



PARTICIPATORY GOVERNANCE Handbook

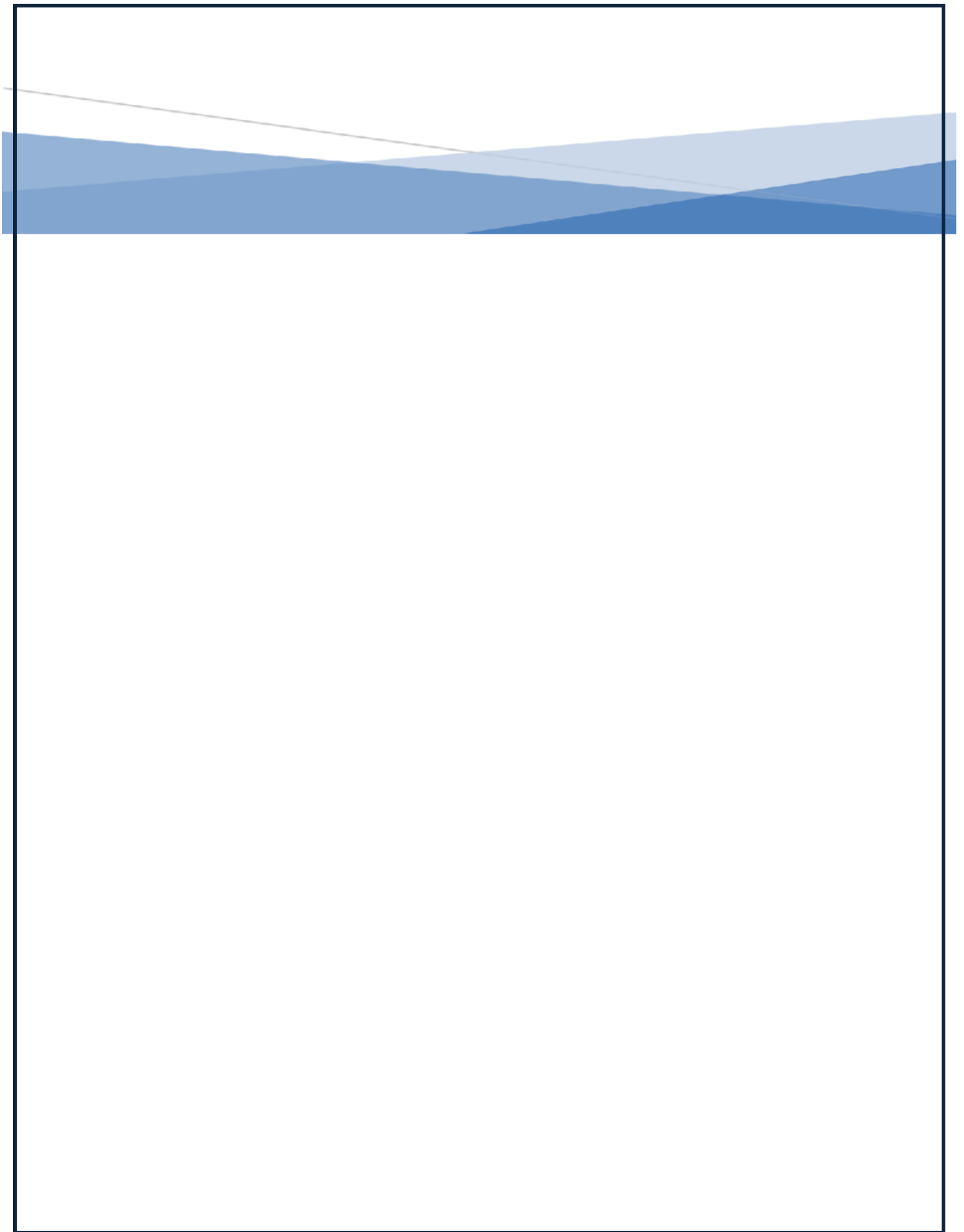


Table of Contents

I. Institutional Principles and Practices

Introduction	X
Mission, Vision, and Core Values Statements	X
Institutional Learning Outcomes	X
Strategic Goals	X
Strategic Planning	X
Administrative Procedures	X

II. Participatory Governance Model

Introduction	XX
Legal Basis	XX
California Education Code	XX
Title 5, California Code of Regulations	XX
Board Policy and Administrative Procedure	XX
Constituencies	XX
Administration	XX
Faculty	XX
Staff	XX
Students	XX
Structure	XX
College Council	XX
Committees	XX
Senates	XX
Process	XX
Collegial Decision Making	XX
District Governance	XX

III. College Council Constitution

Preamble	XX
Article I: Name	XX
Article II: Purpose	XX
Article III: Membership	XX
Section 1: Selection	XX
Section 2: Term of Office	XX
Section 3: Roles and Responsibilities	XX
Article IV: Committees	XX
Article V: Meetings	XX
Section 1: Quorum	XX
Section 2: Agendas	XX

Section 3: Minutes	XX
Article VI: Bylaws	XX
Article VII: Amendments and Ratification	XX

IV. Senate Constitutions

Merritt College Academic Senate	XX
Merritt College Classified Senate	XX
Associated Students of Merritt College	XX

V. Appendices

Appendix A: Brown Act	XX
Appendix B: Robert’s Rules of Order	XX
Appendix C: Administrative Procedures	XX
Appendix D: Bylaws	XX
Review Committees	XX
College Budget Committee	XX
College Educational Master Planning Committee	XX
College Facilities Committee	XX
Merritt Technology Committee	XX
Working Committees	XX
Accreditation Committee	XX
Health and Safety Committee	XX
Professional Development Committee	XX
Student Learning Outcomes and Assessment Committee	XX
Student Success Support Program and Equity Committee	XX
Other Committees	XX
Financial Aid Petition Committee	XX
Graduation Committee	XX
Scholarships and Awards Committee	XX
Academic Senate Committees	XX
Council of Department Chairs and Program Directors	XX
Curriculum and Instructional Council	XX
Appendix E: Meeting Templates	XX

Section I

Institutional Principles and Practices

Mission, Vision, and Core Values

Mission

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.

Vision

Merritt inspires students to create meaningful lives including fulfilling careers, community participation, self-expression, and a love of learning.

Core Values

To achieve the mission, Merritt staff, faculty and administrators practice the following core values in developing and implementing programs and services, as well as creating instructional opportunities leading to quality and excellence.

- ❖ **Student Success** – 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.

Institutional Learning Outcomes

Merritt students who complete courses and programs of study or who receive support services should be able to demonstrate proficiency in each of the following five areas:

- ❖ **Communication** – Communicate with clarity and precision using oral, nonverbal, and/or written language, expressing an awareness of audience, situation, and purpose.
- ❖ **Critical Thinking** – Think critically using appropriate methods of reasoning to evaluate ideas and identify and investigate problems and to develop creative and practical solutions to issues that arise in workplaces, institutions, and local and global communities.
- ❖ **Quantitative Reasoning** – Apply college-level mathematical reasoning to analyze and explain real world issues and to interpret and construct graphs, charts, and tables.
- ❖ **Cultural Awareness** – Through a knowledge of history and cultural diversity, recognize and value perspectives and contributions that persons of diverse backgrounds bring to multicultural settings and respond constructively to issues that arise out of human diversity on both the local and the global level.
- ❖ **Civic Engagement and Ethics** – Internalize and exhibit ethical values and behaviors that address self- respect and respect for others with integrity and honesty that will enable success and participation in the larger society.
- ❖ **Information and Computer Literacy** – Use appropriate technology to identify, locate, evaluate and present information for personal, educational and workplace goals.

Strategic Goals

Peralta Strategic Goals	Merritt College Goals
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.

Strategic Planning

The College bases its strategic planning on the following institutional and departmental plans:

- ❖ **Educational Master Plan**
- ❖ **Facilities Master Plan**
- ❖ **Technology Master Plan**
- ❖ **Basic Skills/Student Equity/Student Success and Support Program Integrated Plan**
- ❖ **Program Reviews and Annual Program Updates**

Administrative Procedures

Merritt relies upon formal, written administrative procedures to ensure institutional effectiveness in the following four critical processes:

- ❖ **Data, Planning and Decision Making**
- ❖ **Educational Master Planning**
- ❖ **Integrated Planning and Budgeting Model**
- ❖ **Student Learning Outcomes and Assessment**

Section II

Participatory Governance Model

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. Four constituency groups are represented in the participatory governance structure, through various committees and senates, which contribute to the ongoing planning and decision-making process in fulfillment of the college's mission. 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 bylaws delineate responsibilities and reporting relationships [see Appendix X].

Legal Basis

Below are the statutes, regulations, policies, and procedures at both the state and local level, which provide the legal basis for participatory governance at Merritt College.

California Education Code, § 70901-70902

AB 1725, Vasconcellos. California Community Colleges. (1988)

- ❖ *Minimum standards governing procedures established by governing boards of community college districts to ensure faculty, staff, and students the right to participate effectively in district and college governance, and the opportunity to express their opinions at the campus level and to ensure that these opinions are given every reasonable consideration, and the right of academic senates to assume primary responsibility for making recommendations in areas of curriculum and academic standards. (EDC § 70901(b)(1)(E))*

- ❖ *Establish procedures that are consistent with minimum standards established by the board of governors to ensure faculty, 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, and to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards. (EDC § 70902(b)(7))*

SB 235, Vasconcellos. Community colleges: classified staff representatives. (2001)

- ❖ *Notwithstanding any other provision of law, when a classified staff representative is to serve on a college or district task force, committee, or other governance group, the exclusive representative of classified employees of that college or district shall appoint the representative for the respective bargaining unit members. The exclusive representative of the classified employees and the local governing board may mutually agree to an alternative appointment process through a memorandum of understanding. A local governing board may consult with other organizations of classified employees on shared governance issues that are outside the scope of bargaining. These organizations shall not receive release time, rights, or representation on shared governance task forces, committees, or other governance groups exceeding that offered to the exclusive representative of classified employees. (EDC § 70901.2 (a))*

Title 5, California Code of Regulations, § 51023, 53200-53206

- ❖ *The governing board of a community college district shall adopt procedures which are consistent with the provisions of sections 53200-53206, regarding the role of academic senates and faculty councils. (5 CCR § 51023(b))*
- ❖ *The governing board of a community college district shall adopt policies and procedures that provide district and college staff the opportunity to participate effectively in district and college governance. (5 CCR § 51023.5(a))*
- ❖ *The governing board of a community college district shall adopt policies and procedures that provide students the opportunity to participate effectively in district and college governance. (5 CCR § 51023.7(a))*
- ❖ *The governing board of a community college district shall adopt policies for appropriate delegation of authority and responsibility to its college and/or district academic senate. Among other matters, said policies, at a minimum, shall provide that the governing board or its designees will consult collegially with the academic senate when adopting policies and procedures on academic and professional matters. (5 CCR § 53203(a))*

Board Policy and Administrative Procedure

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 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

Administrative Procedure 2511 Role of Academic Senates in District and College Governance

The Governing Board of the Peralta Community College District, through its Chancellor, affirms the recognition of the District Academic Senate (DAS) and the Academic Senates of Berkeley City College, the College of Alameda, Laney College, and Merritt College (College Academic Senates) under Title 5 of the California Administrative Code and as provided for in law (specifically AB 1725).

- A. *The District Academic Senate, representing the four College Academic Senates, is recognized to make recommendations to the District Chancellor, and to the Board of Trustees with respect to “academic and professional matters.”*
- B. *Each College Academic Senate shall be recognized to make recommendations with respect to “academic and professional matters” to their respective College President and the Management Team; and may consult collegially with the Board of Trustees about College matters. The administrative leadership of each college shall consult collegially on these and any other procedures established to carry out this policy.*
- C. *The definition of “academic and professional matters” as stated in Title 5 regulations means the following policy development and implementation matters:*
 - 1. *Curriculum, including establishing prerequisites and placing courses within disciplines*
 - 2. *Degree and certificate requirements*
 - 3. *Grading policies*
 - 4. *Educational program development*
 - 5. *Standards or policies regarding student preparation and success*
 - 6. *District and college governance structures, as related to faculty roles*
 - 7. *Faculty roles and involvement in accreditation processes, including self-study and annual reports*
 - 8. *Policies for faculty professional development activities*
 - 9. *Processes for program review*
 - 10. *Processes for institutional planning and budget development*
 - 11. *Other academic and professional matters as mutually agreed upon between the governing board and the academic senate (Title 5 §53200)*
- D. *The DAS may assume additional responsibilities and perform such functions as may be delegated to them in writing by the Board or designee pursuant to Title 5. Additional academic and professional matters may be added through formal resolution of the Board.*
- E. *The Board, Chancellor, and College Presidents and their Management Teams shall “consult collegially” and “rely primarily” on the DAS and the College Academic Senates in the above cited “academic and professional matters” areas. The requirement to consult collegially shall not limit other rights and responsibilities of the DAS and the College Academic Senates which are specifically provided for in statute, regulations, or other Board policies.*

- F. *The Board shall receive and consider advice from the DAS on the above cited "academic and professional matters" and the Board shall accept the DAS recommendation unless there are exceptional circumstances or compelling reasons not to. Should the Board not accept a DAS recommendation, the Board shall communicate promptly the reasons in writing (which may include Board minutes).*
- G. *The DAS and/or College Academic Senates shall present a report to the Board at least at its first regularly scheduled monthly Board meeting and shall be extended an opportunity to meet with or appear before the Board with respect to their respective views, recommendations, and proposals.*
- H. *As directed by the Board, the DAS President shall serve an active role and represent the DAS at all Board meetings and throughout the District's service areas as necessary*
- 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

Constituencies

The four constituency groups that contribute to Merritt College's participatory governance process are administration, faculty, classified professionals, and students. The administration exercises leadership and assumes appropriate levels of decision-making responsibility in conjunction with the participatory governance process. Faculty has a primary function of making recommendations with respect to academic and professional matters as outlined in the 10+1 areas. Classified professionals and students are given the opportunity to participate actively in the formulation and development of practices and procedures.

Structure

The participatory governance structure of Merritt College consists of recommending, review, and working committees, as well as senates representing distinct constituency groups. Recommendations are made to the College President to administer compliance with all Board Policies and Administrative Procedures. The President shall provide leadership to the campus community shared governance process in a systematic annual review of Board of Trustees Policies, District Administrative Procedures, and college operating procedures with the expectation that recommendations for improvement will be made.

Recommending Body

College Council

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.

Review Committees

College Budget Committee

The 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 Educational Master Planning Committee

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 Facilities Committee

The 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.

Merritt Technology Committee

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

Working Committees

Accreditation Committee

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.

Health and Safety Committee

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.

Professional Development Committee

The Professional Development Committee plans, develops, coordinates, reviews and evaluates all of the professional development activities that take place at the College, including flex days and sabbatical leaves.

Student Learning Outcomes Assessment Committee

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/Student Equity Committee

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.

In addition to the committees delineated above, Student Services activities are coordinated by the following committees which are not folded into the participatory governance process:

Financial Aid Petition Committee

The Financial Aid Petition committee reviews petitions from students who are not eligible to receive financial aid based upon academic performance.

Graduation Committee

The Graduation Committee plans and coordinates all aspects of the College's annual graduation.

Scholarships and Awards Committee

The Scholarships and Awards Committee, coordinated by the Peralta Foundation, reviews and evaluates applicants and/or candidates to receive scholarships and awards.

Senates

Merritt College Academic Senate

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

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.

Curriculum and Instructional Council

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 development and approval.

Merritt College Classified Senate

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.

Associated Students of Merritt College

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.

Process

Official recommendations to the President are funneled through College Council, the chief representative body, by four main “review” committees (CEMPC, CBC, MTC, CFC), each charged with a major component of institutional processes and their accompanying master plans (education=EMP, budget=IPB, technology=technology master plan, facilities=facilities master plan). All other committees constitute “working” committees where the nuts and bolts of college practices, procedures, and programs are deliberated and further developed.

In addition, the faculty, staff, and student are represented as distinct constituencies by their own governance bodies, Academic Senate, Classified Senate, and Associated Students of Merritt College, respectively. Although these bodies are not part of the College Council, they do provide reports at College Council meetings. The interplay of inclusive representation in committees and exclusive representation in the senates ensures that college matters are discussed collectively as well as separately by all college constituents, so that a balanced approach can be maintained that benefits the College as a whole, but also respects the integrity and interests of all segments of the campus community.

Conclusion

In conclusion, the purpose of participatory governance is to provide a means of consultation that involves students, staff, faculty, and administration in the planning and operations of the College. The constituency groups willingly and actively contribute towards fostering student success.

SECTION III

COLLEGE COUNCIL CONSTITUTION

Preamble

Reference ACCJC standard IV: Leadership and Governance

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.

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 this Constitution is to implement the concept of participatory governance enacted by AB 1725. This Constitution shall not be construed in any manner to alter the fundamental relationship between the PCCD Board of Trustees and Merritt College. The Board retains all powers implied or granted by state law (Education Code and Title 5).

This Constitution recognizes the special relationships mandated by Title V, AB1725 and the Ed Code between the Board of Trustees, and the faculty, or staff or students. This Constitution 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).
3. 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.

Article I: Name

The name of the organization shall be the Merritt College Council.

Article II: Purpose

The purpose of the College Council will be to receive college recommendations from the four Review Committees, obtain constituent opinions, advise the President as to recommendations, and provide a means of communication within the college community. The College Council is the forum in which all proposed broad-based College practices and procedures are discussed collegially before they are acted on or implemented by the College President. The College Council is further charged with the responsibility of upholding participatory governance principles through consultation with the Academic Senate, Peralta Federation of Teachers, Classified Senate, Administration and Associated Students of Merritt College.

Article III: Membership

The membership of the College Council will include 20 representatives from the following four Merritt College constituent groups (i.e., faculty, classified staff, administration and students):

Voting (12)

- Three (3) administrative representatives (Vice President of Instruction, Vice President of Student Services and one Instructional Dean selected by the College President)
- 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 (4) 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)
- Associated Students of Merritt College President (or designee)

Ex-Officio, Non-Voting (6)

- Faculty Co-Chair of College Educational Master Planning Committee
- Faculty Co-Chair of Budget Committee
- Faculty Co-Chair of Technology Committee
- Faculty Co-Chair of Facilities Committee
- College President
- Business and Administrative Services Manager

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.

Article IV: Committees

All committees of the College Council shall adhere to the procedural operations of the Constitution.

Goal-Setting and Assessment (per accreditation standards)

At start of each academic year, committees are to set attainable and measurable goals, which are then reviewed and assessed the end of the academic year. Assessment of these goals are reported to the College Council each year.

Membership

All committees shall consist of representatives from all four constituency groups.

Committee memberships should not exceed 12 voting members.

Terms of service for committee members is one academic year. Committee members can serve no more than three consecutive terms. Committee chairs can serve no more than two consecutive terms.

Committee members who miss two consecutive meetings automatically vacate their seat on the committee.

If a seat becomes vacant during the academic year, the committee shall notify the appropriate appointing authority to identify a replacement to serve out the remainder of the term.

It is strongly recommended that committee members be appointed and chairs be elected at the end of the spring semester to ensure continuity.

Roles and Responsibilities

Committee Chair and Co-Chair

When chairs of College Committees are elected 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. Chairs are chosen to guide the agenda. They are expected to be well-versed in parliamentary procedures to maintain order and ensure efficient dialogue.

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

- Regulate attendance at meetings and track membership
- Understand the committee's charge, membership, and reporting relationships to other governance groups
- Prepare the agenda and facilitate discussion of all items in a timely manner
- Encourage feedback from members
- If the governance group does not have support/resource staff, the Chair is responsible for sending

out and posting meeting materials and editing minutes

- Inform and remind the committee of upcoming meetings and/or schedule of meetings
- Provide new members with orientation and training
- Facilitate the review of goals and bylaws annually
- Report regularly to College Council

Committee Member

The responsibilities of members are as follows:

- Arrange ones schedule to accommodate the committee's meeting schedule
- Attend all committee meetings
- 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
- Advocate for the interests of their respective constituency groups

Expectations and Engagement

- Faculty and staff who participate in governance must fulfill their professional obligations before assuming additional responsibilities as committee chairs (i.e., assessment, performance evaluations, program reviews and annual program updates, etc.)
- Maintain a professional and collegial environment; attack the issue – not the person; communication shall take place without fear of reprisal
- Committee members are expected to share the floor and avoid dominating the discussion
- Stay engaged in meeting discussions and avoid sidebars and distractions

Meetings

See Article V: Meetings

Reporting

All committee meeting agendas and minutes must be posted to the College website in a timely manner.

The four review committees and three senates must provide reports in written form for each College Council meeting.

Creation or Deactivation of 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. In order for the creation or adoption of college committees, it must (1) receive a 2/3 affirmative vote 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.

Article V: Meetings

Brown Act

All participatory governance meetings are open to the public in compliance with the Brown Act.

Scheduling

Regular meetings shall be scheduled at least once a month during the fall and spring academic terms. The chair may call emergency as needed to conduct business. An emergency is defined as the need to take action before the next regularly scheduled meeting. The chair may also call extra meetings to continue deliberation on an action item as needed.

Quorum

A quorum must be present to hold a meeting. A quorum is defined as a majority of all voting members. In the absence of a quorum, Robert's Rules of Order state that the meeting must be adjourned.

Agenda

The Chair(s) shall determine the agenda for each meeting. The College President, Academic Senate President, Classified Senate President, and ASMC President, as well as any member, may submit agenda items. Agenda items shall be submitted in writing to the Chair five working days prior to the agenda being distributed. Per the Brown Act, the agenda "must be posted at least 72 hours prior to meeting." Items not on the agenda may not be discussed or voted on (action items).

Action Items

Any action items being recommended for approval shall be submitted in written form. Any member of the public may present or speak on behalf of the action item.

When considering an action item, the committee may vote to approve, disapprove, or refer the item to another committee or to the originator for revision.

Minutes

All meetings must be documented with official minutes, which include the following:

- Meeting Information (i.e., date, time, location, type of meeting)
- Attendance, quorum, name of each motion maker
- Exact wording and action of motions, amendments (e.g., adopted, defeated, postponed, referred, laid, etc.)
- How every member voted (depending on bylaws)

Minutes shall be approved as part of a consent calendar or the regular agenda.

Parliamentary Procedure

Unless otherwise specified by this Constitution, all meetings shall adhere to Robert's Rules of Order.

Article VI: Bylaws

Bylaws shall adhere to the Constitution and consist of the following sections

- Purpose of the committee within the participatory governance structure.
- Charges are the specific responsibilities that the committee must fulfill.
- Membership must include equitable representation of all constituency groups.
- Procedures for Appointments, Vacancies, and Elections of Chairpersons
- Duties of Chairpersons (not mentioned in the Constitution)
- Ratification of amendments to bylaws

Review and Revision of Committee Bylaws

Bylaws must be reviewed annually at the first meeting of the academic year to ensure that they align to institutional processes and procedures.

Article VII: Ratification and Amendment

Ratification of and amendments to the Constitution 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 (9 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.

SECTION IV

SENATE CONSTITUTIONS

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.

Merritt College Academic Senate

Part I: Organization of the Faculty

Article I: Name

The organization in Part I shall be known as the Merritt College Faculty and its governing body in Part II shall be known as the Merritt College Academic Senate.

Article II: Membership

Membership shall include all faculty who are employed by the Peralta Community College District at Merritt College and are paid on the faculty salary schedule. Membership shall exclude those positions, as determined through Board of Trustees action, that are management.

Article III: Powers

Section 1

Subject to the laws of the State of California and the regulations of the Trustees of the Peralta Community College District and relevant collective bargaining agreements, the Merritt College Faculty and its elected Academic Senate, composed of faculty members as defined in this Constitution, shall be the sole bodies

at the College with powers to perform the duties enumerated in this Article. The faculty may delegate all or part of its power to the Academic Senate.

Section 2

To the fullest extent permitted by law and collective bargaining agreements, the Faculty through its Academic Senate shall participate with the Board of Trustees or its agent in the formulation of policy in educational areas including but not limited to:

- A. Board Policy 2.23 Role of the District Academic Senate and the College Faculty Senates in District Governance.
- B. Exercise the rights and responsibilities of Academic Senates as stated in the Ed. Code and title V.
- C. Professional rights and responsibilities (academic freedom, ethical standards).

Section 3

The Faculty through its Academic Senate shall also perform an advisory function in the application of policies and procedures related to the general welfare of the district, colleges and its students.

Article IV: Organization

Section 1

Meetings of the faculty:

- A. May be called by the President of the Academic Senate.
- B. May be called by the Collective Bargaining Representative.
- C. May be called by one-third of the members of the Academic Senate.
- D. May be called by a petition signed by at least twenty members of the Faculty.
- E. Shall be presided over by the President of the Academic Senate or his/her representative, if called under provisions of A, C, or D above.

Section 2

- A. Any calls for a meeting of the faculty under the provisions of parts C and D of Section 1 must be made to the President of the Academic Senate. The date and time of any meeting of the faculty shall be set by the Academic Senate President, not less than three (3) nor more than seven (7) instructional days after the call.
- B. The agenda must include any items requested in writing by those calling the meeting under the provision of Parts C and D of Section 1.
- C. The date, time, and agenda for any faculty meeting shall be publicized by the Academic Senate President at least three (3) instructional days prior to the meeting.

Section 3

Any meeting of the faculty called under A,C, or D shall be open unless a majority of those present vote to close all or parts of the meeting to visitors.

Section 4

A quorum at any meeting of the faculty called for under A, C, or D above shall be one-fourth (1/4) of the Contract/Regular/Probationary faculty. That meeting can act only on those items publicized in an agenda at least three (3) days prior to the meeting. A quorum must be present for the faculty to conduct its business on all academic and professional matters.

Section 5

Resolutions which indicate the positions of a faculty meeting may be passed by a majority vote of those present and sent to the Academic Senate and/or Collective Bargaining Agent, as appropriate for consideration.

Section 6

An action which was initiated by the faculty at any meeting called under C or D shall become binding on the faculty and Academic Senate if a favorable vote on the action is cast by a majority in a faculty meeting and favorable votes are cast by a majority of the entire faculty in a secret ballot conducted not later than one (1) week after this faculty meeting.

Section 7

An action determined upon or taken by the Academic Senate shall be prevented from going into effect or shall be rescinded when: (1) negative votes on the action are cast by a majority in a faculty meeting and (2) a majority of the entire faculty casts negative votes in a secret ballot conducted not later than one week after this faculty meeting.

Section 8

Delegated powers exercised by the Academic Senate shall prevail unless the faculty as provided in Section 6 and 7 above votes contrariwise.

Section 9

Robert's Rules of Order shall prevail in all meetings except when otherwise provided.

Part II: Organization of the Merritt College Academic Senate

Article I: Name

The governing body of the Merritt College Faculty shall be known as the Merritt College Academic Senate.

Article II: Membership

Section 1

Those eligible for election to the Academic Senate shall be members of the faculty, as specified in Part I, Article II.

Section 2

The Academic Senate shall consist of:

- A. At-large members nominated by and elected from the Contract/Regular/Probationary Faculty.
- B. Two members nominated by and elected from the Part-Time/Temporary Faculty.
- C. Total Senate membership shall be between 15% and 20% of the number of Contract/Regular/Probationary members of the Merritt College Faculty. The percentage will be determined by the Academic Senate an in effect for the next academic year. The number of Contract/Regular/Probationary members of the Merritt College Faculty shall be determined by the Office of Instruction on the March 1st preceding the election.

Section 3

The terms of office of Contract members of the Academic Senate shall be two years; the terms of office of Part-Time/Temporary Faculty members of the Academic Senate shall be one year; both Contract and Part-Time/Temporary Faculty terms beginning on the last Academic Senate meeting prior to final examination week of the Spring Term except as provided for in Part II, Article V, Section 1. The newly elected academic senate members will assume their powers and responsibilities as of July 1st .

Article III: Elections

Section 1

The members-at-large of the Academic Senate shall be nominated by petition signed by one member of the faculty and the nominee or a self-nominated faculty member. The nomination period will be up to two weeks prior to the elections. The nomination period will start on a Wednesday and end on a Tuesday. There will be a one week break between the end of the nominations and the start of the voting period. Nominations shall be held in the month of March. Voting shall be open for up to two consecutive weeks that will be determined by the Academic Senate before the start of the election. The voting period will start on a Wednesday and end on a Tuesday and shall be by secret ballot. The candidates, equal in number to the vacancies, who receive the highest number of votes shall be elected. Voting shall take place during the month of April.

Section 2

- A. If more than one-half of the Contract/Regular/Probationary Academic Senate positions are vacant at the time of the election, the appropriate number of elected candidates receiving the lowest number, shall serve one-year terms, so that one-half the Contract/Regular/Probationary Academic Senate positions will expire the following year.

- B. In the event of a tie vote for an Academic Senate position, there shall be a run-off election or elections until one candidate receives a plurality.

Section 3

- A. A vacancy may be declared when a senator is absent for three Academic Senate meetings within one semester.
- B. A vacancy in an at-large position shall be filled for the unexpired term by a special election in accordance with Section 1 of this article.
- C. There shall be a good faith effort to fill Academic Senate vacancies within a month.
- D. Replacements for academic senators on leave will be for the period of his/her leave. A special election will be held in accordance with Section 1 or Section 2 of this article, as appropriate.

Article IV: Powers

Section 1

The Academic Senate shall speak for and exercise the powers of the faculty in all matters, and its actions shall be binding on the faculty and the Academic Senate except as provided in PART I, ARTICLE IV, Section 6 and 7.

Section 2

If the direct ramifications of the point at issue extend beyond Merritt College, or the Peralta Community College District (whichever is pertinent), no Academic Senate action taken under Section 1 above shall be considered final nor put into effect nor released for publication until two instructional days after the faculty has been directly notified.

Section 3

Before a matter is reported by the Academic Senate to the Board of Trustees, the President of the College and the Chancellor of the District shall be appraised of its nature.

Section 4

The Academic Senate may adopt its Standing Rules and may amend them. Such Standing Rules shall continue in effect until changed.

Article V: Organization of the Academic Senate

Section 1

- A. All members of the executive committee will be elected from the senate.
- B. The Academic Senate shall elect a senator for a two year term the following officer: President of the Senate. If at any time 51% of the Contract/Regular/Probationary faculty or 51% of the elected

members of the academic senate vote to recall the president then he/she will relinquish the position and the vice-president will act as interim president until a new senate presidential election can take place. If, during the two-year presidency, the president is not re-elected to the senate then he/she cannot remain as President.

The Academic Senate shall elect senators for one-year terms to the following officers: Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer. Part-Time/Temporary Senators shall not be eligible for the offices of President and Vice President. The Past President is automatically a member of the Senate Executive Council, for one year, and his/her term as senator can be extended for one year, if necessary.

- C. The Academic Senate shall have a good faith effort to hold elections for the President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer during the month of April. Terms of office shall start July 1st .

Section 2

If, during his/her term of office, the President is temporarily unable to carry out the duties of the office, the Vice-President shall assume these duties. In the event of a President's resignation, death, or inability to serve during the academic year, the Vice President shall succeed to the Presidency for the unexpired part of the term of office, and the Academic Senate shall then elect another Vice-President for the same unexpired part of the term. The Senate will re-elect a president at their next election.

Section 3

If, during the term of office of any other Academic Senate officer, such officer is temporarily unable to carry out the duties of his/her office, the President, with the consent of a majority of the entire Academic Senate, shall appoint another Senator to serve temporarily in that office. In the event of an officer's resignation, death, or of his/her inability to carry out his/her duties for a period exceeding twelve consecutive weeks during the academic year, the Academic Senate shall then elect another Academic Senator to that office for the unexpired part of the term.

Section 4

The membership of the Executive Council shall consist of the elected officers of the Academic Senate as listed in Article V, Section 1. The Executive Council shall determine the agendas for Academic Senate meetings.

Section 5

- A. There shall be at least one meeting a month of the Academic Senate scheduled during an academic year. Additional meetings as needed may be called by the President or by petition of 51% of the Academic Senate.
- B. Academic Senate meetings shall be open to all Faculty members unless the Academic Senate goes into executive session as provided for in the Standing Rules of the Academic Senate. The same meetings shall be open to non-Faculty guests unless the Academic Senate goes into executive session as provided for in the Standing Rules of the Academic Senate.

- C. A quorum shall be forty percent (40%) of the elected members in the Academic Senate. A quorum must be present in order for the Academic Senate to conduct business.
- D. Robert's Rules of Order shall prevail in all Academic Senate meetings except when otherwise provided.

Part III: Amendments to This Constitution

Article I: Amendments

Amendments to this Constitution may be initiated in the same way that any other motions are initiated by the Academic Senate or may be initiated by members of the faculty calling for a general meeting of the faculty as provided in PART 1, Section 1 of the Constitution. Proposed Amendments adopted by the Academic Senate following its usual rules for the passage of motions or adopted by the faculty in a general meeting following its rules for the adoption of motions shall be in written form to the faculty and shall be adopted when the favorable vote cast equals or exceeds a majority of the contract faculty.

Standing Rules Merritt College Academic Senate

1. The agenda shall be distributed to the faculty at least two days prior to a session of the Academic Senate.
2. The Order of Business in sessions of the Academic Senate shall be:
 - a. Approval of Minutes of previous sessions
 - b. Announcements
 - c. Reports of Meetings: Board of Trustees, District Committees, College Council, etc.
 - d. Reports of Senate Committees
 - e. Unfinished Business
 - f. New Business
 - g. Adjournment
3. A Quorum shall consist of 40% of the elected members of the Academic Senate.
4. Minutes of a session must be in the hand of Senators at least one day prior to a session at which they are approved.
5. Written reports of meetings of the Board of Trustees, the Strategic Planning Council, and the Merritt College Council, prepared by the President, the Vice President, and the Past-President, shall be available to the Senators at least one day prior to a regular session of the Academic Senate.
6. Committee reports shall be available to Senators at least two days prior to a session at which recommendations are voted upon.
7. Committee reports shall be presented with a motion that the Academic Senate receive the report (the report, or parts of it, may later be referred back to the committee for further consideration). Specific recommendations made in connection with the committee report may be acted upon with a motion that the Academic Senate adopt the proposal.
8. Resolutions shall be in the hands of Senators at least two days prior to a session at which they are voted upon.

9. On the agenda, "Items from the floor" shall appear only under "New Business."
10. Faculty members may speak once to a motion, in addition to answering questions from Senators, providing a senator yields his/her turn.
11. Guests may attend sessions upon the invitation of Senators who will introduce their guests and inform them of their speaking privileges.
12. A guest may speak once to a motion before the Academic Senate, in addition to answering questions from Senators, providing a Senator yield his/her turn.
13. The order of precedence in privilege to speak shall be: Senators who have not spoken on the matter: other Senators: Faculty: Invited Guests.
14. Executive session may be held when approved by a majority of Senators present.
15. Standing Rules may be suspended by a two-thirds majority of Senators present.
16. Standing Rules may be amended by a two-thirds majority vote of Senators present acting on an amendment proposed at the preceding meeting.
17. The President (with approval of the Academic Senate) shall appoint individuals for the committees listed below:
 - a. Representatives to the College Council as outlined in the College Council by-laws.
 - b. Representatives to the District Council of Instruction (CIPD) as outlined in their by-laws.
 - c. Three representatives to the District Academic Senate, to include the President and Vice President or the Past President of the Senate.
 - d. One or more representatives as outlined in their by-laws to committees set up by the Academic Senate and/or the District Academic Senate, such as:
 - 1) Curriculum and Instructional Council
 - 2) Staff Development Committee
 - 3) College Budget Committee
 - 4) College Facilities Committee
 - 5) Accreditation Committee
 - 6) Merritt Technology Committee
 - 7) Financial Aid Petition Committee
 - 8) Graduation Committee
 - 9) Health and Safety Committee
 - 10) Scholarship and Awards Committee
 - 11) Shared Governance Committee
 - 12) Student Due Process Committee
 - 13) Student Grievance Committee
 - 14) Student Outreach Committee
 - 15) Office Assignment Committee
 - 16) Library Advisory Committee
 - 17) Professional Standards & Ethics Committee
 - 18) Matriculation Committee
 - 19) Tenure Review Committee
 - 20) Faculty/Manager Hiring & Evaluation Committees
 - 21) Other Ad Hoc Committees

Merritt College Classified Senate

Article I. Organization

Section 1. Name

This organization shall be known as the Merritt College Classified Senate, hereafter referred to as the M CCS.

Section 2. Charter

The charter of the M CCS shall be to:

- 2.1 Represent all non-management classified staff of Merritt College on all non-collective bargaining issues.
- 2.2 Provide classified staff with formal representation and voting rights in the formulation and application of policy and practice related, but not limited to the following:
 - 2.2.1 Processes for institutional/district planning and budget development
 - 2.2.2 Processes for policies and operations of administrative, instructional, and student services
 - 2.2.3 Standards or policies regarding student preparation and success
 - 2.2.4 College governance structures as related to classified roles
 - 2.2.5 Classified roles and involvement in accreditation processes, including self-study and annual reports
 - 2.2.6 Policies for classified professional development activities
 - 2.2.7 Selection and evaluation of administrators
 - 2.2.8 Policies and operations relating to facilities development, maintenance, and security
 - 2.2.9 Planning and implementation of technology in operational and instructional programs
 - 2.2.10 Other support services and operational matters as mutually agreed upon between the President, College Council, and the M CCS
- 2.3 Provide a means through which the classified staff will coordinate with administration, faculty, and students to assure opportunities for input from classified staff regarding M CCS business and classified staff representation on M CCS committees, thus assisting in the shared governance process.
- 2.4 Communicate to the President and the College Council the needs, concerns, viewpoints, and recommendations developed by the M CCS.
- 2.5 Select representatives from its membership to serve on appropriate standing committees, and all other committees, task forces, or groups deemed necessary by the M CCS and its membership.

- 2.6 Promote and facilitate the sharing of ideas, techniques, and experiences of its members by publishing and distributing newsletters, minutes, and other appropriate materials as needed.
- 2.7 Strengthen the unity of the Merritt College Classified Staff through networking activities and other informational forums.
- 2.8 Promote and support activities that develop or increase the skills, productivity, and professionalism of the classified staff, including education and leadership opportunities.

Article II. Membership

Section 1

The constituent body of the M CCS shall consist of all (non-management) permanent, full-time, and hourly classified employees assigned to and employed by Merritt College and its outreach centers.

- 1.1 These employees are eligible voters in elections and are beneficiaries of the Classified Senate.

Section 2

The following powers, privileges, and rights shall be accorded the membership.

- 2.1 The right to candidacy in M CCS elections, to hold any appointive position or to be a committee member within the M CCS governance structure (per eligibility requirements in the M CCS By-Laws).
- 2.2 The right to speak before the M CCS.
- 2.3 The right to create initiatives submitted to the M CCS.

Section 3. Assessments

Dues shall be recommended at the first general meeting after regular elections annually.

Article III. Governance

Section 1

The government of the M CCS shall consist of two branches, the Executive and Legislative.

- 1.1 The Executive Branch shall consist of the President, Vice President, Secretary, Treasurer, and Public Information Officer.
- 1.2 The order of succession shall be as follows for the Presidency: (1) Vice President, (2) Secretary, and (3) Treasurer.
- 1.3 The Legislative Branch shall consist of the remaining four (4) members and shall be called the Merritt College Classified Senate.

Section 2

The M CCS will follow the policies and procedures as described in its By-Laws. The members of the M CCS shall review the By-Laws annually.

Article IV. Adoption and Amendments

Section 1

This Constitution was ratified by the Merritt College Classified Staff in June 1992 and approved by the Peralta Community College District Board of Trustees on July 28, 1992.

Section 2

Amendments to this Constitution may be proposed by two-thirds vote of the M CCS prior to adoption and must be ratified by a simple majority of the classified body, voting during normal elections or by special referendum.

Associated Students of Merritt College

Preamble:

We the students of Merritt College, in order to promote the general welfare of the students and the community this college serves, have created the A.S.M.C. to guarantee the equality of opportunity among students; to offer experience in moral, aesthetic, social and economic values under an atmosphere of intellectual freedom; to encourage students in community participation, and in the planning and direction of student and community activities, as permitted under the rules, regulation and policies of the State of California, the Peralta Community College District Board of Trustees, the President of Merritt College and their representatives, do ordain and establish this constitution.

Article 1 – Name

Section 1

The name of the organization shall be known as the Associated Students of Merritt College. (A.S.M.C.) and is incorporated with the State of California as a non-profit organization.

Section 2

The official Mascot shall be the (Thunderbird).

Section 3

The official Colors shall be Blue and Gold.

Article 2 – Membership

Section 1

All registered student are eligible voters in elections and are beneficiaries of the student government.

Section 2

The following privileges shall be granted to the membership

1. The right to candidate in A.S.M.C. elections, to hold any appointive position or to be a committee member within student government (per eligibility requirements in the A.S.M.C. By-laws).
2. The right to form and/or become a member of an A.S.M.C. sponsored Club
3. The right to speak before the Student Senate (per By-laws of the A.S.M.C.)
4. The right to create initiatives, referendums and recalls though a petition submitted to the student senate.

Article 3 – Student Government

Section 1

The government of the Associated Students of Merritt shall consist of three branches; Executive, Legislative and the Judicial.

1. The Executive Branch shall consist of the President, Vice President, Secretary, Commissioner of Finance and the Chair of the Inter-Club Council.
 - a) The order of succession shall be as followed for the Presidency;
 - (1) Vice President
 - (2) 1st President Pro Tem
 - (3) 2nd President Pro Tem
 - (4) Commissioner of Finance
 - (5) ASMC Secretary (if a member of the Senate)
 - (6) Chairperson of the I.C.C.
2. The Legislative Branch shall consist of no fewer than seven (7) members and shall be named the student senate.
3. The Judicial Branch shall consist of the Chief Justice up to four (4) Associate Justices.

Section 2

The student government will follow the guidelines and procedures as described in its By-laws which will be reviewed by a Commission of Executive, Legislative Judicial members on a yearly base.

Section 3

The Student Government will be assisted in the operation of the Corporation by the Executive Council. The Executive Council exercises corporate rights in all important business matters. Its membership shall reflect the best student and college level administration participation.

Article 4 – Amendments

Section 1

Amendments to this constitution may be proposed by a two third vote of the Student Senate, and must be ratified by a simple majority of the student body voting during normal elections prior to adoption.

Section 2

Additionally amendments to the constitution maybe adopted following referendum, which receives two thirds of the votes.

Section V Appendices

Appendix A: Brown Act

Appendix 2: Robert's Rules of Order

Appendix 3: Bylaws

College Budget Committee

Purpose

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

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:
 - CBC Members
 - College President, Vice Presidents, Deans, Merritt College Academic Senate President, Merritt College Classified Senate President, and ASMC President
 - Merritt College Library
 - 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

Purpose

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

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:
3. Create/align college goals/objectives with District Goals; b) establish annual committee goals during the month of September.
4. Annually create and recommend institutional priorities based on the College Educational Master Plan and the District strategic educational goals.
5. Monitor program review plans and updates, including program viability, through the review of program review plans and updates. (November/December)
6. Review and prioritize resource requests for facilities, staffing, technology and equipment, according to the College's Educational Master Plan. (October/November)
7. 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.
8. Review accomplishment reports quarterly from the administration that align with District strategic goals and institutional outcomes.
9. Quarterly, monitor the progress of the CEMPC goals with a summary report due at the end of the year.
10. 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

Purpose

The 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

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

Purpose

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

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*

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*

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*

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 Frequency

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

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

Student Learning Outcomes and Assessment Committee

Purpose

The Student Learning Outcomes and Assessment Committee (SLOAC) 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

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.

Student Success and Support Program/Student Equity Committee

Charge

The Student Success and Support Program (SSSP)/Student Equity 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 SSSP/Student Equity 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*

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*

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*

Council of Department Chairs and Program Directors

Purpose

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

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

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:
 - CDCPD Members
 - College President
 - Vice President of Student Services
 - Merritt Library
 - Merritt Website
 - Other campus communication system
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.

14. 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

Purpose

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

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.

Appendix 4: Templates