



# El Camino College

**College Council Agenda**  
**Monday, November 1, 2021**  
**1:00pm – 3:00pm Via Zoom**

**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**

|                              |                   |
|------------------------------|-------------------|
| Academic Senate              | Darcie McClelland |
| ECC Federation of Teachers   | Kelsey Iino       |
| Confidential Representative  | Rose Mahowald     |
| ECCE Representative          | Breeanna Bond     |
| Management Representative    | Edith Gutierrez   |
| Police Officer’s Association | Erika Solorzano   |
| Student Representative       | Dalyan Johnston   |
| Superintendent / President   | Brenda Thames     |

**Alternate/Support Members**

|   |                 |
|---|-----------------|
| ECC Federation of Teachers                    | Jessica Padilla |
| ECCE Representative                           | Brian Hayden    |
| Police Officer’s Association                  |                 |
| Executive Director Marketing & Communications | Ann O'Brien     |
| Interim Vice President Academic Affairs       | Jackie Sims     |
| Interim Vice President Administrative Service | Ann Tomlinson   |
| Vice President Human Resources                | Jane Miyashiro  |
| Vice President Student Services               | Ross Miyashiro  |

**Agenda:**

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|--|---------------|
| 1. Welcome/Approval of Minutes               | Brenda Thames |
| 2. Alma Strategies Update                    | Doug Graham   |
| 3. Return to Campus Update                   | Brenda Thames |
| 4. Academic Program Review Calendar Proposal | Viviana Unda  |
| 5. Campus Climate Infographics               | Viviana Unda  |
| 6. Policy Review - AP 4200 Deans List        | Jackie Sims   |
| 7. College Council Charge and Membership     | All           |

### Fall/Winter 2021 College Council Meetings

Monday, November 15, 2021

Monday, December 6, 2021

Monday, December 20, 2021

### 2020 - 21 College Council Goals

- Review Board Policy and Administrative Procedure review process. Regularly review and provide input on legally advised and legally required policies and procedures.
- Provide coordination, facilitation, and leadership in Safe Return to Campus
  - a. Integrate work of COVID Taskforce into scope and purview of College Council.
  - b. Receive regular updates from the COVID-19 Task Force and facilitate campus communications that inform College Council constituents on actions taken in response to the COVID-19 pandemic.
- Review and revise (as necessary) Council charge, guidelines, functions/responsibilities and membership:
  - a. Review Integrated *Making Decisions Guide* and revise as necessary
  - b. Review and revise participatory governance structure as well as reporting and recommendation processes to College Council.
  - c. Develop College Council Handbook, orientation, planning calendar and roles.
  - d. Assess effectiveness of College governance processes
  - e. Coordinate with Planning and Budget Committee to review and revise Resource Allocation, Budget Augmentation Request, and Funding Recommendation processes.
  - f. Improve Council self-evaluation survey process and response rate.
  - g. Assess Council membership, including the role of the alternates and support members.
  - h. Coordinate with Facilities Steering Committee to create processes and guidelines for space utilization allocation, requests, and recommendations.
  - i. Migrate Governance committees/councils and college taskforces, workgroups, committees under scope of College Council to BoardDocs platform.
  - j. Facilitate and support the Comprehensive Master Planning process.
  - k. Adapt College practices, reporting, and evaluation mechanisms to better measure effectiveness and campus climate (information regarding campus climate survey cycle inclusive of surveys addressing post-COVID perceptions).
- Facilitate and provide leadership in the adoption of an equity-minded, student-informed, and data-driven decision-making process college-wide.
  - a. Engage in discussion on strengthening campus climate, reduction of student equity gaps, identify and remove institutional barriers using standardized disaggregated data methodologies, and enhanced inclusion and diversity at El Camino College. Explore opportunities for inclusionary spaces for cross-campus dialogue.
- Strengthen campus communications by creating a communications plan designed to inform the stakeholders on major developments that affect the campus.
  - a. Clearing house for CCCCO communications

- b. Increase awareness of programs and services at all locations
- c. Guide on where decisions are made
- d. Inform stakeholders on major discussions
- e. Inform stakeholders on recommendations from College Council
- f. Ensure College Council is informed of and discusses College initiatives including but not limited to:
  - i. Guided Pathways and Equity outcomes
  - ii. Associated Students Organization initiatives
  - iii. Technology modernization
  - iv. Sustainability Plan progress
  - v. Enrollment operations and enrollment management
  - vi. Strategic Plan implementation and monitoring
  - vii. Facilities Master Plan developments
  - viii. Impact of fiscal developments on the campus
- Develop and implement a comprehensive Enrollment Management plan and processes that ensures student-centered class scheduling and course offerings at all locations; including communication on roles in enrollment management.
  - a. Dual Enrollment
  - b. Non-Credit
- Assess issues with Colleague and current business practices. Take leadership in recommending changes on business process improvements to improve and streamline operations of college.