee shall research, compile, draft, and present all resolutions to the Senate for debate and ratification.

Activities Committee: This committee shall plan and facilitate all ASO sanctioned events and functions.

Initiatives Committee: This committee shall strive to brainstorm, develop and implement targeted and/or campus-wide ideas for the benefit and enjoyment of the students, staff, and faculty.

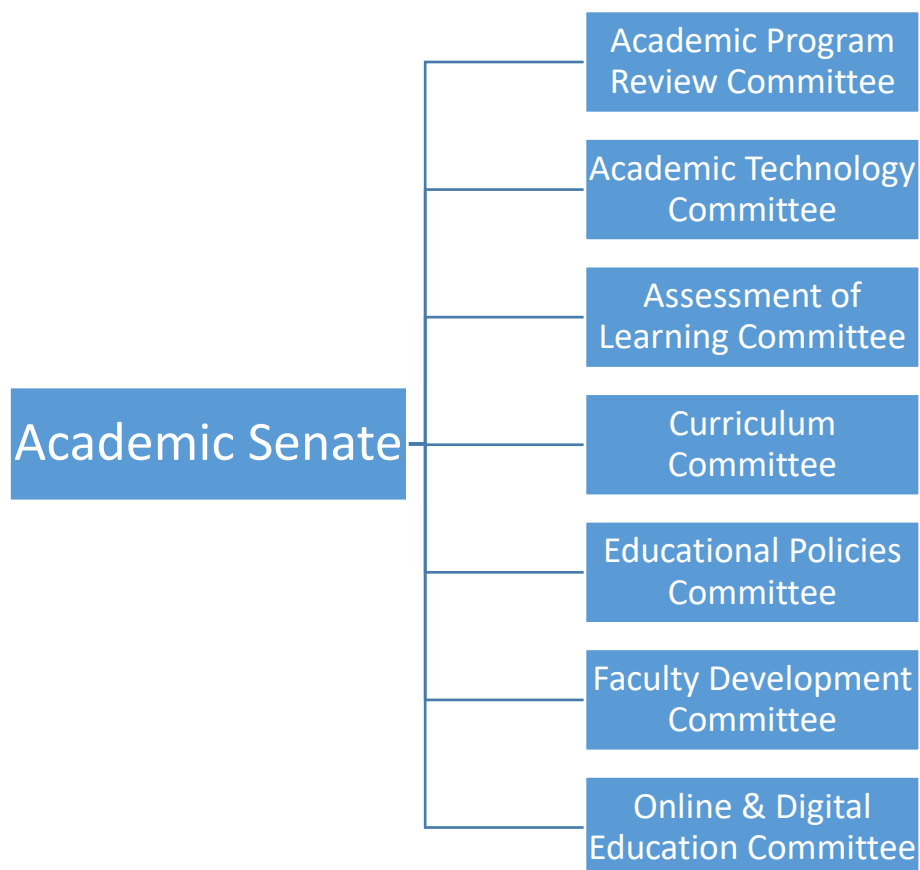
Finance Committee: This committee shall address all matters pertaining to the ASO budget that funds the organization and 15 programs around campus.

Senate: The ASO Senate shall be composed of the ASO Executive Cabinet, Senators, Division Council Members, and Commissioners. All final decisions concerning ASO related material pass through the Senate.



Academic Senate and its Committees

Purpose: To provide faculty the means for full participation in the formulation of policy on academic and professional matters relating to the college, including those in Title 5 (§53200-53206). The Board of Trustees will normally accept the recommendations of the Academic Senate on academic and professional matters in the following “10+1” areas in the senate purview (BP 2510). If a disagreement arises, the Board and the Senate must mutually agree to any changes or new policies.



Appendix

[Title 5 53200-53205](#)

[Title 5 51203.5](#)

[Title 5 51023.7](#)

[Board Policy 2510 Local Decision Making](#)

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[Administrative Procedure 2510 Local Decision Making](#)

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Collegial Consultation Annual Self-Evaluation Survey Instrument link

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Collegial Consultation Meeting Agendas and Minutes links

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El Camino Community College District Organization Chart

[President's Office](#)

[Academic Affairs](#)

[Administrative Services](#)

[Human Resources](#)

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El Camino College