

**MERRITT COLLEGE**  
**Minutes of the College Council Meeting**  
**February 2, 2016, 12:30 p.m., Room R29**

**Attendees:** M. Rivas, W. Karim, D. Hankins, S. Harding, M. Sealund, S. Knappenberger, W. Allen, T. Vasconcellos, M. Williams, A. Johnson, M. Price, A. McCray, C. Olsen, L. Willis, ML Zernicke, B. Drazen, N. Ambriz-Galaviz, D. Del Rosario

**Absent:** A. Trotter, J. Shanoski, R. Allen, A. Cedillo

**Guests:** R. Delia, A. Elliott, M. Kelly, E. Nery

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
	Meeting called to order by B. Drazen at 12:36 p.m.	
<b>I. Agenda Review, Changes and Adoption</b>	M/S/U (Sealund/Price) to approve agenda with noted additions under action items/presentations: <ul style="list-style-type: none"> <li>• Faculty Prioritization</li> </ul>	M/S/U (Sealund/Price) to approve agenda with noted additions under action items/presentations: <ul style="list-style-type: none"> <li>• Faculty Prioritization</li> </ul>
<b>II. Action Items/Presentations:</b> <ul style="list-style-type: none"> <li>• Faculty Prioritization</li> <li>• Collegial Governance &amp; Decision-Making Handbook</li> </ul>	<p><b>Faculty Prioritization</b>  President Ambriz-Galaviz shared the following:</p> <ul style="list-style-type: none"> <li>▪ Faculty prioritization recommendations were sent to Chancellor Laguerre.</li> <li>▪ Rational was shared for not supporting the Counseling position.</li> <li>▪ Library and Counseling considered separately because of non-teaching component.</li> <li>▪ Counseling recently hired 4 new counselors.</li> <li>▪ District's goal is to start the recruiting earlier. Deans will need to review the job announcements and get all the necessary signatures needed to move forward.</li> </ul> <p>M. Rivas inquired about the Faculty Obligation Number (FON). The President informed the Council that the District met their obligation this year based upon student enrollment.</p> <p>S. Harding led the discussion regarding the Collegial Governance and Decision-Making Handbook. The following are highlights of the discussion:</p> <ul style="list-style-type: none"> <li>▪ Merritt College follows processes; however, these processes need to be documented.</li> <li>▪ S. Knappenberger shared her experience as a new employee and the importance of the handbook.</li> <li>▪ The Collegial Decision Making Flow Chart and IPB</li> </ul>	<p>M/S/U (Willis/Price) to approve the Collegial Governance Handbook.</p>

	<p>Cycle were reviewed.</p> <ul style="list-style-type: none"> <li>▪ All By-Laws will be included in the appendices because they are often updated.</li> <li>▪ College Council By-Laws need to be updated.</li> <li>▪ All By-Laws should be formatted into a standard template.</li> <li>▪ Harding thanked the AFR Core Team, Business Director, and S. Knappenberger for their assistance.</li> <li>▪ The Leadership Council was previously titled the Shared Governance Committee which consists of the Senate Presidents and the College President.</li> <li>▪ It was suggested to approve the Governance Handbook once a year.</li> </ul> <p>M/S/U (Willis/Price) to approve the Collegial Governance Handbook.</p> <p>Ernesto Nery, Financial Aid Supervisor, requested to make an updates to the by-laws of the Financial Aid Petition Committee.</p>	<p>Nery will make his request to the committee first, prior to presenting the updates to College Council.</p>
	M/S/U (Sealund/Price) to adjourn.	

SH  
5/17/2016