



COLLEGIAL GOVERNANCE & DECISION-MAKING

Handbook

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MESSAGE FROM THE COLLEGE PRESIDENT

Section I

Institutional Principles

ABSTRACT: This section presents Merritt College's fundamental principles; those being its mission, vision, and value statements. In addition, this section presents District and College strategic goals for 2014-2017, the College's Strategic Objectives for 2015-2016, and the College's Integrated Planning and Budgeting Model. The institution's principles, along with District-aligned Goals and Objectives and the Integrated Planning and Budgeting Model define the key criteria for assessing the effectiveness of the College's participatory governance and collegial decision-making processes. The principles set precedence for practices and processes that promote student success while aligning with the District and College strategic directions.

INSTITUTIONAL PRINCIPLES

Mission Statement

The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society and a global economy.

Approved by the PCCD Board of Trustees ~ June 24, 2014

Vision Statement

Merritt College will . . .

- Create learning experiences that stimulate intellectual curiosity and empower students to communicate effectively, think creatively, and embrace their potential.
- Prepare students to become the future leaders of our interconnected global society.

Engage the community as an active participant and resource through creative partnerships.

Values Statement

To accomplish its Mission, Merritt College provides open access to excellent instructional programs and comprehensive support services in a culturally rich, caring and supportive learning environment. Our purpose is to provide opportunities for lifelong learning, contribute to the economic growth of our communities while assisting students to attain degrees and certificates, earn credits to transfer, and develop the skills necessary to complete their educational goals. Our values include:

- **Student Success** – We provide challenging and rigorous learning experiences that support the academic and personal success of our students.
- **Caring Spirit** – We genuinely care about every member of our campus community.
- **Teamwork and Inclusion** – We encourage everyone to participate in college governance and assume responsibility for acting on our shared commitment to provide exceptional learning experiences.
- **Campus Climate** – We strive to create a student-centered learning environment that leads to student retention, persistence and success.
- **Diversity** – We honor and respect the different backgrounds, experiences, languages, values and cultures of everyone at the college.

Peralta Community College District and Merritt College Strategic Goals

PCCD Strategic Goals (2014-2017)	Merritt College Goals (2014-2017)
A: Advance Student Access, Equity, and Success	Create an environment of exceptional student access, equity and success.
B: Engage and Leverage Partners	Engage our community through respectful dialogue to create partnerships and opportunities for our students.
C: Build Programs of Distinction	Create and implement effective innovative programs that meet the diverse needs of our community.
D: Strengthen Accountability, Innovation and Collaboration	Through collegial governance, support institutional communication, innovation and interdisciplinary collaboration.
E: Develop and Manage Resources to Advance Our Mission	Develop human, fiscal and technological resources to advance and sustain our mission.

Merritt College Strategic Objectives 2015-2016

GOAL 1: Create an environment of exceptional student access, equity and success.

OBJECTIVES

- Increase recruitment, retention and success of male students (particularly African American and Latino males) by 2% (FY 12-13 Base Year)
- Increase overall student retention by 25%
- 100% of all new students will have a Student Education Plan (SEP)

GOAL 2: Engage our community through respectful dialogue to create partnerships and opportunities for our students.

OBJECTIVES

- Develop specific programs to meet the needs of (a) community engagement, (b) community partnerships, and (c) opportunities for student, including available resources.
- Evaluate existing and proposed programs to ascertain effectiveness in meeting transfer, workforce development, and basic skills priorities.
- Select and prioritize programmatic areas for continued development and innovation.

GOAL 3: Create and Implement effective and innovative programs that meet the diverse needs of our community.

OBJECTIVES

- Conduct 6 "pre-assessment" Workshops serving 120 students
- Implement modularized curriculum in pilot program; assess program success; and scale to serve 5 programs.

GOAL 4: Through collegial governance, support institutional communication, innovation and interdisciplinary collaboration.

OBJECTIVES

- Identify, develop, submit and secure 3 grants (\$1M) to advance and institutionalize learning communities at Merritt.
- Develop and sustain 15 integrated learning projects across disciplines, programs and departments.
- Organize an all-campus book club ("Merritt Reads") with students and faculty reading and discussing common books on student success and strategies.
- Plan and implement a holistic, integrated project among Allied Health programs, including EMT, Radiologic Sciences, Nursing, and Dietetics and Nutrition

GOAL 5: Develop human, fiscal, and technological resources to advance and sustain our mission.

OBJECTIVES

- Develop and implement ongoing staff development for classified staff on departmental operations and functions in the following areas: (a) instructional divisions, A&R, Financial Aid, Counseling, Offices of Instruction, Student Services, and Business and Administrative Services to promote cohesiveness, effectiveness, timeliness, and improved delivery of services.

Integrated Planning and Budgeting

The Merritt College Integrated Planning and Budgeting (IPB) Model and the District Wide Educational Master Plan were developed collaboratively to create an integrated planning framework linking program review, educational planning, facilities improvement and resource allocation. This integrated planning approach achieves one of the major goals of the District Wide Strategic Plan. The Model can be divided into two interconnecting phases, Phase 1, Planning, conducted from July through December, and Phase 2, Budgeting, conducted from January through June, outlined in Figures 1 and 2. In December, the collegial decision making process folds into the IPB model. Participatory governance committees assist in resource request prioritization for the upcoming year's budget allocations.

Education Master Plan (EMP)

The EMP is the primary planning guide for the College for the next several years and incorporates analysis of longitudinal institutional data in order to determine strategic goals and objectives and plans of action for future direction. Includes **institution-set standards**, student demographic data, Student Learning Outcomes and Service Area Outcomes data, Program Review summaries, multi-year grant plans, California Community College Chancellor's Office Scorecard findings, and internal and external environmental scans.

Student Success and Support Programs Plan (SSSP)

The plan analyzes disaggregated enrollment, success, Basic Skills completion, Degree and Certificate and Completion and transfer data. The plan outlines activities for improvement based upon this data and the identified target groups.

Student Equity Plan

The Student Equity Plan analyzes disaggregated student outcomes and success indicators and identifies gaps in achievement among high-needs student groups. The plan outlines evidence-based activities to help students and the college meet the goals for access, completion, basic skills improvement, transfer, and degree or certificate completion.

Basic Skills Initiative Plan

The BSI plan analyzes success rates in basic skills English and Math and ESL courses and uses cohort tracking methods to measure success rates in subsequent transfer level courses.

Program Review/APU

The information gathered during the program review and annual program update processes provides the basis for informed decision making at Merritt College. Comprehensive Program Review is a systematic process for the collection, analysis, and interpretation of data concerning a program or department and its curriculum. It provides program and/or departmental accountability by collecting, analyzing and disseminating information that will inform integrated planning, resource allocation, and decision-making processes. Resource allocations are made based on annual program updates and program review.

Figure 1: Integrated Planning and Budgeting (IPB) Model



**Integrated Planning and Budgeting (IPB) Model
Annual Calendar**

Phase 1: Planning			
Months	Merritt College	Responsible Parties	Peralta Community College District
	Activities	Responsible Parties	Activities
July	<ul style="list-style-type: none"> Distribute, review and align approved tentative budget from the previous Integrated Planning and Budgeting (IPB) cycle Pre-planning for the upcoming IPB cycle 	<ul style="list-style-type: none"> Director of Business & Administrative Services College Cost Center Managers (Administrators) 	<ul style="list-style-type: none"> Final changes to District's budget(s) given Adopted State Budget Approved tentative budget provided to the College
August	<ul style="list-style-type: none"> Merritt attends District Planning Summit Merritt attends District and College Flex Days (professional development) 	<ul style="list-style-type: none"> College Managers (Administrators), Faculty, Classified Staff, Students Professional Development Lead 	<ul style="list-style-type: none"> District hosts District Summit District hosts District Flex Day/Professional Development Day
September	<ul style="list-style-type: none"> Annual College Planning (IPB) Summit: review mission and Educational Master Plan milestones, assess progress and set strategic goals) Distribution of timeline and data for Program Review (conducted every three years)/Annual Program Updates (conducted in alternate years from Program Review) Launch accelerated six-week Program Review/Annual Program Updates (APUs) 	<ul style="list-style-type: none"> Entire College community Researcher and Administrators 	<ul style="list-style-type: none"> Board of Trustees reviews and approves final budget(s) for current fiscal year for Peralta Community College District

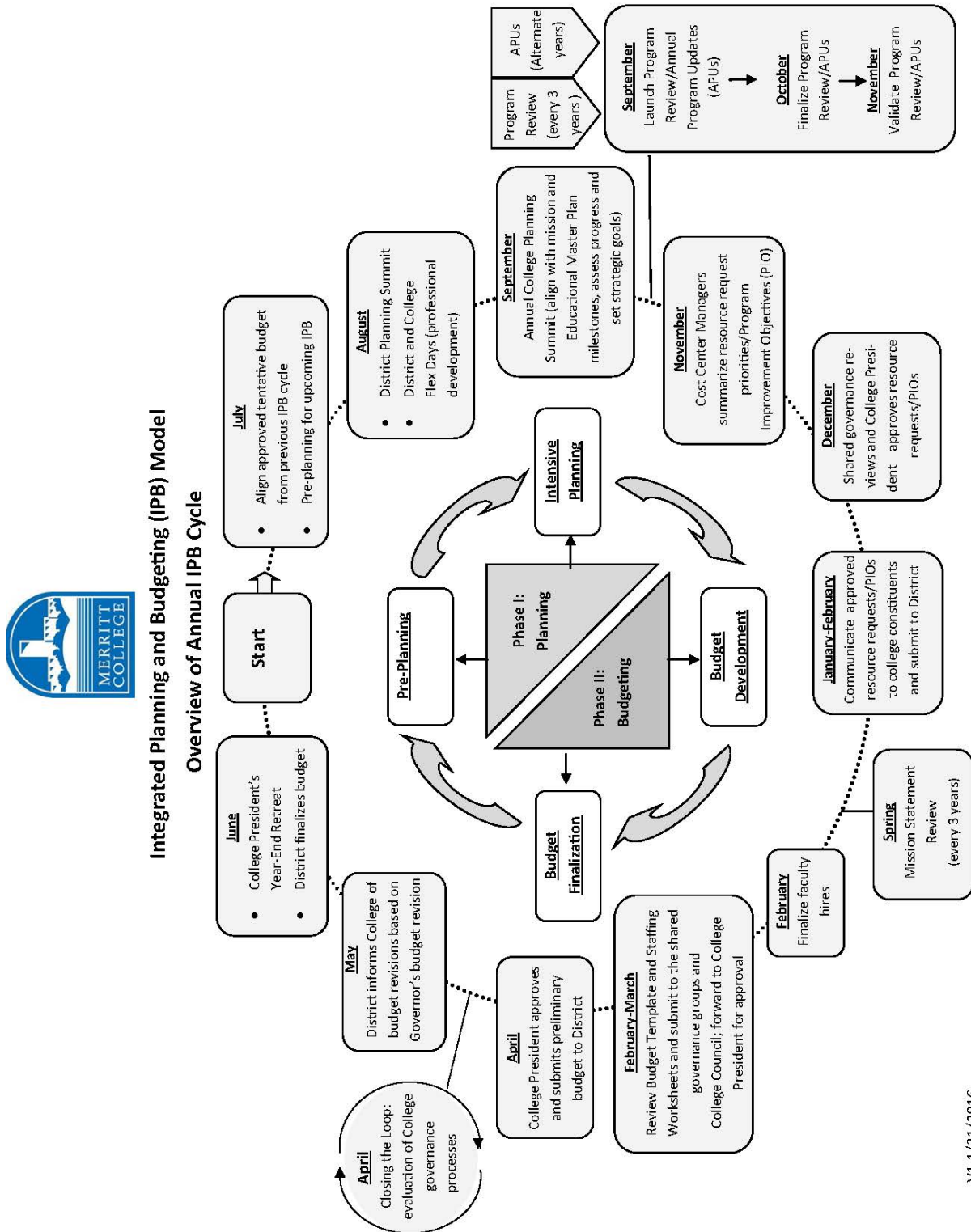
Months	Merritt College		Peralta Community College District	
	Activities	Responsible Parties	Activities	Responsible Parties
October	<ul style="list-style-type: none"> Finalize all Program Review/Annual Program Updates (APUs) (by end of October) Validate all Program Review/Annual Program Updates (APUs) (by end of November) 	<ul style="list-style-type: none"> All Instructional and non-instructional units All Instructional and non-instructional units Validation Team (Researcher, assigned Administrator and Faculty) 	<ul style="list-style-type: none"> Board of Trustees approves the District Integrated Planning Budget Development Calendar for next fiscal year 	<ul style="list-style-type: none"> Vice Chancellor of Finance & Administration
November	<ul style="list-style-type: none"> Merritt College budget status update to Cost Center Managers 	<ul style="list-style-type: none"> Director of Business & Administrative Services Cost Center Managers (Administrators) 		
	<ul style="list-style-type: none"> Cost Center Managers summarize and prioritize Program Review resource requests for December shared governance review 	<ul style="list-style-type: none"> Cost Center Manager (Administrators) 		
	<ul style="list-style-type: none"> Shared governance groups review and refine list of resource requests from Program Review/APUs 	<ul style="list-style-type: none"> Shared Governance Committees (College Council, Technology Committee, Faculty Committee, Budget Committee, College Educational Master Planning Committee) 		
December	<ul style="list-style-type: none"> College President approves Program Improvement Objectives (PIOs)/Resource Requests 	<ul style="list-style-type: none"> College President 		

Phase II: Budgeting				
Months	Merritt College		Peralta Community College District	
	Activities	Responsible Parties	Activities Responsibilities	
January	<ul style="list-style-type: none"> Merritt College President and Administrators communicate the approved Program Improvement Objectives (PIOs)/Resource Requests to College constituents Spring Mission Statement review process launched (every 3 years) 	<ul style="list-style-type: none"> Merritt College President and Administrators College Educational Master Planning Committee (CEMPC) 	<ul style="list-style-type: none"> Colleges and District Office divisions complete Program Reviews and associated Program Improvement Objectives (PIOs)/ Resource Requests (by January 30) District communicates to colleges the Governor's January Budget Proposal 	<ul style="list-style-type: none"> District Office Administrators Vice Chancellor for Finance & Administration
			<ul style="list-style-type: none"> Provide overview of planning and budget timeline to colleges/community Cabinet reviews requests for new faculty hires submitted and prioritized by colleges and makes recommendations to the Chancellor 	<ul style="list-style-type: none"> Cabinet
	<ul style="list-style-type: none"> College President finalizes the faculty hires based on replacement vacancies and faculty prioritization list from Academic Senate College submits approved PIOs/Resource Requests to District (by end of February deadline provided by the District) 	<ul style="list-style-type: none"> College President College President 	<ul style="list-style-type: none"> Guidance from Chancellor on annual priorities for fiscal year planning and budgeting including new faculty hires District Office prioritizes PIOs/Resource Requests, including those requiring additional resources, and submit for consideration by the four Peralta colleges (by February 28) Review impacts of Governor's January Budget Proposal, the District Strategic Plan and enrollment targets with the District Planning and Budgeting Council (PBC), Chancellor's Cabinet and the Board of Trustees 	<ul style="list-style-type: none"> Chancellor District Administration Vice Chancellor for Finance & Administration
February				

Months	Merritt College		Peralta Community College District	
	Activities	Responsible Parties	Activities	Responsibilities
February continued	<ul style="list-style-type: none"> College provides the Budget Template and Staffing Worksheets to all Cost Center Managers 	<ul style="list-style-type: none"> Director of Business & Administrative Services 	<ul style="list-style-type: none"> Distribute Budget Template and Staffing Worksheets to Colleges and Managers for their review and planning purposes 	<ul style="list-style-type: none"> Vice Chancellor for Finance & Administration
	<ul style="list-style-type: none"> Director of Business presents the preliminary college budget to the Council of Department Chairs and Program Directors (CDCPD) (Feb) 	<ul style="list-style-type: none"> Director of Business and Administrative Services All Merritt College Cost Center Managers 	<ul style="list-style-type: none"> Develop Preliminary Budget Assumptions and review with PBC Conduct community budget forums to provide preview of State budget and PCCD budget development process 	<ul style="list-style-type: none"> Vice Chancellor for Finance & Administration
March	<ul style="list-style-type: none"> College submits the Budget Templates and Staffing Worksheets to relevant shared governance committees, and, finally, to the College Council, which makes recommendations to the College President 	<ul style="list-style-type: none"> College Budget Council (CBC), CEMPC, College Council 	<ul style="list-style-type: none"> PBIM committees (DEC, DTC, DFC) review prioritized PIOs/ Resource Requests that require <i>additional resources</i> and make recommendations to PBC (by March 30) with respect to priority and funding of each Cabinet or Resource Assessment Committee (RAC) reviews all those PIOs/ Resource Requests requiring <i>additional classified staffing resources</i> that are not under the purview of a PBIM committee. Forwards recommendation to PBC with respect to prioritization (by March 3) 	<ul style="list-style-type: none"> District Education Committee (DEC), District Technology Committee (DTC), District Facilities Committee (DFC) Cabinet or RAC
	<ul style="list-style-type: none"> College President submits the preliminary budget worksheets to the District 	<ul style="list-style-type: none"> College President 	<ul style="list-style-type: none"> College personnel, District Office administrators meet with Finance to review annual Budget Worksheets (late March) Complete Budget Worksheet reviews PBC receives and reviews PIO priorities from PBIM committees (DEC, DTC, DFC) and Cabinet/ RAC PBC forwards recommendations regarding PIO resource allocation and funding to the Chancellor (April 30) 	<ul style="list-style-type: none"> College, District, Vice Chancellor for Finance & Administration Vice Chancellor for Finance & Administration District Planning and Budgeting Council
April				

Months	Merritt College		Peralta Community College District	
	Activities	Responsible Parties	Activities	Responsible Parties
April continued	<ul style="list-style-type: none"> Closing the Loop: Evaluation of College governance processes 	<ul style="list-style-type: none"> College Researcher Shared Governance Committees 		
May	<ul style="list-style-type: none"> Merritt College is informed if there are budget revisions to coincide with the Governor's May Revise 	<ul style="list-style-type: none"> College President 	<ul style="list-style-type: none"> District communicates information about the Governor May Budget Revision Chancellor and Cabinet review PBC recommendations and reconcile against May Revise budget info. Cabinet advises Chancellor who determines final resource allocation in Proposed Tentative Budget Conduct community budget forums on State budget and PCCD budget development process 	<ul style="list-style-type: none"> Vice Chancellor for Finance & Administration Chancellor & Cabinet
June	<ul style="list-style-type: none"> President's Year-End Planning Retreat 	<ul style="list-style-type: none"> College President and Administrators 	<ul style="list-style-type: none"> Tentative Budget presented to the Board of Trustees for review and discussion Tentative Budget presented to the Board of Trustees for approval State Legislature adopts final CA State Budget for upcoming fiscal year (no later than June 30) 	<ul style="list-style-type: none"> Vice Chancellor for Finance & Administration Vice Chancellor for Finance & Administration

Figure 2: Overview of Annual IPB Cycle



V1.1/31/2016

Section II

Overview of Participatory Governance Committees

ABSTRACT: This section recognizes the terms that define the collegial governance structure at Merritt College. Constituency groups, participatory and standing committees are listed along with their charge and/or function.

OVERVIEW OF PARTICIPATORY GOVERNANCE

Introduction

Merritt College is managed by a college president and a team of vice presidents, deans and directors. The collective effort of administrators is to establish vision, provide leadership and support of the college's integrated planning and budgeting, decision making and allocation of resources. Merritt College's administration is committed to the principles of participatory governance. This commitment to participatory governance is demonstrated through a continual process of soliciting feedback and considering input in decision-making. The four constituency groups make up the Participatory Governance Structure. The committees and constituencies at Merritt College contribute to the ongoing planning and decision making process and fulfillment of the college's mission through committee participation. The committees provide the foundation of communication, collaboration and the integration of institutional planning, budgeting and decision making. All committee meetings are open, and all members of the campus community are welcome and encouraged to attend. Committee by-law (Appendix B) will delineate responsibilities and reporting relationships.

Constituency Groups

The constituency groups that contribute to Merritt College's collegial decision making process are:

- Academic Senate
- Administration
- Associated Students
- Classified Senate.

Please refer to college website for constituency group by-laws and/or constitutions.

Academic Senate (AS)

The Merritt College Academic Senate, comprised of Faculty, has a primary function to make recommendations with respect to academic and professional matters as defined in Title 5 of the California Administrative Code (See Appendix A for Board Policies and Administrative Procedures). The role of the Academic Senate, provided by state law, is to make recommendations to the Board of Trustees in the following 10+1 areas. The Board is to "rely primarily" on the recommendations of the Academic Senates in developing policies and procedures in these areas. Academic and professional matters mean the following policy development:

1. Curriculum, including establishing pre requisites
2. Degree and Certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. College governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes
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.

Below are committees that report to and/or advise the Academic Senate.

Council of Department Chairs and Program Directors (CDCPD)

The Council of Department Chairs & Program Directors (CDCPD) is an advisory body to both the Merritt Academic Senate and the Vice President of Instruction on all matters relating to instruction. (See Appendix B for By-Laws)

Curriculum and Instructional Council (CIC)

The Curriculum and Instructional Council (CIC) is a committee of the Academic Senate and thus makes its recommendations to the Senate as well as to the VP of Instruction on matters relating to curriculum and instruction (see Appendix A for Board policy, see Appendix B for By-Laws).

Administration

The Administration reviews all Board policies and Administrative procedures, and recommends and develops college policies and procedures to ensure their timely implementation. The administration will exercise leadership and assume appropriate levels of decision-making responsibility in coordination with other governance groups in the formulation and development of policies and procedures which include the following areas:

- Curriculum
- Degree and certificate requirements
- Grading policies
- Administrative roles and involvement in accreditation processes, including the self-study and annual reports
- Student preparation and success
- College/district governance structures
- Professional development activities
- Institutional planning processes
- Budget development processes
- Program planning and staffing
- Regulation and procedures relating to health and safety
- Program review
- Administrator and classified hiring recommendation.

Associated Student of Merritt College (ASMC)

Associated Students are comprised of students who are elected or appointed. ASMC goal is to give a voice to Merritt College students by allowing them to become part of the college community.

Education Code 70902 (b)(7) states “The board of governors ... ensure ... staff, and students the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance...”

ASMC builds student leadership skills, advocates for student success and provides students with extracurricular opportunities in student government, activities, clubs and more. Students, jointly with other governance groups, will be given the opportunity to actively participate in the formulation and development of policies and procedures in the following areas:

- Curriculum

- Degree and certificate requirements
- Grading policies
- Student roles and involvement in accreditation processes, including the self-study and annual reports
- Student preparation and success
- College/District governance structures
- Institutional planning processes
- Budget development processes
- Regulation and procedures relating to health and safety.

Students are assigned to committees by the ASMC. Appointments are made based on interest, schedule, and mutual agreement of the ASMC and the College President.

Merritt College Classified Senate (MCCS)

The Merritt College Classified Senate, classified professionals, advises on all non-collective-bargaining matters. Classified staff members that serve in instructional areas will be included in discussions and will have input regarding academic programs, delivery of services, and other academic issues that affect their professional duties. The Classified Senate is recognized by PCCD Board Policy BP2510 and is organized to comply with Title 5 Section 51023.5(a) that states “the governing board shall adopt policies and procedures that provide district and college staff the opportunity to participate effectively in district and college governance.

In addition, classified professionals, jointly with other constituency groups, are also given the opportunity to participate actively in the formulation and development of policies and procedures in the following areas:

- Classified roles and involvement in accreditation processes, including the self-study and annual reports
- Student preparation and success
- College/District governance structures
- Professional development activities
- Institutional planning processes
- Budget development processes
- Program planning and staffing
- Regulations and procedures relating to health and safety.

Participatory Governance Committees

Merritt College’s governance structure recognizes three types of committees that assist the President in carrying out governance, strategic and operational purposes: **participatory; standing; and ad hoc.**

Participatory Committees

Participatory Committees are member groups with a continued existence, formed to do its assigned work on an ongoing basis.

Merritt College Participatory Committees:

- **College Council**
 - Purpose: The purpose of the College Council will be to receive and review college policy recommendations from any and all college groups, obtain constituent opinions, advise the President as to policy recommendations, provide a venue for college-wide initiatives and provide a means of communication within the college community. The College Council is the forum in which all proposed broad-based College policy and procedural changes are discussed collegially before they are acted on or implemented by the College President. The College Council is further charged with the responsibility of developing a shared governance model through consultation with the Academic Senate, Peralta Federation of Teachers, Classified Senate, Local 1021, Local 39, Administration and Associated Students. However, if a policy recommendation concerns District policy rather than College policy, it shall be referred through the proper District groups to the Chancellor and the Board.

- **College Educational Master Planning Committee (CEMPC)**
 - Function: The College Educational Master Planning Committee (CEMPC) is an advisory body to the President via the College Council in matters regarding annual institutional priorities and alignment with the Educational Master Plan.

- **College Budget Committee (CBC)**
 - Function: The Merritt College Budget Committee (CBC) is an advisory body to the President via the College Council in matters relating to budget development processes, procedures and the allocation of funds. All major budget issues are discussed collegially through the governance process before a decision is made by the College President.

- **College Facilities Committee (CFC)**
 - Function: The Merritt College Facilities Committee (CFC) is an advisory body to the President via the College Council in matters relating to campus facilities (including renovations, remodels, and use of Bond funds designated for facilities and the physical environment). The College President shall consult with the College Council on all major facilities issues before a decision is made by the College President.

- **College Technology Committee (MTC)**
 - Function: The Merritt Technology Committee (MTC) is an advisory body to the President via the College Council in matters relating to campus Information Technology.

These are governance bodies are convened to formalize the participatory governance process, facilitate communication throughout the campus, develop strategic and operational plans and processes, and provide input for the collegial decision making process.

Standing Committees

Merritt's Standing Committees are authorized to render consideration on an issue and to provide a recommendation to one or more of the four constituency groups listed below for discussion, deliberation, and action.

Merritt College Standing Committees:

- **Accreditation**
 - Charge: The Accreditation Committee advises the Accreditation Liaison Officer (VPI) and is responsible for defining characteristics of quality and excellence and for presenting evidence (through the College's self-evaluation report) that such quality and excellence are being achieved. The Committee is also responsible for monitoring and examining the progress of recommendations made by the accreditation evaluation team. Twice annually, progress reports will be given to College Council and reflected in the institutional planning process. Annual progress reports will be given to the Academic Senate, Classified Senate and ASMC.

- **Financial Aid Petition Committee**
 - Charge: Review petitions from students who are not eligible to receive Financial Aid based upon academic performance.

- **Graduation Committee**
 - Charge: Plan and coordinate all aspects of the College's annual graduation.

- **Health and Safety Committee**
 - Charge: The Health and Safety Committee, in coordination with District Risk Management, is responsible for developing a disaster preparedness plan for the campus, facilitating disaster preparedness training, identifying health and safety issues for the campus and recommending solutions, recommending health and safety policies, programs and protocols for the campus and developing preventative health programs and training for the campus.

- **Leadership Council (formerly the Shared Governance Committee)**
 - Charge: The primary reason for the Leadership Council is to foster communication among the governance constituencies from the campus. This allows for the prioritization of topics/issues within the campus community.

- **Professional Development Committee (PDC)**
 - Charge: The Professional Development Committee plans, develops, coordinates, reviews and evaluates all of the professional development activities that take place at the College. The Committee is responsible for planning Flex Day activities for the scheduled District-wide days as well as local, college-wide, on-going Professional Development activities. The Committee establishes priorities and procedures and makes advisory recommendations in each of the following areas: collaborative/special projects, institutional subscriptions and memberships, individual travel and conferences, tuition reimbursement, and unique staff development needs of counselors and librarians. The Committee supervises the Sabbatical Leave Process for faculty conducts workshops, evaluate and approves applications with recommendations to the College President and the Chancellor and oversees the Retraining Leave Process for faculty. The Committee will issue bi-annual yearly reports to the College Community and the District Officer of Staff Development: on expenditures, funding priorities, procedures, deadlines, activities, schedules of meetings, attainment of goals, needs assessments, etc.

- **Scholarships and Awards Committee**
 - Charge: The Scholarships and Awards Committee, coordinated by the Peralta Foundation, reviews and evaluates applicants and/or candidates to receive the PCCD Chancellor's Trophy Award, scholarships and awards.
- **Student Learning Outcomes Assessment Committee (SLOAC)**
 - Charge: The Student Learning Outcomes & Assessment Committee (SLOAC) is charged with keeping track of assessment work, organizing professional development activities, reviewing data, and educating the college.
- **Student Success and Support Programs (SSSP)/ Student Equity Committee**
 - Charge: The SSSP/Equity Committee is responsible for overseeing student success and student equity funds and activities. When appropriate, decisions requiring campus-wide input will be vetted through the collegial decision making process.

Ad Hoc Committees

Ad Hoc Committees at Merritt are committees that are formed for a specific task, and dissolved (or retired) after the completion of the task.

Some examples of Ad Hoc Committees

- Accreditation Follow Up Committee
- Student Grievance Committee
- Others as assigned and developed

Section III

Collegial Governance Process

ABSTRACT: This section provides an overview of the collegial governance process at Merritt College. Included in this presentation is a statement on the purpose of the collegial governance process and its purpose, along with a diagram of the interaction of the governance bodies.

COLLEGIAL GOVERNANCE PROCESS

Introduction

Collegial governance at Merritt College is a participatory decision-making process that includes representation from all constituents (students, classified professionals, faculty, and administrators) and recommends policies and/or procedures (exclusive of collective bargaining issues) to the President, who is the Chief Executive Officer of the College.

The collegial governance process is based upon the mutual belief and tradition that the development of College policies, procedures, and recommendations are bettered when made by collaboration and built upon campus-wide involvement of students, faculty, classified professionals, and administrators.

This belief is founded on the premise that, while each group has unique responsibilities and authority, many issues – because of their effect on the operation of the College as a whole – are not exclusive. Through the active engagement and participation of all constituency groups on campus, there is strong commitment to the successful implementation of policy decisions resulting from college-wide recommendations.

Purpose

The purpose of the Merritt College collegial governance process is to provide a method for collegial consultation that appropriately involves students, staff, faculty and administrators in the planning and operation of the College. Collegiality brings with it the responsibility and obligation on the part of all members of the campus community to fully participate in governance and decision-making processes. This means all groups willingly and actively contribute to the decision-making process and to accept ownership for the development and creation of a College environment based on these decisions.

Decision-Making Process

Figure 3 highlights how recommendations on college policy and procedures enter the governance process. College dialogue is informed first by the district strategic plan and goals. The mission and vision of Merritt College is guided by these district efforts, and the strategic goals and directions at the college are formulated to link to the district strategic direction. Localized planning efforts at the college are driven by the Educational Master Plan. Program planning and evaluation via annual updates and program review, and plans directed at target populations like the Basic Skills Initiative, SSSP and Student Equity plans are drafted with guidance from the Ed Master Plan. Dialogue about policy and procedure recommendations are informed by these plans, and enter the decision making process via the constituency groups and committees. Committee recommendations are vetted through College Council, which makes final recommendations to the College President. College Participatory groups may also relay and receive information from their District Participatory groups. The College President determines the recommendations that will move forward to the District Committees and the Chancellor for final decision.

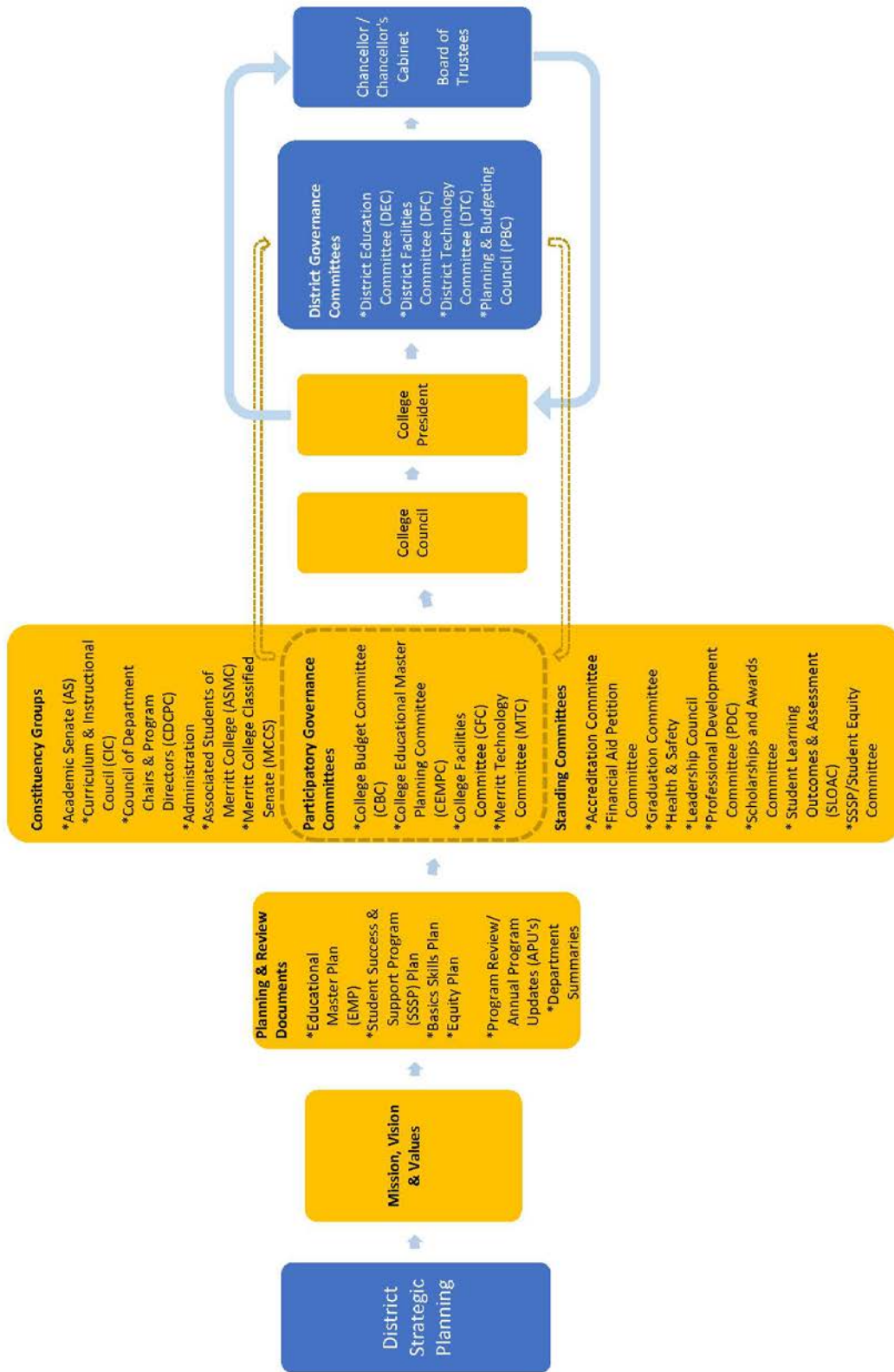
Relationship to Peralta Community College District (PCCD) Governance

The PCCD (the District) has governance committees which interface and parallel the structure and work of governance committees at Merritt College, and which have representatives from the College. The District governance committees are listed below and their membership and charge information are on the District webpage at: <http://web.peralta.edu/pbi/>. These committees' meeting dates are usually on Fridays.

- District Education Committee (DEC)
- District Facilities Committee (DFC)
- District Technology Committee (DTC)
- Planning and Budget Committee (PBC)

Figure 3: Collegial Decision-Making Process Flow-Chart

**MERRITT COLLEGE
COLLEGIAL DECISION-MAKING PROCESS FLOW-CHART**



V3. 2/2/2016

Section IV

Roles and Responsibilities

ABSTRACT: This section identifies guidelines for Merritt's collegial governance committees. All governance committees (Participatory Committees) are expected to abide by these guidelines. Chairs and Co-Chairs of governance committees have specific responsibilities that ensure transparency in the collegial governance decision-making processes. Likewise, constituents that make up committee membership are responsible for the broad participation of the campus community and college-wide discussion on significant organizational and policy issues.

ROLES AND RESPONSIBILITIES

Roles and Responsibilities

Committee Chair and Co-Chair

When chairs of College Committees are chosen they become non-voting members of the committee. In the event of a tie the Chair may vote to break the tie if they wish. Other ways to make the decision include consensus or, if not a time-critical matter, continued discussion and consensus or voting later, or hold the topic over to a future meeting agenda.

Chairs are chosen to guide the agenda, discussion and votes. They are expected to be well-versed in parliamentary procedures to be able to effect efficient and collegial discussions.

The responsibilities of the Chair/Co-Chair are as follows:

- Be prepared to attend meetings (i.e. prepare schedule in advance to accommodate attendance).
- Understand the committee's charge, membership, connections, and /reporting relationships to other governance groups.
- Prepare the agenda, be prepared to discuss items and facilitate discussion in the meeting.
- Encourage participation of committee members and elicit feedback
- Utilize time management to keep discussion 'on track.'
- If the governance group does not have support/resource staff, the Chair is responsible for sending out and posting meeting materials and editing minutes.
- Track membership and inform President's Office of any changes and track member attendance.
- Inform and remind the committee of upcoming meetings and/or schedule of meetings.
- If new members join the committee mid-way through the semester, provide them with an "orientation" on the group's charge, membership, and schedule, as well as a brief overview of the issues addressed to date
- Keep informed of State, Local and District issues impacting the committee.
- Facilitate the review of committee charge.
- Report regularly to College Council.

Committee Member

The responsibilities of members are as follows:

- When signing up for committees note the terms and responsibilities, and arrange ones schedule to accommodate the needed work
- Attend all meetings of the governance group.
- Be prepared for meetings: review materials in advance; be ready to discuss and/or provide feedback; take notes to report back to the constituency group
- Follow through on seeking feedback from and/or communicating information to constituents
- Adhere to key dates and deadlines for meetings, submitting votes, and follow-up items
- Lend your voice/perspective to discussions and decisions – remember that you are there to represent your respective constituency group; participation in the dialogue and decision-making is your individual and collective opportunity to weigh in on institutional issues; when in doubt, ask questions.

Expectations and Engagement

- Maintain a professional and collegial environment; attack the issue – not the person
- Remember that, as members of the campus community, we’re all on the same team – and ‘We don’t tackle someone wearing the same jersey’
- “Step up, step down” – share the floor with the other committee members; feel comfortable to speak your mind and share your perspective, but avoid dominating the discussion; make sure there are opportunities for others to join in the dialogue
- Stay engaged in meeting discussions, through participation and active listening; avoid sidebars/private conversations, use of smartphones/tablets/laptops to check messages and surf the web, and other activities as this may be viewed as a distraction or disrespectful to your fellow committee members
- Promote a “culture of veto” – Decisions by consensus allows the work of the committee/College to move forward; won’t be stuck at a standstill because one person won’t agree
- All are equal members of the committee; open communication shall take place without fear of reprisal
- Although committee decisions/discussions may be communicated broadly or informally by the Chair and others, it is the primary responsibility of each member to keep their respective constituents informed of committee actions.

Terms of Service

Terms of service will be specified by committee by-laws.

Meeting Times and Locations

The Master Calendar of College meetings is managed through the President’s Office. If a governance group wishes to change the time, day, or location of its meetings, the request (including rationale) must be submitted in writing to the President’s Office. The request will be reviewed and evaluated, with regard to processes, room availability, and potential impact on other meetings and constituents.

Documents

Participatory Committees utilize standard templates for meeting agendas and minutes, which include the College Mission statement. For committees subject to the Brown Act, agendas must be sent at least 72 hours prior to the meeting (See Appendix D for templates).

Changes, Creation or Deactivation of College Committees

The process for creating or deactivating a committee that reports to College Council follows the Robert’s Rules of Order and the philosophy of Merritt College Governance. Should a new committee be deemed necessary, the matter should be placed on a College Council agenda. Reasons for the new committee will be presented and discussed. If prior research has taken place, or the new committee has been championed by a certain group or committee, it may be presented at this time. If no research has been done yet, an ad hoc committee may be created to research the pros and cons.

When fully researched by ad hoc and all constituency members, as with all collegial governance matters, the College Council will hear the recommendation and then if agreed upon, shall forward to the College President.

Decision-Making Procedures

Quorum

A quorum must be present at a meeting in order for governance group action items and decisions to be considered official. For the purposes of the College governance system, a quorum is determined to be a simple majority (i.e., 50% +1) of the committee's voting members. A non-appointed seat does not count when determining a quorum (i.e., if your governance entity cannot fill all the seats).

By Vote or By Consensus

Merritt College's collegial governance committees use Robert's Rules of Order, Revised for parliamentary rules.

For items requiring an official, recorded decision by the committee, action may be taken by achieving consensus or by taking a vote (verbally with a show of hands). To maintain consistency, each committee group should agree (ideally at its first meeting of the Fall) the decision-making method it will use throughout the year.

Helpful guidelines for achieving consensus:

- Clarify the problem/issue/question
- Outline the criteria/parameters (effect on students, equity impact, use of tangible and intangible resources, etc....)
- Explore alternate solutions
- Consensus does not mean unanimity (a few members opposed to the motion do not prohibit consensus, as long as the majority accepts the decision)
- For reference on Robert's Rules of Order, please see Q&A on:

<http://www.robertsrules.com/faq.html#1>

Selection of Committee Members/Chairs

To facilitate the work of the committee and to maximize the limited time available for committees to complete their work, and to the extent possible, members should be identified no later than August 31. Constituency leaders are expected to communicate this information to the President's Office. The President's Office will compile a comprehensive list for committee membership. Constituency leaders will communicate membership to each committee chair. Any delay in identifying members could impact the committee's ability to carry out its charge and prevents constituency groups from having full representation at meetings.

Committee Appointments

- Unless otherwise stated, committee appointments are made as follows:

Constituency Group:

Administration
Faculty
Classified
Students

Appointed By:

College President
Academic Senate;
Classified Senate
ASMC

Review of Committee Charge, Goals and Revision of By-Laws

All governance bodies should review their charge, goals and membership on an annual basis, using the description in this Governance Handbook, or a more recently voted charge and membership. This should occur at the first meeting each Fall.

Any revisions to the by-laws should be submitted to the College Council and will be reviewed and voted upon. Once approved, changes will be reflected in the Governance Handbook. Any revisions to the committee's goals should use the standard template. (See Appendix D for template).

Section V

Appendices

Appendix A: Board Policies and Administrative Procedures

Peralta Community College District

BP 2510

BOARD POLICY 2510 PARTICIPATION IN LOCAL DECISION MAKING

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for Chancellor action under which the District is governed and administered.

Each of the following shall participate as required by law in the decision-making processes of the District:

Academic Senate(s)(Title 5 Sections 53200-53206)

The Board or its designees will consult collegially with the Academic Senate, by relying primarily upon the advice and recommendations of the senate*, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

Staff(Title 5 Section 51023.5)

Staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff as defined by law. The opinions and recommendations of the staff will be given every reasonable consideration.

Students(Title 5 Section 51023.7)

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate. Participation in decision making will not necessarily be limited to the named groups above.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540 et seq.

References:

Education Code Sections 70902(b)(7), 87360, 87458, 87610, 87663;
Title 5 Sections 53200 et. seq.(Academic Senate), 51023.5 (Staff), and 51023.73 (Students);
ACCJC Accreditation Standards IV.A and IV.D.7
Administrative Procedure 2410, 2511

Replaces:

Board Policy 2.23 Role of the Academic Senates in District and College Governance adopted June 24, 2010.
Board Policy 2.25 Faculty Participation in College Governance adopted June 20, 1966

Approved by the Board of Trustees: January 22, 2013
Revised by the Board of Trustees: February 25, 2014
Revised by the Board of Trustees: April 14, 2015

- I. Further, per California Education Code, the governing board will "consult collegially" by "relying primarily on the advice and judgment" of the District Academic Senate in the following areas:
 - 1. Procedures for the waiver of minimum qualifications/ equivalency [§70902 (b) (7)];
 - 2. Hiring criteria, policies, and procedures for hiring new faculty [§87360 (b)]; and
 - 3. Process and procedures for administrative retreat rights [§87458 (a)].

- J. The Peralta Federation of Teachers, prior to engaging in collective bargaining, will consult with the District Academic Senate in the following areas:
 - 1. Tenure evaluation procedures [§87610.1 (a)];
 - 2. Faculty evaluation procedures [§87663 (f)]; and
 - 3. Faculty service areas [§87743.2].

- K. Nothing in this administrative procedure shall be construed to neither impinge upon the due process rights of faculty, the negotiation rights of the faculty collective bargaining representative (the Peralta Federation of Teachers), nor detract from any negotiated agreements between the collective bargaining representative, and the Board.

- L. In alignment with section "K" above, please refer to Board Policy 2510 which addresses participation in local decision-making (shared governance) for faculty, staff, and students.

Reference:

Title 5: California Administrative Code
California AB 1725
California Education Code §53200; 70902; 87360; 87458; 87610; 87663; 87743.

Renumbers: BP 2.23, Role of Academics Senates in District and College Governance; Board approved, October 10, 2011.

Approved by the Chancellor: January 21, 2014

Appendix B.1: Constituency Group Sub-Committees

Council of Department Chairs and Program Directors (CDCPD)

FUNCTION

The Council of Department Chairs & Program Directors (CDCPD) is an advisory body to both the Merritt Academic Senate and the Vice President of Instruction on all matters relating to instruction.

CHARGE OF THE COUNCIL

1. To review and make recommendations on all instructional matters, (including but not limited to faculty positions and priorities, scheduling, departmental and budget allocations).
2. To periodically review assessment and placement criteria and make recommendations (in consultation with the Assessment Coordinator).
3. To review and recommend changes in general education and graduation requirements.
4. To recommend procedures and policies affecting instruction.

MEMBERSHIP

1. All Instructional Department Chairs
2. Counseling Dept. Chair (elected by the Counselors)
3. Assessment Coordinator (ex-officio; non-voting)
4. Library Chair (elected by the Librarians)
5. A.D. Nursing Program Director
6. RAD TECH Program Director
7. Nutrition & Dietetics Program Director
8. Instructional and Student Services Deans, Vice President of Instruction and Academic Senate President are non-voting, ex-officio members.

APPOINTMENTS, VACANCIES & ELECTION OF CHAIRPERSON

1. In accordance with the PFT Contract, Department Chairs and Program Directors are selected annually. The term of office shall be from July 1 through June 30.
2. If a voting member has to be absent for a particular meeting, he/she shall appoint a duly authorized faculty alternate from his/her department to attend that meeting. The faculty alternate shall have voting privileges for that meeting only. The authorization must be in writing, and must be presented to the CDCPD Chairperson at the beginning of the meeting. No Department may appoint an alternate for more than two (2) meetings per academic year.
3. Each year the CDCPD will elect a Chair and Vice Chair from among its faculty members. No person may serve more than three consecutive terms as Chairperson unless authorized by the Merritt Academic Senate.

CHAIRPERSON DUTIES

(Taken directly from California Community College Academic Senate publication, "The Curriculum Committee: Role, Structure, Duties, and Standards of Good Practice," adopted Fall 1996.)

The role of the faculty chair includes the following:

1. Prepare agendas.
2. Conduct the Council meetings.
3. Edit minutes.
4. Set the calendar of Council meetings (in consultation with the VP of Instruction).
5. Keep informed of instructional standards and procedures.
6. Assist VP of Instruction with the orientation of new CDCPD members at the beginning of the academic year and with on-going training of continuing CDCPD members.
7. Ensure that Council functions take place smoothly, and appoint (as needed) ad hoc committees to further the work of the Council.

PROCEDURES

1. Regular meetings will be held at least once a month during the regular academic year. If a holiday falls on that day, the meeting will be rescheduled. The CDCPD Chairperson or the VP of Instruction may call extra meetings if special needs require them.
2. A quorum will be 50% of the active voting members. A quorum must be present in order for the CDCPD to conduct business.
3. The CDCPD Chairperson, in consultation with the Vice President of Instruction, will determine the agenda for each meeting. Materials for the agenda must be submitted to the Chairperson at least four (4) working days prior to the meeting.
4. The agenda, minutes of the previous meeting, and pertinent materials will be distributed to the following parties at least two (2) working days preceding a scheduled meeting:
 5. CDCPD Members
 6. College President
 7. Vice President of Student Services
 8. Merritt Library
 9. Merritt Website
 10. Other campus communication system
11. Individuals with business before the CDCPD are expected to first present issues to their departments for their consideration and recommendations as agenda items to the CDCPD.
12. Individuals having business before the CDCPD also are encouraged to be present, or to send a knowledgeable representative, when that business is on the agenda.
13. When considering a recommendation, the CDCPD may vote to approve, to table, or to refer the recommendation back to the originator with instructions to revise.
14. At the first meeting of the Merritt Academic Senate following each CDCPD meeting, the CDCPD Chairperson (or his/her designee) will present to the Senate, in person and in writing, a report of all official actions taken by the CDCPD.
15. Absent notification by the Academic Senate President of any CDCPD actions withheld by the Senate, the CDCPD Chairperson will forward to the Vice President of Instruction all recommendations that require approval of the Office of Instruction.
16. Actions withheld by the Senate will not be forwarded to the Vice President of Instruction. They may be disposed of by the Senate, or referred back to the CDCPD.
17. Actions not approved by the Vice President of Instruction will be returned, prior to the next CDCPD meeting, to the CDCPD Chairperson and the Academic Senate President with a written rationale in an effort to reach a compromise.
18. Actions adopted by the CDCPD that are not withheld by the Senate and are approved by the Vice President of Instruction will be forwarded to the College President.

19. The CDCPD will receive on a regular basis a progress report from the Vice President of Instruction on the strengths and weaknesses of the Merritt instructional program. The report shall include the disposition of all matters recently approved by the CDCPD.
20. A secretary will be provided by the Office of Instruction to record and distribute minutes and other pertinent materials.

AMENDMENTS

Amendments to these by-laws may be made upon mutual agreement between the College President and the Merritt Academic Senate.

* Approved by the College Council 11/17/10

Curriculum and Instructional Council (CIC)

FUNCTION

The Curriculum and Instructional Council (CIC) is a committee of the Academic Senate and thus makes its recommendations to the Senate as well as to the VP of Instruction on matters relating to curriculum and instruction (see attached Board Policy 2.23 and Title 5 language on Academic and Professional Matters).

CHARGE OF THE COUNCIL

1. To review and make recommendations on all curricular matters, including approval of new programs and courses, course revisions or deactivations, prerequisites and co-requisites, and placement of courses within disciplines.
2. To review and evaluate courses and programs periodically and make recommendations.
3. To review and recommend changes in general education requirements and graduation requirements.
4. To recommend procedures and policies affecting curriculum.
5. To engage in self-directed study, to meet its regulatory obligations under Title 5 of the California Code of Regulations, and to maintain authority delegated by the State Chancellor's Office.

MEMBERSHIP

1. Four (4) faculty representatives, from different instructional areas, appointed by the Merritt Academic Senate. The term of office will be two years, with two faculty representatives chosen each year. Reappointments will be allowed.
2. One (1) student representative appointed by the Associated Students of Merritt College (ASMC). The term of office will be one year, with voting privileges conferred starting the second semester. Reappointments will be allowed, in which case the student representative will have voting privileges for the full term of the reappointment.
3. Articulation Officer
4. One (1) counselor (faculty)
5. The Academic Support Supervisor / replacement, Deans and Vice Presidents are non-voting, ex-officio members, and are expected to attend CIC meetings to participate in discussion and debate on matters that affect their areas.

APPOINTMENTS, VACANCIES, AND ELECTION OF CHAIRPERSON

1. During March of each year, the CIC Chairperson will inform the Merritt Academic Senate President and the ASMC President of any vacancies for the following fall semester within their respective areas. Appointments to fill those vacancies will be forwarded to the CIC Chairperson by March 30.
2. A vacancy may be declared when a member is absent for three CIC meetings within one semester. The CIC chair will then inform the Academic Senate president of the vacancy, who will appoint a replacement within two weeks.
3. If an appointed position becomes vacant during the regular school year, or an appointee becomes inactive, the CIC Chairperson will notify the officer (i.e., the College President, Academic Senate President, or ASMC President) who made the appointment within two weeks. That officer will appoint a replacement to serve the remainder of the term of the original appointee, and will notify the Chairperson within one week of the appointment.

4. The terms of office of all regularly appointed members will begin with the first regular meeting of the fall semester. The term of office of members appointed to fill vacancies during the year will begin with the next regular meeting.
5. If the Chair resigns or is unable to complete his or her term, the Vice Chair will fill out the term.
6. Each May the CIC will elect a Chair and a Vice Chair from among its faculty members, subject to the advice and consent of the Merritt Academic Senate. No person may serve more than three consecutive terms as Chairperson unless authorized by the Academic Senate.

CHAIRPERSON DUTIES

(Taken directly from California Community College Academic Senate publication, "The Curriculum Committee: Role, Structure, Duties, and Standards of Good Practice," adopted Fall 1996.)

The role of the faculty Chair includes the following:

1. Prepare agendas.
2. Conduct the council meetings.
3. Edit minutes.
4. Set the calendar of council meetings (in consultation with the VP of Instruction).
5. Keep informed of curriculum standards (including Title 5, the Curriculum Standards Handbook, intersegmental and accreditation standards).
6. Supervise the orientation of new members and on-going training of continuing members.
7. Assist discipline faculty in the curriculum development process (usually with faculty CIC member from that division).
8. Assure that council functions take place smoothly: Technical review, prerequisite review, distance education review, general education review, library sign-off, articulation, and program review reports to the committee.
9. Report regularly to the Academic Senate and College Council.
10. Sign off on final version of curriculum recommendations to the Board.
11. Sign off on IGETC and CSU-GE Breadth submittal forms.
12. Review catalog drafts for concurrence with approved changes.

PROCEDURES

1. Regular meetings will normally be held twice a month, but shall meet at least once a month, during the regular academic year. The CIC Chairperson may call extra meetings if special needs require them.
2. A quorum will be 50% of the active voting members. A quorum must be present in order for the CIC to conduct business.
3. The CIC Chairperson, in consultation with the Vice President of Instruction, will determine the agenda for each meeting. Materials for the agenda must be submitted to the Chairperson at least four (4) working days prior to the scheduled meeting.
4. The agenda, minutes of the previous meeting, and pertinent materials will be distributed to the following parties at least two (2) days preceding a scheduled meeting:
 - CIC Members
 - College President
 - Vice Presidents
 - Deans
 - Department Chairs

- Academic Senate President
 - Merritt Library
 - Campus Website (posted)
 - Other campus communication systems
5. Individuals with business before the CIC are encouraged to be present, or to send a knowledgeable representative, when that business is on the agenda. The Deans will notify any concerned individuals when business from disciplines under their supervision is on the agenda. Items for which there is no appropriate representation present may be postponed to a later meeting at the discretion of the Chairperson.
 6. When considering a proposal, the CIC may vote to approve, to disapprove, or to refer the proposal back to the originator with instructions to revise.
 7. At least once a month the CIC Chairperson (or his/her designee) will present to the Academic Senate, in person or in writing, a report of all official actions taken by the CIC. Minority recommendations of the CIC may be submitted to the Academic Senate before recommendations of the CIC are acted upon by the Vice President of Instruction. The senate may upon its discretion act upon the minority position with a motion, relay the minority position to the Vice President of Instruction or do nothing.
 8. Actions not approved by the Vice President of Instruction will be promptly returned to the CIC Chairperson and the Senate President with a written rationale in an effort to reach consensus.
 9. Only actions that are adopted by the CIC and the Vice President of Instruction/President will be forwarded to the District Council on Instruction, Planning and Development (CIPD), and the District Chancellor and Board of Trustees for final approval.
 10. On a regular basis the Vice President of Instruction will report to the CIC any matters considered by the College Educational Master Planning Committee (CEMPC) that pertain to procedures or policies related to curriculum.
 11. A secretary will be provided by the Office of Instruction to record and distribute minutes and other pertinent materials.

AMENDMENTS

Amendments to the By-Laws of the CIC are made by written and adopted resolution of the Academic Senate after consultation with the CIC, the Vice President of Instruction, and the College President, provided that such amendments do not conflict with the policies of the CIPD.

** Approved by the College Council 11/17/10*

Appendix B.2: Participatory Committees

College Council

Introduction

It shall be the policy of the college community to establish procedures to ensure Merritt College students, faculty and staff (Permanent and Hourly) and administration have the right to participate effectively in college governance. By establishing the Merritt College Council, the College provides a forum through which students, faculty, administrators and staff make policy recommendations to the College President. The sole purpose of these By-Laws is to implement the concept of shared governance enacted by AB1725. These By-Laws shall not be construed in any manner to alter the fundamental relationship between the Board and employees, students or other groups. The Board of Trustees retains all powers implied or granted by law. The members of the Board of Trustees, as elected officials, recognize their accountability to the electorate with the District and their responsibility under law to make policy decisions affecting the District.

Status of Council: The Merritt College Council (hereinafter referred to as “College Council” or Merritt College Council”) shall only have the powers and duties set forth in these By-Laws or applicable law and regulations.

Review of By-Laws: After these By-Laws have been in effect for one year, the College President, Administration, Academic Senate, Classified Senate and Associated Student Council shall review the By-Laws and consult collegially, at which time the By-Laws may be amended in accordance with the Amendment Provision herein.

Purpose

The purpose of the College Council will be to receive and review college policy recommendations from any and all college groups, obtain constituent opinions, advise the President as to policy recommendations, provide a venue for college-wide initiatives and provide a means of communication within the college community. The College Council is the forum in which all proposed broad-based College policy and procedural changes are discussed collegially before they are acted on or implemented by the College President. The College Council is further charged with the responsibility of developing a shared governance model through consultation with the Academic Senate, Peralta Federation of Teachers, Classified Senate, Local 1021, Local 39, Administration and Associated Students. However, if a policy recommendation concerns District policy rather than College policy, it shall be referred through the proper District groups to the Chancellor and the Board.

Membership

The membership of the College Council will include 21 representatives from the following four Merritt College constituent groups (i.e., faculty, classified staff, administration and students): four (4) faculty representatives (the Academic Senate President, one appointed by the Academic Senate, one appointed by the PFT and one selected jointly by the Academic Senate and the PFT), five (5) Classified Senate representatives (the Classified Senate President and four selected by the Classified Senate, including at least one from Local 1021 and one from Local 39), three (3) administrative representatives (Vice President of Instruction, Vice President of Student Services and one Instructional Dean selected by the College President), three (3) Associated Student Council representatives (one of whom must be the ASMC President), the Chairperson of the College Educational Master Planning Committee, the

Chairperson of the Curriculum and Instructional Council (who is a faculty member), the Chairperson of Department Chairs (who is a faculty member), the faculty Co-Chairperson of the College Budget Committee, the faculty Co-Chair of the Technology Committee and the faculty Co-Chairperson of the Facilities Committee. The College President and the Business and Administrative Services Manager shall serve as ex-officio, non-voting members of the College Council. The representatives to the College Council will be selected through their constituency group senates {i.e., Academic Senate for faculty, ASMC for students and Classified Senate for classified staff), except as noted above under “administrative representatives”. A constituency group may replace its representatives at any time during the year; however the replacement must be appointed to serve out the remainder of the annual term.

Meetings

1. Conduct of Meetings: The Merritt College Council shall elect a Chairperson and a Vice Chairperson from among the College Council membership. The term of office shall be one year, but officers can be re-elected for a like term. The College Council will use Robert’s Rules of Order to govern proceedings and the conduct of meetings. A quorum must be present to hold a meeting. A quorum is defined as eleven (11) voting members, which must include representatives from at least three of the four constituency groups. The preferred method of decision-making is consensus. When actions require a vote, all decisions of the College Council will require a majority of those present and voting, and the number of affirmative votes must be no fewer than seven (7). Proxy votes will not be accepted.
2. Type of Meetings: All meetings of the Merritt College Council shall be open to the public. There shall be no executive sessions.
3. Scheduling of Meetings: Meetings of the College Council will be scheduled on a monthly basis. Emergency meetings may be called by the College President, College Council Chairperson or by a written Emergency Meeting Request signed by seven (7) College Council members. Agenda packets (including the Minutes from the prior College Council Meeting) for the College Council will be distributed (by hardcopy and email) by the President’s Office at least two days in advance of regularly, scheduled meetings to all College Council members, as well as copies to the presidents of the Academic Senate, Associated Students, Classified Senate, classified employees bargaining units, faculty bargaining unit, and all managers. A copy will be posted on the President’s Bulletin Board beside the Switchboard and posted electronically to ensure accessibility to the Merritt community at large.

Submission of Agenda Items

1. Form of Submission: College Council agenda items shall be submitted in writing to the Office of the President at least one week prior to the preparation of the agenda. Items may be submitted by College Council members or any individual or group within the Merritt College campus community. The Agenda Review Committee will consist of the College Council Chairperson, College President, Academic Senate President, ASMC President and the Classified Senate President. A consensus model will be used to determine which items are placed on the agenda.
2. Review of Submission: The Agenda Review Committee will review all agenda items and determine if they are within the scope of the College Council, or if an item should be referred to a constituent group for further work before being submitted to the College Council. If the item is not to be included on the College Council agenda, or referred for further work, the College Council Chairperson will return the request to the originator with the reason for not including the item. The decision may be

appealed by the originator to the College Council. In accordance with Robert's Rules of Order, the College Council may modify the agenda at the opening of a meeting.

Action Items

Items brought to the College Council for consideration may be presented by the originator (not necessarily a College Council member). After review of any substantiating materials and discussion, the College Council will take action in one of the following ways:

1. To concur by consensus or majority vote with an item and recommend it to the College President.
2. To modify a recommendation and forward the item to the College President by consensus or majority opinion. Written minority opinions may be submitted at the same time.
3. To refer an item to a constituent group or committee for further work or consideration. In this case the College Council does not forward the item to the President and remains mute on the item.
4. To use other parliamentary motions in Robert's Rules of Order such as to table or postpone an item.

Items recommended for forwarding to the College President shall be brought to the College Council in written form. Decisions reached by the College Council are by consensus or majority opinion. Members who wish may write a minority report.

The President shall accept, reject or make alternative recommendations to those of the College Council, or make recommendations to the College Council in the absence of any recommendation from the College Council. Within twenty (20) working days of receipt of written recommendations from the College Council, the College President shall communicate with the Council his/her decision in writing. If the President's decision is affirmative, the recommendation becomes College policy. If the President does not support the recommendation, the President shall provide a written justification to the College Council within the twenty (20) working day time limit. Those items not accepted by the College President will be on the next College Council agenda for the College Council's consideration of the President's written justification or alternate proposal. The Council may consider making a new recommendation to the College President. In all instances, the College President retains the right and duty to make final decisions on items after Council consideration.

Rights and Responsibilities

These By-Laws recognize the special relationships mandated by Title V, AB1725 and the Ed Code between the Board of Trustees, and the faculty, or staff or students. These By-Laws do not detract from the rights and responsibilities of unions or the Academic or Classified Senate to address the President or the Board of Trustees directly on items within their scope, nor are these procedures meant to detract from any negotiations or negotiated agreement between collective bargaining units and the Board of Trustees.

1. In matters concerning "Academic-Professional Matters" (Title V, 53200), the Administration will rely primarily on the advice and judgment of the Academic Senate. (See Board Policy 2.23, attached.)
2. PFT Union and Academic Senate recommendations on District policy as mentioned under "Purpose" are not within the scope of the College Council, nor are recommendations of the Curriculum and Instructional Council which go directly to the Vice President of Instruction, the Academic Senate and to CIPD (Council on Instruction, Planning and Development). College budget recommendations are

reviewed and developed by the College Budget Committee that reports directly to the College President. Deliberations and action items from the College Budget Committee, the Curriculum and Instructional Council, and the Council of Department Chairs will be reported to the College Council as informational items ONLY.

3. However, other items concerning broad-based College policy shall be presented to the College Council to ensure that all constituencies have had an opportunity to participate in the formulation and development of those matters through the process of shared governance.

Minutes

The President's secretary will serve as secretary to the College Council. S/he will take accurate minutes of the Council meetings and will publish them. The secretary will also maintain an accurate file of Council minutes including a record of college policies developed by the College Council and the President. Minutes will be posted on the Merritt website, and on major College bulletin boards in Buildings D, P, Q and R.

Amendments

Amendments to the By-Laws may be proposed by any member of the College Council. In order to be adopted, proposed amendments must (1) receive a 2/3 affirmative vote (14 members) of the College Council, (2) be reviewed by all four constituent groups of the College and (3) be approved by at least three of the four constituent groups (represented respectively by the Academic Senate for faculty, the ASMC for students, the Classified Senate for classified staff and the Administrative Staff Council for administrators).

Adopted unanimously by the College Council 11/17/10

College Budget Committee (CBC)

FUNCTION

The Merritt College Budget Committee (CBC) is a shared governance committee of the College designated to act as an advisory body to the President of Merritt College in matters relating to budget development processes, procedures and the allocation of funds. The College President and the CBC shall consult on all major budget issues before a decision is made by the College President.

CHARGE OF THE COMMITTEE

1. To advise on the development of budgetary policies, processes and timelines
2. To receive and review budget proposals from departments and/or program areas
3. To review and recommend the overall College Budget with respect to:
 - a. Unrestricted General Funds
 - b. Instructional equipment
 - c. Career and Technical Education
 - d. Instructional Supplies
 - e. Discretionary Funds
 - f. Facilities Revenues and other cash receipts
 - g. Funding available from vacant faculty and classified positions
4. To recommend funding priorities (except as noted below in #'s 5 & 6) for overall college budget
5. To review as "Information Item Only" Classified and Faculty Vacancy Prioritization (standing agenda item)
6. To review as "Information Item Only" Categorical Funding (i.e., DSPS, EOPS/CARE, Matriculation) and all grants, including new and ongoing grants (standing agenda item)
7. Sponsor budget orientation workshops for the College community.
8. To engage in self-directed study, to meet its regulatory obligations under Title 5 of the California Code of Regulations, and to maintain authority delegated by the State Chancellor's Office.
9. To review as "Information Item Only" Fund 83 Student Use Fee. (standing agenda item)
10. To review as "Information Item Only" Measure A Request (Approved & Denied) (standing agenda item)
11. To review FTES (Full Time Equivalent Students)/FTEF (Full Time Equivalent Faculty) as it relates to budget. (standing agenda item)

MEMBERSHIP

1. The three (3) members of the Merritt College Administration will be the Vice President of Instruction, Vice President of Student Services and Business/Administrative Services Manager. In case of vacancies, the President of the College shall appoint another administrator.
2. Six (6) faculty representatives appointed by the Merritt College Academic Senate. The term of office will be two years, with three faculty representatives chosen each year. Reappointments are allowed.
3. One (1) student representative appointed by the Associated Students of Merritt College (ASMC) for a term of one year.
4. Four (4) Classified Employees appointed by the Merritt College Classified Senate. The term of office will be two years, with two classified representative chosen each year. Reappointments are allowed.
5. The College President will be an ex-officio, non-voting member.

APPOINTMENT, VACANCIES & ELECTION OF CHAIRPERSONS

1. During March of each year, the CBC Co-Chairpersons will inform the Merritt College Academic Senate President, the ASMC President, and the Classified Senate President of any vacancies for the following fall semester within their respective areas. The three (3) senate presidents will make appointments to fill those vacancies and forward them to the CBC Co-Chairpersons by the first regular CBC meeting of the academic year.
2. Appointed members who miss three (3) meetings will be considered inactive, and their position on the Committee will be considered vacant.
3. If an appointed position becomes vacant during the regular school year, or an appointee becomes inactive, the CBC Co-Chairpersons will notify the officer who made the appointment within two weeks. That officer will appoint a replacement to serve the remainder of the term of the original appointee, and will notify the Co-Chairpersons within one week of the appointment.
4. The terms of office of all regularly appointed members will begin with the first regular meeting of the fall semester. The term of office of members appointed to fill vacancies during the year will begin with the next regular meeting.
5. The CBC will be co-chaired by the Director of Business and Administrative Services and a faculty member.
6. At the first regular CBC meeting of the academic year, the CBC will elect the faculty co-chair, subject to the advice and consent of the Merritt Academic Senate. No faculty member may serve more than three consecutive 1-year terms as Co-Chair unless authorized by the Merritt College Academic Senate.

DUTIES OF CO-CHAIRPERSONS

The role of the co-chairpersons includes the following:

1. Prepare agendas.
2. Conduct the committee meetings.
3. Edit minutes.
4. Set the calendar of committee meetings.
5. Keep informed of State, Local and District issues impacting the Merritt College budget.
6. Supervise the orientation of new members and on-going training of continuing members.
7. Serve as a resource for departments in the budget development process.
8. Disseminate minutes.
9. Facilitate the functioning of the Committee.
- 10 Report regularly to the Academic Senate and the College Council.

PROCEDURES

1. The actions and deliberations of the CBC are to be consistent with Board Policy 2510 & Administrative Procedures 2511 (attached) implementing Title 5 of State regulations. The CBC will make every effort possible to reach agreement regarding proposals. If unable to resolve differences, the Academic Senate may choose an alternative proposal and submit it to the President. Thus, the Academic Senate reserves its rights under Board Policy 2510 & Administrative Procedures 2511.
2. Regular meetings will be held at least once a month during the regular academic year. If a holiday falls on that day, the meeting will be rescheduled. The CBC Co-Chairpersons may call extra meetings if special needs require them.
3. A quorum will be 51% of the voting members. A quorum must be present in order for the CBC to conduct business.
4. The CBC Co-Chairpersons will determine the agenda for each meeting. Materials for the agenda must be

- submitted to the Co-Chairs at least five (5) working days preceding a scheduled meeting, unless it is an emergency meeting. The College President, Academic Senate President, Classified Senate President, ASMC President as well as any member of the CBC may submit agenda items.
5. The agenda, minutes of the previous meeting, and pertinent materials will be distributed to the following parties at least seventy-two (72) hours preceding a scheduled meeting:
 - a. CBC Members
 - b. College President, Vice Presidents, Deans, Merritt College Academic Senate President, Merritt College Classified Senate President, and ASMC President
 - c. Merritt College Library
 - d. Other campus communication systems
 6. Individuals with business before the CBC are encouraged to be present or send a knowledgeable representative when that business is on the agenda.
 7. When considering a proposal, the CBC may vote to approve, to disapprove, may refer to another College Committee or may refer the proposal back to the originator with instructions to revise.
 8. At the meeting of the College Council following each CBC meeting, one of the CBC Co-Chairpersons will present to the Council, in person and in writing, a report of all recommendations.
 9. The administrative CBC Co-chair will be responsible for the recording and distribution of minutes and other pertinent materials.
 10. The President shall accept, reject or make alternative recommendations to those of the CBC, or make recommendations to the CBC in the absence of any recommendation from the CBC. Within ten (10) working days of the receipt of written recommendations from the CBC, the College President shall communicate with the CBC his/her decision in writing. If the President's decision is affirmative, the recommendation will be adopted. If the President does not support the recommendation, the President shall provide a written justification to the CBC with the ten (10) working day time limit. Those items not accepted by the College President will be placed on the next CBC agenda for the CBC's consideration of the President's written justification or alternate proposal. The CBC may consider making a new recommendation to the College President. In an effort to reach ~~agreement~~ mutual consent the CBC shall work with the College President to resolve differences.
 11. Emergency meetings of the CBC may be called by the College President or a CBC Co-Chair. Emergency meetings are only to be called when "time is of the essence". Under these conditions, (a) provisions 2, 4 and 8 of these "Procedures" will be suspended; (b) the College President, CBC, and according to constitutional by-laws the executive committee from each constituent group will meet jointly to attempt to reach agreement on urgent matters. Approval shall be by a majority of those present at the emergency meeting. "Time is of the essence" means that an action needs to be taken before the next regularly scheduled CBC meeting.
 12. In all instances, the College President retains the right and duty to make final decisions on items after CBC consideration.
 13. Robert's Rules of Order shall govern meetings unless otherwise stated herein.

AMENDMENTS

Amendments to these by-laws may be proposed by any member of the CBC or by the College President. Proposed amendments to these by-laws should be circulated and reviewed for comments by all constituent groups. Comments should be received at least one month before the next CBC meeting. Amendments will be considered adopted by the CBC when approved by two-thirds of the voting membership and then forwarded to the College President.

** Approved by the College Budget Committee 3/19/2014*

College Educational Master Planning Committee (CEMPC)

FUNCTION

The College Educational Master Planning Committee (CEMPC) is a shared governance committee of the College Council. It is based on college data and input from shared governance constituencies; CEMPC recommends annual institutional priorities to strengthen program practices to maintain quality instruction and services and improve student achievement and learning.

CHARGE OF THE COMMITTEE

1. Review and update the mission statement, in conjunction with the program review cycle (every 3 years), with college-wide participation.
2. Annually reviews District Strategic Goals and Institutional Objectives by completing the following:
a) create/align college goals/objectives with District Goals; b) establish annual committee goals during the month of September.
3. Annually create and recommend institutional priorities based on the College Educational Master Plan and the District strategic educational goals.
4. Monitor program review plans and updates, including program viability, through the review of program review plans and updates. (November/December)
5. Review and prioritize resource requests for facilities, staffing, technology and equipment, according to the College's Educational Master Plan. (October/November)
6. Review proposals and reports from shared governance entities and internal and external constituencies, make recommendations to the College Council with alignment to the College's Educational Master Plan and priorities.
7. Review accomplishment reports quarterly from the administration that align with District strategic goals and institutional outcomes.
8. Quarterly, monitor the progress of the CEMPC goals with a summary report due at the end of the year.
9. Provide leadership for the Annual review and update of the College Educational Master Plan.

COMMITTEE TASKS

1. Election of co-chair (College President appoints one co-chair), 1st meeting in September
2. Create yearly calendar, last meeting in May and review at the 1st meeting in September
3. Review By-Laws, 1st meeting in September and modify as needed.
4. Set CEMPC annual goals in September
5. Create working sub-committees to fulfill charge duties, as needed.

CEMPC WORKING GROUPS

1. Resource Requests Working Group (summarize resources request) (Program Viability Working Group).
2. First meeting duties of Working Groups: Take time consuming duties and bring their work back to the second meeting for review and approval of the full committee.
3. Working Groups create and recommend institutional priorities annually based on the College's Educational Plan and the District Strategic Goals.

MEMBERSHIP

1. Two (2) Administrators appointed by the College President: one from Instruction and one from Student Services
2. Six (6) Faculty appointed by the Merritt College Academic Senate two of whom should be non-institutional faculty. (revised and adopted 12/5/12)
3. Three (3) Classified shall be appointed by the Merritt College Classified Senate. (revised and adopted 12/5/12)
4. One (1) or two (2) Students appointed by the ASMC, with the allowance of a proxy vote.
5. Ex-officio members include; College Researcher Officer, Instructional Deans, Dean representing Student Services.

MEETING SCHEDULE

1. CEMPC will meet once a month, generally on the 1st Wednesday of each month from 3:00 to 5:00 pm, prior to the District Educational Committee meeting. As an important, high level, working college committee, every effort will be made to schedule ALL the meetings for the full 2 hour time period.
2. Working Groups will set the times for their meetings that correspond to their members' schedules.

APPOINTMENT, VACANCIES & ELECTION OF CHAIRPERSONS

1. From the membership, one of the Co-chairs will be appointed by the College President.
2. The faculty Co-chair will be elected each year at the 1st meeting in September.
3. If the faculty Co-chair cannot continue in his or her position, a replacement will be elected by a majority vote of the committee. If the president's appointed Co-chair cannot continue, then the president will appoint a replacement.

DUTIES OF CO-CHAIRPERSONS

The role of the co-chairpersons includes the following:

1. Prepare and distribute agendas.
2. Conduct the committee meetings.
3. Edit meeting notes/minutes.
4. Set the calendar of the committee meeting in accordance with the college's governance calendar.
5. Keep informed of State, local and District issues impacting Merritt College, including and not limited to the Planning and Evaluation of programs.
6. Supervise the orientation of new members and on-going training of continuing members.
7. Serve as a resource for departments in the planning process.
8. Disseminate minutes.
9. Facilitate the functioning of the committee.
10. Report regularly to the Academic Senate, Classified Senate and the ASMC and the College Council.

PROCEDURES

1. Regular meeting will be held at least once a month during the regular academic year. If a holiday falls on that day, the meeting will be rescheduled. The Co-Chairs may call extra meetings if special needs require them.
2. A quorum will be 51% of the active voting members. A quorum must be present in order for CEMPC to conduct business. All actions by the committee shall require a simple majority.

3. The Co-Chairs will determine the agenda for each meeting. Materials for the agenda must be submitted to the co-chairs at least five working days preceding a scheduled meeting, unless it is an emergency meeting. The College President, Academic Senate President, Classified Senate President, ASMC President as well as any member of the CEMPC may submit agenda items (as standing items, new business.)
4. The actions and deliberations of CEMPC are to be consistent with Board Policy 2510 & Administrative procedures 2511 implementing Title 5 of State regulations.
5. CEMPC co-chairs and an administrative representative will represent Merritt College at the District Educational Committee, unless otherwise designated by the College President.

AMENDMENTS

1. Amendments to these by-laws may be proposed by any member of the committee or the College President.
2. Proposed changes will be circulated and reviewed for comments by all constituent groups.
3. Amendments will be considered adopted by CEMPC when approved by two-thirds of the voting membership and then forwarded to the College Council for final approval.

**Approved by the College Council 12/9/2015*

College Facilities Committee (CFC)

FUNCTION

The Merritt College Facilities Committee (CFC) is a subcommittee of the College Council that is designated to act as an advisory body to the President of Merritt College via the College Council in matters relating to campus facilities (including renovations, remodels, and use of Bond funds designated for facilities and the physical environment). The College President shall consult with the College Council on all major facilities issues before a decision is made by the College President.

CHARGE OF THE COMMITTEE

1. To advise on the development of facilities planning processes and timelines.
2. To recommend funding priorities for Building Funds.
3. To receive and review facilities proposals from departments, program areas and/or the District Physical Plant Office.
4. To recommend representatives to serve on District facilities committees that impact Merritt facilities.
5. To routinely review and monitor campus compliance with ADA and 504 and make recommendations to ensure compliance.
6. To recommend procedures and policies affecting facilities and physical environment of the campus.
7. To review the State's Specialization Report and the Five year Master Plan for campus compliance and make recommendations to ensure compliance.
8. Establish Subcommittees to assist with the planning for building renovations and remodels. Ensure that (a) Facilities Subcommittees include faculty, staff, student and administrative representatives from the areas impacted by renovations and remodels, and (b) the Subcommittee Chair/Co-chairs are consulted on all major issues impacting the renovation or remodel of the facility/project under the purview of said Subcommittee.
9. Sponsor facilities orientation workshops for the College community.

MEMBERSHIP

1. One (1) member of the Merritt College Administration selected by the President.
2. Three (3) faculty representatives appointed by the Merritt College Academic Senate. The term of office will be two years. Starting in the 2005-06 academic year, one (1) faculty member will be appointed on the odd year and two will be appointed on even year. Reappointments are allowed.
3. Two (2) student representatives appointed by the Associated Students of Merritt College (ASMC) for a term of one year.
4. Two (2) Classified Employees appointed by the Merritt College Classified Senate/ with representation from at least two of the following: Local 1021/ Local 39/ Classified Confidential employees. The term of office will be two years/ with one classified representative chosen each year. Reappointments are allowed.
5. Campus ADA Coordinator (designated by the College President)
6. Chairs of the various Facilities Subcommittees (ex-officio; non-voting)
7. The College President/ Vice President of Student Services/ Vice President of Instruction/ Merritt governance committee chairs/co-chairs (i.e./CDCPD/ CIC/ Budget Committee and Technology Committee) and District Director of Physical Plant will be ex-officio/ non-voting members. (Note: Vice Presidents of Student Services and Instruction will be ex-officio UNLESS either is appointed as a voting member pursuant to #1 under "Membership".)

APPOINTMENT, VACANCIES & ELECTION OF CHAIRPERSONS

1. During March of each year, the CFC Co-Chairpersons will inform the Merritt College Academic Senate President, the ASMC President, and the Classified Senate President of any vacancies for the following fall semester within their respective areas. The three (3) Senate presidents will make appointments to fill those vacancies and forward them to the CFC Co-Chairpersons by March 30.
2. Appointed members who miss two consecutive meetings without notifying the CFC Co-Chairpersons will be considered inactive, and their position on the Committee will be considered vacant.
3. If an appointed position becomes vacant during the regular school year, or an appointee becomes inactive, the CFC Co-Chairpersons will notify the officer who made the appointment within two weeks. That officer will appoint a replacement to serve the remainder of the term of the original appointee, and will notify the Co-Chairpersons within one week of the appointment.
4. The terms of office of all regularly appointed members will begin with the first regular meeting of the fall semester. The term of office of members appointed to fill vacancies during the year will begin with the next regular meeting.
5. The CFC will have co-chairpersons, at least one of whom must be a faculty member.
6. Each May the CFC will elect the faculty co-chair(s), subject to the advice and consent of the Merritt Academic Senate. No faculty member may serve more than three consecutive year terms as Co-Chair unless authorized by the Merritt Academic Senate.
7. The second co-chairperson (if not a faculty member) will be selected by majority vote of the CFC.

DUTIES OF CO-CHAIRPERSONS

The role of the co-chairpersons includes the following:

1. Prepare agendas
2. Conduct the committee meetings
3. Edit minutes
4. Set the calendar of committee meetings
5. Keep informed of State, Local and District issues impacting Merritt facilities
6. Supervise the orientation of new members and on-going training of continuing members
7. Recommend Chairs for the Facilities Subcommittees (must be approved by the CFC)
8. Serve as a resource for departments in the facilities process
9. Record and distribute minutes and other pertinent materials
10. Report regularly to the College Council

PROCEDURES

1. Regular meetings will be held at least once a month during the regular academic year. If a holiday falls on that day, the meeting will be rescheduled. The CFC Chairperson may call extra meetings if special needs require them.
2. A quorum will be 50% of the active voting members. A quorum must be present in order for the CFC to conduct business. All actions by the CFC shall require a simple majority.
3. The CFC Co-Chairpersons, in consultation with the College President, will determine the agenda for each meeting. Materials for the agenda must be submitted to the Co-Chairs at least four (4) working days preceding a scheduled meeting.
4. The agenda, minutes of the previous meeting, and pertinent materials will be distributed to the following parties at least two (2) working days preceding a scheduled meeting:
CFC Members
College President, Vice Presidents and Deans

Merritt Academic Senate President
Merritt Classified Senate President
ASMC President
Merritt Library
Merritt Website (posted)
Other campus communication systems

5. Individuals with business before the CFC are encouraged to be present, or to send a knowledgeable representative, when that business is on the agenda.
6. When considering a proposal, the CFC may vote to approve, to disapprove, to refer to another College committee/department/ office, or to refer the proposal back to the originator with instructions to revise.
7. At the first meeting of the College Council following each CFC meeting, one of the CFC Co-Chairpersons will present to the Council, in person and in writing, a report of all recommendations.
8. CFC recommendations adopted by the College Council will be forwarded to the College President for action. Any concerns or observations made by the College President to the College Council about the CFC report will be forwarded to the CFC in an attempt to address those concerns.
9. Robert's Rules of Order shall govern meetings unless otherwise stated herein.

AMENDMENTS

Amendments to these by-laws may be proposed by any member of the CFC, the College Council, or by the College President. Proposed amendments to these by-laws will be adopted upon mutual agreement between the College President and the College Council.

**Approved by the College Council 11/17/10*

Merritt Technology Committee (MTC)

FUNCTION

The Merritt Technology Committee (MTC) is a subcommittee of the College Council that is designated to act as an advisory body to the President of Merritt College via the College Council in matters relating to campus Information Technology.

CHARGE OF THE COMMITTEE

1. To assess how effectively current technology is being utilized at the College.
2. To identify, prioritize and recommend areas for expansion of technology utilization for the enhancement of instructional programs, student services and the management of the College.
3. To identify, prioritize and recommend areas for equipment purchases to maintain, enhance and improve technology.
4. To identify, prioritize and recommend both on-going and specialized training needs for maximum utilization of technological resources.
5. To identify, prioritize and recommend staffing for technology.
6. To develop an on-going comprehensive College Technology Plan for consideration by College Council.
7. To recommend funding strategies and priorities for major technology spending.
8. To advise the District Technology Committee about the information technology needs and concerns of Merritt College.
9. To receive regular reports from the District Information Technology Committee, and review and respond as appropriate.
10. To establish (as needed) technology subcommittees.

MEMBERSHIP

1. One (1) member of the Merritt College Administration selected by the President.
2. Four (4) faculty representatives appointed by the Merritt College Academic Senate, preferably one from Division I, one from Division II and one from Student Services. The term of office will be two years, with faculty representatives chosen each year (i.e., staggered terms). Reappointments are allowed.
3. Merritt College Library Chair or faculty designee.
4. One (1) student representative appointed by the Associated Students of Merritt College (ASMC) for a term of one year. Reappointments are allowed.
5. Three (3) Classified Employees appointed by the Merritt College Classified Senate. The term of office will be two years, with one classified representative chosen each year (i.e., staggered terms). Reappointments are allowed.
6. Campus ADA Coordinator (designated by the College President) or designee.
7. Campus Network Coordinator.
8. Chairs of the various Technology Subcommittees (ex-officio; non-voting)
9. The College President, Vice President of Student Services, Vice President of Instruction and District Chief Information Officer will be ex-officio, non-voting members. (*Unless one of the Vice Presidents is a voting member pursuant to #1 above).

APPOINTMENT, VACANCIES & ELECTION OF CHAIRPERSONS

1. During March of each year, the MTC Co-Chairpersons will inform the Merritt College Academic Senate President, the ASMC President, and the Classified Senate President of any vacancies for the following fall semester within their respective areas. The three (3) Senate presidents will make appointments to fill those vacancies and forward them to the MTC Co-Chairpersons by March 30.
2. Appointed members who miss two consecutive meetings without notifying the MTC Co-Chairpersons will be considered inactive, and their position on the Committee will be considered vacant.
3. If an appointed position becomes vacant during the regular school year, or an appointee becomes inactive, the MTC Co-Chairpersons will notify the officer who made the appointment within two weeks. That officer will appoint a replacement to serve the remainder of the term of the original appointee, and will notify the Co-Chairpersons within one week of the appointment.
4. The terms of office of all regularly appointed members will begin with the first regular meeting of the fall semester. The term of office of members appointed to fill vacancies during the year will begin with the next regular meeting.
5. The MTC will have co-chairpersons, at least one of whom must be a faculty member.
6. Each May the MTC will elect the faculty co-chair(s), subject to the advice and consent of the Merritt Academic Senate. No faculty member may serve more than three consecutive 1-year terms as Co-Chair unless authorized by the Merritt Academic Senate.
7. The second co-chairperson (if not a faculty member) will be selected by majority vote of the MTC.

DUTIES OF THE CO-CHAIRPERSONS

The role of the co-chairpersons includes the following:

1. Prepare agendas
2. Conduct the committee meetings
3. Edit minutes
4. Set the calendar of committee meetings
5. Keep informed of State, Local, District and College issues impacting Merritt technology
6. Supervise the orientation of new members and on-going training of continuing members
7. Recommend Chairs for the Technology Subcommittees (must be approved by the MTC)
8. Serve as a resource for departments, programs and services
9. Record and distribute minutes and other pertinent materials
10. Report regularly to the College Council

PROCEDURES

1. Regular meetings will be held at least once a month during the regular academic year. If a holiday falls on that day, the meeting will be rescheduled. The MTC Chairperson may call extra meetings if special needs require them.
2. A quorum will be 51% of the active voting members. A quorum must be present in order for the MTC to conduct business. All actions by the MTC shall require a simple majority.
3. The MTC Co-Chairpersons, in consultation with the College President, will determine the agenda for each meeting. Materials for the agenda must be submitted to the Co-Chairs at least four (4) working days preceding a scheduled meeting.
4. The agenda, minutes of the previous meeting, and pertinent materials will be distributed to the following parties at least two (2) working days preceding a scheduled meeting:
MTC Members
College President, Vice Presidents and Deans

Merritt Academic Senate President
Merritt Classified Senate President
ASMC President
Merritt Library
Merritt Website (posted)
Other campus communication systems, when appropriate

5. Individuals with business before the MTC are encouraged to be present, or to send a knowledgeable representative, when that business is on the agenda.
6. When considering a proposal, the MTC may vote to approve, to disapprove, to refer to another College committee/department/ office, or to refer the proposal back to the originator with instructions to revise.
7. At the first meeting of the College Council following each MTC meeting, one of the MTC Co-Chairpersons will present to the Council, in person and in writing, a report of all recommendations.
8. MTC recommendations adopted by the College Council will be forwarded to the College President for action.
9. Faculty co-chair and administrative representative will be the MTC representatives to the District Technology Council, unless otherwise designated by the College president.
10. Robert's Rules of Order shall govern meetings unless otherwise stated herein.

AMENDMENTS

Amendments to these by-laws may be proposed by any member of the MTC, the College Council, or by the College President. Proposed amendments to these by-laws will be adopted upon mutual agreement between the College President and the College Council.

**Reviewed by Mary Louise Zernicke and MTC 4.14*

**Reviewed by Faculty Senate on 10/16/14*

**Approved by the College Council 12/10/14*

Appendix B.3: Standing Committees

Accreditation Committee

CHARGE

The Accreditation Steering Committee advises the Accreditation Liaison Officer (VPI) and is responsible for defining characteristics of quality and excellence and for presenting evidence (through the College's self-evaluation report) that such quality and excellence are being achieved. The Committee is also responsible for monitoring and examining the progress of recommendations made by the accreditation evaluation team. Twice annually, progress reports will be given to College Council and reflected in the institutional planning process. Annual progress reports will be given to the Academic Senate, Classified Senate and ASMC.

MEMBERSHIP

The Committee is composed of those who either served on the Steering Committee* of the Accreditation Self Evaluation or who are serving in designated positions (i.e., College President, Vice President of Instruction, Vice President of Student Services, Divisions Deans, Dean of Student Services, Business & Administrative Services Manager, Academic Senate President, Classified Senate President, and ASMC President). The Vice President of Instruction will serve as the chairperson and will convene the Accreditation Steering Committee.

*(Faculty, Classified and student members of the Steering Committees are appointed by their respective Senates.)

MEETING FREQUENCY

Second and Fourth Thursday of each month or more frequently, as needed.

**Approved by the College Council 11/17/10*

Financial Aid Petition Committee

CHARGE

Review petitions from students who are not eligible to receive Financial Aid based upon academic performance.

MEMBERSHIP

1. Financial Aid Supervisor, Chair
2. CalWORKs Coordinator or designee from CalWORKs (selected by Dean of Student Support Services)
3. EOPS Coordinator
4. Student Activities Coordinator
5. Two (2) Counselors selected by the Counseling Dept. Chair
6. Dean of Student Support Services

MEETING FREQUENCY

Second and Fourth Tuesday of each month, 3:00 p.m. – 4:00 p.m. or more frequently, as needed.

**Approved by the College Council 11/17/10*

Graduation Committee

CHARGE

Plan and coordinate all aspects of the College's annual graduation,

MEMBERSHIP

1. Dean of Student Support Services, Co-Chair
2. Student Activities Coordinator, Co-Chair
3. Representative from the President's Office
4. Representative from Business & Administrative Services
5. At least two (2) faculty members
6. Two (2) classified staff
7. Vice President of Student Services

MEETING FREQUENCY

January-May, First and Third Thursdays of each month, 1:30 p.m. – 2:30 p.m. or more frequently, as needed.

**Approved by the College Council 11/17/10*

Health and Safety Committee

CHARGE

1. In coordination with District Risk Management, develop a disaster preparedness plan for Merritt
2. Facilitate disaster preparedness training
3. Identify health and safety issues for the campus and recommend solutions
4. Recommend health and safety policies, programs and protocols for the campus
5. Develop preventive health programs and training for the campus
6. The Health and Safety Committee makes recommendations to the College Council

MEMBERSHIP

1. Business and Administrative Services Manager (Co-chair)*
2. Dean of Student Services
3. One Instructional Dean
4. College Nurse
5. One (1) student selected by ASMC
6. Three (3) faculty members: one selected by the Merritt Academic Senate, one selected by the Merritt PFT Chairs and one selected by mutual agreement between the Merritt Academic Senate and the Merritt PFT
7. Three (3) classified/confidential selected by the Merritt Classified Senate: at least one from Local 1021 and one from Local 39.
8. District Risk Manager (ex-officio)

*The Health and Safety Committee will have co-chairs. One Co-Chair will be the Business and Administrative Services Manager. The other Co-Chair will be selected by the Committee membership and may be a faculty member, student, classified staff or administrator.

MEETING FREQUENCY

Second Monday of each month, 2:00 p.m. – 3:30 p.m.

**Approved by the College Council 11/17/10*

Leadership Council

FUNCTION

The primary reason for the Leadership Council is to foster communication among the governance constituencies from the campus. This allows for the prioritization of topics/issues within the campus community.

CHARGE

The charge of the Leadership Council is oversight of the college governance system. The following tasks were identified;

1. Monitor College's Shared (Participatory) Governance System;
2. Service as resource and support to College Council, Governance committees and Standing committees regarding the shared governance process;
3. Facilitate orientation and training for Governance Committees and standing committees (including training on Parliamentary procedures for committee chairperson);
4. Upon request, formulate Bylaws for new Governance Committees;
5. Upon request, formulate charges, members and governing guidelines for Standing committees;

Recommendations from the Leadership Council go the College President. The president informs College Council on any decisions.

MEMBERSHIP

The membership of the College Council will include leadership representatives from the four Merritt College constituent groups (i.e., ASMC, Academic Senate, Classified Senate and College Administration).

MEETING FREQUENCY

1. Conduct of Meetings: The Merritt College Leadership Council is scheduled by the College President. The term of office shall be one year unless re-elected for a like term. The topics on the agenda are to be reviewed for purpose either information or action. Action will have an assigned designated lead with expected date for reporting on the action taken. Recommendations are made by consensus of the group.
2. Type of Meetings: All meetings of the Leadership Council shall be restricted to the designated members. Guest will be invited based on the specific topics.
3. Scheduling of Meetings: Meetings of the Leadership Council will be scheduled on a monthly basis. Emergency meetings may be called by the College President. The topics for the agenda shall be submitted to the President's Office at least two days in advance of the regularly scheduled meetings.

Professional Development Committee

CHARGE

1. Plan, develop, coordinate, review and evaluate all of the professional development activities that take place at the College.
2. Responsible for planning Flex Day activities for the scheduled District-wide days as well as local, college-wide, on-going Professional Development activities.
3. Establish priorities and procedures and make advisory recommendations in each of the following areas: collaborative/special projects, institutional subscriptions and memberships, individual travel and conferences, tuition reimbursement, and unique staff development needs of counselors and librarians**
4. Supervise the Sabbatical Leave Process for faculty**: conduct workshops, evaluate and approve applications with recommendations to the College President and the Chancellor
5. Oversee the Retraining Leave Process for faculty**
6. Issue twice yearly report to the College Community and the District Officer of Staff Development: on expenditures, funding priorities, procedures, deadlines, activities, schedules of meetings, attainment of goals, needs assessments, etc.

NOTES

* Refer to the PFT Contract article concerning “Professional Development Funds” for additional information.

**Per the PFT Contract, only the faculty and administrators on the Committee can vote on sabbatical leaves, retraining leaves and the expenditure of PFT funds.

MEMBERSHIP

1. Three (3) administrators selected by the College President
2. Three (3) faculty members: one selected by the Merritt Academic Senate, one selected by the Merritt PFT Chairs and one selected by mutual agreement between the Merritt Academic Senate and the Merritt PFT
3. Three (3) classified/confidential staff selected by the Merritt Classified Senate
4. The Committee Chair of the Professional Development Committee (who must be a faculty member) shall be appointed by the Professional Development Committee

MEETING FRQUENCY

First and Third Thursdays, 10:00 a.m. to 12 noon

** Approved by the College Council 12/10/14*

Scholarships and Awards Committee

CHARGE

1. Review and evaluate applicants for the Peralta Community College District's Chancellor's Trophy Award, the Valedictorian and Salutatorian and forward those recommendations to the Vice President of Student Services
2. Review, evaluate and select the recipients for the annual ASMC Scholarship Awards
3. Recommend candidates for other scholarships and awards, as requested by Vice President of Student Services, Vice President of Instruction or the College President

MEMBERSHIP

1. Dean of Student Support Services
2. Student Activities Coordinator
3. Two Classified representatives, appointed by the Classified Senate
4. Two Instructional faculty, appointed by the Academic Senate
5. ASMC President
6. The Committee Chair shall be appointed by the Vice President of Student Services

MEETING FREQUENCY

Third Tuesday of each month, February through April only, 1:00 p.m. – 2:00 p.m.

**Approved by the College Council 11/17/10*

Student Learning Outcomes and Assessment Committee

FUNCTION

The Student Learning Outcomes and Assessment Committee is a subcommittee of the Academic Senate and thus makes recommendations to the Senate as well as to the VP of Instruction on matters relating to student learning outcomes and their assessment.

CHARGE OF THE COMMITTEE

1. To train faculty, staff, and administration on the use of taskstream.
2. To organize staff development activities aimed at increasing incorporation of learning assessment into the strengthening of teaching.
3. To coordinate and review Student Learning Outcomes (SLO's), Program Outcomes, and Institutional Learning Outcomes (ILO's) and the assessment of those outcomes.
4. To engage the college in a wide-spread dialogue about assessment, its relevance to accreditation and how it affects teaching and learning.
5. To participate in the accreditation process, including but not limited to the preparation of reports.
6. To provide faculty leadership and administration with reports on the proficiency of the college with respect to student learning outcomes and their assessment.

MEMBERSHIP

1. Six (6) faculty representatives, from different instructional areas to include CTE, appointed by the Merritt Academic Senate. The term of office will be two years, with two faculty representatives chosen each year. Reappointments will be allowed.
2. One (1) counselor (faculty).
3. Two (2) staff representatives, from different instructional areas, appointed by the Merritt Classified Senate.
4. The Deans and Vice Presidents are non-voting, ex-officio members, and are expected to attend SLOAC meetings to participate in discussion and debate on matters that affect their areas.

APPOINTMENTS

1. During March of each year, the SLOAC chairperson will inform the Merritt Academic Senate President of any vacancies for the following semester within their respective areas. Appointments to fill those vacancies will be forwarded to the SLOAC chair by March 30.
2. If an appointed position becomes vacant during the regular school year, or an appointee becomes inactive (missing more than three meetings in one semester), the SLOAC chairperson will notify the Academic Senate President within two weeks. The Academic Senate President will appoint a replacement to serve the remainder of the term of the original appointee, and will notify the chairperson within one week of appointment.
3. The terms of all regularly appointed members will begin with the first regular meeting of the fall semester. The terms for members appointed to fill vacancies during the year will begin with the next regular meeting.

ELECTION OF A CHAIRPERSON

1. Each May the SLOAC will elect a chair and vice chair from among its faculty members, subject to the advice and consent of the Academic Senate. No person may serve more than three consecutive

terms as chairperson unless authorized by the Academic Senate.

2. The term of the Chairperson is two years.
3. If the chair resigns or is unable to complete his or her term, the Vice Chair will fill out the team.

CHAIRPERSON DUTIES

1. Prepare meeting agendas.
2. Conduct SLOAC meetings.
3. Edit minutes.
4. Set the calendar of SLOAC meetings.
5. Keep informed of reporting technology information (taskstream).
6. Keep informed of accreditation standards for student learning outcomes and their assessment.
7. Ensure that faculty, staff, and administration are trained on technology and requirements.
8. Report regularly to CIC, CDCPD, and Academic Senate.
9. Review SLO's for new and updated courses.
10. Prepare reports for department chairs, program directors, and administrators regarding the proficiency of the college with respect to student learning outcomes and their assessment.

PROCEDURES

1. Regular meetings will be held at least once a month during the regular academic year. The SLOAC chair may call extra meetings as needed.
2. A quorum will be 50% of the active voting members. A quorum must be present in order for SLOAC to conduct business.
3. The meeting agenda, previous meeting minutes, and any pertinent materials will be provided to the committee at least two (2) days prior to a scheduled meeting.
4. Individuals with business before the SLOAC are encouraged to be present, or to send a knowledgeable representative, when that business is on the agenda.
5. When considering a proposal, the SLOAC may vote to approve, to disapprove, to refer to another College committee/department/office, or to refer the proposal back to the originator with instructions to revise.
6. At the first meeting of the Merritt Academic Senate following each SLOAC meeting, the SLOAC Chairperson (or his/her designee) will present to the Senate, in person and in writing, a report of all official actions taken by the SLOAC.

AMENDMENTS

Amendments to these by-laws may be proposed by any member of the SLOAC, the Academic Senate, or by the College President. Proposed amendments to these by-laws will be adopted upon mutual agreement between the College President and the Academic Senate.

SSSP/Student Equity Committee (formerly Matriculation)

CHARGE

The Matriculation Committee is responsible for overseeing the full implementation of the Matriculation process. Major campus policy decisions related to the Matriculation process will be recommended by this Committee and forwarded to the Vice President of Student Services. When appropriate, recommendations with District-wide implications will be forwarded to the District-wide Matriculation Committee for final approval. The Matriculation Committee makes reports to the College Council once per semester.

MEMBERSHIP

1. Matriculation Counselor (who will serve as chairperson)
2. College Researcher
3. Two (2) students selected by the ASMC
4. One (1) representative from each of the following areas: A&R, Assessment, Orientation, Transfer Center, Articulation, DSPS
5. Two (2) instructional faculty appointed by the Merritt Academic Senate*
6. Two (2) at large members from the faculty and/or classified staff*

MEETING FREQUENCY

Third Monday of each month, 12:00 p.m. – 1:30 p.m. (date subject to change due to frequency of Monday holidays)

**Approved by the College Council 11/17/10*

Appendix C: Example Governance Meeting Calendar AY15-16

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October 2015

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Oct 25 - 31	25	26	27	28	29	30	31
		1:30pm 3:30pm Counseling Meeting (R112A) 2:00pm 4:00pm (ASMC) Associated Students Merritt College Meet	12:30pm 1:30pm (ASMC) ICC Quad Squad/Univ. Club	1:00pm 3:00pm (AFR) Accreditation Follow-Up Report St 3:00pm 5:00pm (CDCPD) Council of Department Chairs a	10:00am 12:00pm (ASMC) ICC Meeting (R112A) 2:00pm 3:00pm SSSP/Equity (R112A)	10:00am 12:00pm (ASMC) ICC Meeting (R112A)	

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November 2015

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		1:30pm 3:30pm Counseling Meeting (R112A)	12:30pm 1:30pm (ASMC) Quad Squad 3:00pm 5:00pm (CF) College Facilities Committee (Q218)	12:00pm 1:00pm Health and Safety C 1:00pm 3:00pm (AFR) Accreditation Follow 1:00pm 3:00pm (CEMP) 3:00pm 5:00pm (CBC) C	12:30pm 2:00pm (MCAS) Merritt College Academic Senate (R112A)	9:00am 12:00pm (DFC) District Facilities Committee (District Board Room)	
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		1:30pm 3:30pm Counseling Meeting (R112A) 2:00pm 4:00pm (ASMC) Associated Students Merritt College Meet	12:30pm 1:30pm (ASMC) ICC Veterans Appreciation Day 7:00pm 9:00pm (BOT) Board of Trustees Meeting (District Bo	Holiday Observance - V	1:30pm 3:00pm (CIC) Curriculum and Instructional Council 3:30pm 4:30pm Student Services Meeting (R112A)	8:30am 10:30am (DFC) District Technology Committee (District Board Room) 10:00am 12:00pm (ASMC) ICC Meeting (R112A) 10:45am 12:45pm (DFC) District Educati	Last Day to Drop with a
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		1:30pm 3:30pm Counseling Meeting (R112A)	12:30pm 1:30pm (ASMC) ICC Student Appreciation Day 1:30pm 3:00pm (MCCS) Merritt College Classified Senate (L1	1:00pm 3:00pm (AFR) Accreditation Follow-Up Report St 3:00pm 5:00pm (CC) College Council (TBA)	(ASMC) Staff Appreciat 11:00am 1:00pm (MTC) Merritt Technology 12:30pm 2:00pm (MCAS) Merritt Colle 2:00pm 3:00pm SSSP/E	9:00am 12:00pm (DFC) Planning and Budgeting Council (District Board Room)	
Nov 22 - 28	22	23	24	25	26	27	28
		(ASMC) Appreciation D 1:30pm 3:30pm Counseling Meeting (R112A) 2:00pm 4:00pm (ASMC) Associated Students		1:00pm 3:00pm (AFR) Accreditation Follow-Up Report St 3:00pm 5:00pm (CDCPD) Council of Department Chairs a	Holiday Observance - Thanksgiving (Campus Closed)		
Nov 29 - Dec 5	29	30	Dec 1	2	3	4	5
		Holiday Observance - Th					
		1:30pm 3:30pm Counseling Meeting (R112A)					

Stefanie Harding

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December 2015							December 2015							January 2016													
							Su	Mo	Tu	We	Th	Fr	Sa								Su	Mo	Tu	We	Th	Fr	Sa
							6	7	8	9	10	11	12								3	4	5	6	7	8	9
							13	14	15	16	17	18	19								10	11	12	13	14	15	16
							20	21	22	23	24	25	26								17	18	19	20	21	22	23
							27	28	29	30	31										24	25	26	27	28	29	30
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																					
Nov 29	30	Dec 1	2	3	4	5																					
		12:30pm 1:30pm (ASMC) ICC Quad Squad 3:00pm 5:00pm (CFC) College Facilities Committee (Q218)	12:00pm 1:00pm Health and Safety C 1:00pm 3:00pm (AFR) Accreditation Follow 3:00pm 5:00pm (CEMPC) College Ed	12:30pm 2:00pm (MCAS) Merritt College Academic Senate (R112A)	8:30am 10:30am (DFC) District Facilities Committee (District 104)Sam 12:45pm (DTC) District Technology Committ																						
6	7	8	9	10	11	12																					
	1:30pm 3:30pm Counseling Meeting (R112A) 2:00pm 4:00pm (ASMC) Associated Students Merritt College Meet	7:00pm 9:00pm (BOT) Board of Trustees Meeting (District Board Room)	1:00pm 3:00pm (AFR) Accreditation Follow-Up Report St 3:00pm 5:00pm (CBC) College Budget Committee (Q218)	1:30pm 3:00pm (CIC) Curriculum and Instructional Council 3:30pm 4:30pm Student Services Meeting (R112A)	9:00am 12:00pm (DIC) District Education Committee (District Board Room)	Last Day of Saturday C																					
13	14	15	16	17	18	19																					
	1:30pm 3:30pm Counseling Meeting (R112A)	1:30pm 3:00pm (MCCS) Merritt College Classified Senate (L137)	Final Exams 1:00pm 3:00pm (AFR) Accreditation Follow-Up Report St 3:00pm 5:00pm (CC) College Council (TBA)	11:00am 1:00pm (MTC) Merritt Technology Committee (R29) 12:30pm 2:00pm (MCAS) Merritt Colle	Fall 2015 Semester End 9:00am 12:00pm (PBC) Planning and Budgeting Council (District Board Room)																						
20	21	22	23	24	25	26																					
27	28	29	30	31	Jan 1, 16	2																					
Holiday Observance - Ch		Holiday Closure (Campus Closed)			Holiday Observance - Ne																						

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January 2016							January 2016							February 2016													
							Su	Mo	Tu	We	Th	Fr	Sa								Su	Mo	Tu	We	Th	Fr	Sa
							3	4	5	6	7	8	9								7	8	9	10	11	12	13
							10	11	12	13	14	15	16								14	15	16	17	18	19	20
							17	18	19	20	21	22	23								21	22	23	24	25	26	27
							24	25	26	27	28	29	30								28	29					
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																					
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Holiday Observance - Ne	Grade Rosters/Roll Bod																										
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				3:30pm 4:30pm Student Services Meeting (R112A)																							
17	18	19	20	21	22	23																					
	Holiday Observance - 8	1:30pm 3:00pm (MCCS) Merritt College Classified Senate (L137)	District Flex Day	Campus Flex Days																							
24	25	26	27	28	29	30																					
	Spring 2016 Semester f			3:30pm 4:30pm Student Services Meeting (R112A)		Saturday Instruction Be																					
31	Feb 1	2	3	4	5	6																					

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February 2016

February 2016							March 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6							
7	8	9	10	11	12	13	6	7	8	9	10	11	12
14	15	16	17	18	19	20	13	14	15	16	17	18	19
21	22	23	24	25	26	27	20	21	22	23	24	25	26
28	29						27	28	29	30	31		

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan 31 - Feb 6	Jan 31	Feb 1 1:30pm 3:30pm Counseling Meeting (R112A)	2 3:00pm 5:00pm (CFC) College Facilities Committee (Q218)	3 12:00pm 1:00pm Health and Safety Committee (Q218) 3:00pm 5:00pm (CDCPD) Council of Department Chairs a	4 12:30pm 2:00pm (MCAS) Merritt College Academic Senate (R112A)	5 9:00am 12:00pm (DFC) District Facilities Committee (District Board Room)	6
Feb 7 - 13	7	8 1:30pm 3:30pm Counseling Meeting (R112A)	9	10 3:00pm 5:00pm (CEMPC) College Educational Master Planning Committee (R29)	11 1:30pm 3:00pm (CIC) Curriculum and Instructional Council 3:30pm 4:30pm Student Services Meeting (R112A)	12-13 Holiday Observance - President's Weekend (Campus Closed)	
Feb 14 - 20	14	15	16 1:30pm 3:00pm (MCCS) Merritt College Classified Senate (I137)	17 3:00pm 5:00pm (CBC) College Budget Committee (Q218)	18 11:00am 1:00pm (MTC) Merritt Technology Committee (R29) 12:30pm 2:00pm (MCAS) Merritt College Academic Se	19 9:00am 12:00pm (DFC) District Technology Committee (District Board Room)	20
Feb 21 - 27	21	22 1:30pm 3:30pm Counseling Meeting (R112A)	23	24 3:00pm 5:00pm (CC) College Council (TBA)	25 1:30pm 3:00pm (CIC) Curriculum and Instructional Council 3:30pm 4:30pm Student Services Meeting (R112A)	26 8:30am 10:30am (DEC) District Education Committee (District Board Room) 10:45am 1:45pm (PBC) Planning and Budgeting Council (27
Feb 28 - Mar 5	28	29 1:30pm 3:30pm Counseling Meeting (R112A)	Mar 1	2	3	4	5

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March 2016

March 2016							April 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5								
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13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Feb 28 - Mar 5	Feb 28	29	Mar 1 3:00pm 5:00pm (CFC) College Facilities Committee (Q218)	2 12:00pm 1:00pm Health and Safety Committee (Q218) 3:00pm 5:00pm (CDCPD) Council of Department Chairs a	3 12:30pm 2:00pm (MCAS) Merritt College Academic Senate (R112A)	4 8:30am 10:30am (DFC) District Facilities Committee (District Board Room) 10:45am 12:45pm (DTC) District Technology Committ	5
Mar 6 - 12	6	7 1:30pm 3:30pm Counseling Meeting (R112A)	8	9 3:00pm 5:00pm (CEMPC) College Educational Master Planning Committee (R29)	10 1:30pm 3:00pm (CIC) Curriculum and Instructional Council 3:30pm 4:30pm Student Services Meeting (R112A)	11 9:00am 12:00pm (DEC) District Education Committee (District Board Room)	12
Mar 13 - 19	13	14 1:30pm 3:30pm Counseling Meeting (R112A)	15 1:30pm 3:00pm (MCCS) Merritt College Classified Senate (I137)	16 1:00pm 3:00pm (CBC) College Budget Committee (Q218) 3:00pm 5:00pm (CC) College Council (TBA)	17 11:00am 1:00pm (MTC) Merritt Technology Committee (R29) 12:30pm 2:00pm (MCAS) Merritt College Academic Se	18 9:00am 12:00pm (PBC) Planning and Budgeting Council (District Board Room)	19
Mar 20 - 26	20	21	22	23	24	25	26
Mar 27 - Apr 3	27	28 Holiday Observance - Ce	29 1:30pm 3:30pm Counseling Meeting (R112A)	30 3:00pm 5:00pm (CFC) College Facilities Committee (Q218)	31 3:00pm 5:00pm (CDCPD) Council of Department Chairs and Program Directors (TBD)	Apr 1	2

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April 2016							May 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2							
3	4	5	6	7	8	9	1	2	3	4	5	6	7
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17	18	19	20	21	22	23	15	16	17	18	19	20	21
24	25	26	27	28	29	30	22	23	24	25	26	27	28
29	30	31					29	30	31				

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mar 27 - Apr 2	Mar 27	28	29	30	31	Apr 1	2
						9:00am 12:00pm (DFC) District Facilities Committee (District Board Room)	
Apr 3 - 9	3	4	5	6	7	8	9
		1:30pm 3:30pm Counseling Meeting (R112A)		12:00pm 1:00pm Health and Safety Committee (Q218) 3:00pm 5:00pm (CEMPC) College Educational Master P		9:00am 12:00pm (DTC) District Technology Committee (District Board Room)	
Apr 10 - 16	10	11	12	13	14	15	16
		1:30pm 3:30pm Counseling Meeting (R112A)		3:00pm 5:00pm (CBC) College Budget Committee (Q218)	12:00pm 1:30pm (MCAS) Merritt College 1:30pm 3:00pm (CIC) Curriculum and Instr 3:30pm 4:30pm Student Services Me	9:00am 12:00pm (DFC) District Education Committee (District Board Room)	
Apr 17 - 23	17	18	19	20	21	22	23
		1:30pm 3:30pm Counseling Meeting (R112A)	1:30pm 3:00pm (MCCS) Merritt College Classified Senate (I137)	3:00pm 5:00pm (CC) College Council (TBA)	11:00am 1:00pm (MTC) Merritt Technology Committee (R29)	Last Day to Drop & Ref 9:00am 12:00pm (PBC) Planning and Budgeting Council (District Board Room)	
Apr 24 - 30	24	25	26	27	28	29	30
		1:30pm 3:30pm Counseling Meeting (R112A)		3:00pm 5:00pm (CDCPD) Council of Department Chairs and Program Directors (TBD)	1:30pm 3:00pm (CIC) Curriculum and Instructional Council 3:30pm 4:30pm Student Services Meeting (R112A)		

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May 2016							June 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30	31				

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 1 - 7	May 1	2	3	4	5	6	7
		1:30pm 3:30pm Counseling Meeting (R112A)	3:00pm 5:00pm (CFC) College Facilities Committee (Q218)	12:00pm 1:00pm Health and Safety Committee (Q218) 3:00pm 5:00pm (CEMPC) College Educational Master P	12:30pm 2:00pm (MCAS) Merritt College Academic Senate (R112A)	9:00am 12:00pm (DFC) District Facilities Committee (District Board Room)	
May 8 - 14	8	9	10	11	12	13	14
		1:30pm 3:30pm Counseling Meeting (R112A)		3:00pm 5:00pm (CBC) College Budget Committee (Q218)	1:30pm 3:00pm (CIC) Curriculum and Instructional Council 3:30pm 4:30pm Student Services Meeting (R112A)	8:30am 10:30am (DTC) District Technology Committee (District Board Room) 10:45am 12:45pm (DEC) District Education Committee	
May 15 - 21	15	16	17	18	19	20	21
		1:30pm 3:30pm Counseling Meeting (R112A)	1:30pm 3:00pm (MCCS) Merritt College Classified Senate (I137)	3:00pm 5:00pm (CC) College Council (TBA)	11:00am 1:00pm (MTC) Merritt Technology Committee (R29) 12:30pm 2:00pm (MCAS) Merritt College Academic Se	Holiday Observance -	Saturday Instruction En
May 22 - 28	22	23	24	25	26	27	28
				Final Exams 5:30pm 7:30pm Merritt College Graduation (Paramount Theatre)		Spring 2016 Semester 9:00am 12:00pm (PBC) Planning and Budgeting Council (District Board Room)	
May 29 - Jun 4	29	30	31	Jun 1	2	3	4

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Appendix D: Forms and Templates

MERRITT COLLEGE

(Insert Full Committee Name Here) Meeting
(Insert day of week and date of meeting here)
(Insert meeting scheduled time and room location here)

AGENDA

- I. **Agenda Review, Changes and Adoption** – 2 min.
- II. **Action Items/Presentations:**
 - List items if any
- III. **Review and Approval of Minutes/Notes:** – 5 min.
 - Identify date of meeting
- IV. **Agenda Item (Topic for Discussion)** – 10 min.
List accordingly giving each topic a new number
- V. **Upcoming Events** – 3 min.
List items if any

The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society and a global economy.

MERRITT COLLEGE

Minutes of the (Insert Full Committee Name) Meeting

Insert Here: Date of Meeting, Time of Meeting, Location of Meeting

Attendees: committee members only

Absent: committee members only

Guests: (if any)

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
I. Agenda Approval	Meeting called to order at...	
II. Action Items/Presentations		
III. Approval of (Insert Date) Minutes		
IV. Agenda Item		
V. Agenda Item		
VI. Announcements		
	Meeting adjourned at...	

Initials of note taker
Date of completion

Written Update to College Council

CC Meeting Date: Insert Date Here

Committee: Insert Full Committee Name Here

Submitted by: Insert Committee Chair or Co-Chair Name Here

- Insert updates here in bulleted form...
-
-
-

College Council Action Options:

1. To concur by consensus or majority vote with an item and recommend it to the College President.
2. To modify a recommendation and forward the item to the College President by consensus or majority opinion. Written minority opinions may be submitted at the same time.
3. To refer an item to a constituent group or committee for further work or consideration. In this case the College Council does not forward the item to the President and remains mute on the item.
4. To use other parliamentary motions in Robert’s Rules of Order such as to table or postpone an item.

RECOMMENDATION

That the College Council recommend to the president the use of a ‘Recommendation’ template (this submission as an example) inside the regular committee written updates in order to reflect the flow of information between committees and College Council and as clear documentation of the decision making process in Merritt’s shared governance model.

COLLEGE COUNCIL ACTION TAKEN: 1 2 3 4 EXPLANATION IF NECESSARY:

Merritt College

Goals At-A-Glance: FY 2014-15

Governance Committee Planning Template

Committee Name: _____

Committees identify goals for the academic year that are aligned with District and College Strategic Goals. You are not required to identify a goal for each college strategic goal. You may have more than one goal within one of the College's Strategic goals.

PCCD Strategic Goals	2014-2015 Merritt College Goals	Merritt College Governance Committee Goals
A. Advance Student Access, Equity and Success	<i>Goal 1: Create an environment of exceptional student access, equity and success.</i>	Committee Name: _____
B. Engage and Leverage Partners	<i>Goal 2: Engage our community through respectful dialogue to create partnerships and opportunities for our students.</i>	
C. Build Programs of Distinction	<i>Goal 3: Create and Implement effective and innovative programs that meet the diverse needs of our community.</i>	
D. Strengthen Accountability, Innovation and Collaboration	<i>Goal 4: Through collegial governance, support institutional communication, innovation and interdisciplinary collaboration.</i>	
E. Develop and Manage Resources to Advance Our Mission	<i>Goal 5: Develop human, fiscal, and technological resources to advance and sustain our mission.</i>	

Reviewed by: _____

CC approved: _____