

**MERRITT COLLEGE**  
**College Council Minutes**  
**Wednesday, February 21, 2018**  
**3:00 PM – 4:30 PM, Room R-29**

Present: Mario Rivas, Arja McCray, Brock Drazen, Rose Allen, Waaduda Karim, Molly Sealund, Doris Hankins, Samantha Kessler, Margie Rubio, Jeff Lamb, Christine Hernandez, Ann Elliot, Dettie Del Rosario, Linnea Willis, Frances Moy, Alexis Alexander

Absent: Marie-Elaine Burns, Iris Martin

Guests: Jason Holloway

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
	Meeting called to order by Dr. Rivas at 3:08 p.m.	
<b>Agenda Review, Changes, and Adoption</b>	Agenda provided and reviewed. Agenda accepted.	
<b>Review and Approval of Minutes</b>	No minutes were provided from the previous College Council.	
<b>Action Items / Presentations / Discussion Items</b>	<p><b>Accreditation Institutional Midterm Report</b>  Merritt College’s Institutional Midterm report was e-mailed out to campus by Dr. Mia Kelly. The link is <a href="http://eperalta.org/spring2018/course/view.php?id=4127">http://eperalta.org/spring2018/course/view.php?id=4127</a>. The report was submitted to the Board of Trustees for approval. Lamb would like a motion for College Council to approve of the document.</p> <ul style="list-style-type: none"> <li>• Motion approved.</li> </ul> <p><b>Participatory Governance Handbook</b>  Rivas provided a College Council motions handout that listed five motions College Council needs to vote on regarding the new Participatory Governance Handbook. They required two-thirds vote of College Council members.</p> <ul style="list-style-type: none"> <li>• Motion to change existing Constitution Article III “Membership” assigning Ex-</li> </ul>	<ol style="list-style-type: none"> <li>1. Motion re: Faculty membership and voting will be added to 3/21 agenda.</li> </ol>

	<p>Officio, non-voting membership to 4 Faculty Co-Chairs of Participatory Governance Committees to <i>allow 4 Faculty Co-Chairs to be voting members of the College Council.</i></p> <ul style="list-style-type: none"> <li>○ Motion doesn't pass by 3-6 vote. Added to agenda for 3/21 College Council.</li> <li>● Motion to change existing Constitution Article IV Committees "Membership" assigning a limit of three consecutive terms (terms are 1 year) to <i>allow committee members to serve more than 3 consecutive terms if authorized by constituent groups.</i> <ul style="list-style-type: none"> <li>○ Motion passed</li> </ul> </li> <li>● Motion to change existing Constitution Article IV Committees "Membership" assigning a limit of two consecutive terms to Committee Chair (terms are 1 year) to <i>allow committee Chairs to serve more than 2 consecutive terms if authorized by constituent groups.</i> <ul style="list-style-type: none"> <li>○ Motion passed.</li> </ul> </li> <li>● Motion to change existing Constitution Article IV Committees "Membership" for clarification the phrase "Chairs be elected at the end of the spring semester to ensure continuity," to "Chairs be elected at the end of the spring semester <i>to begin their service in the fall semester of the following year</i> to ensure continuity. <ul style="list-style-type: none"> <li>○ Motion passed.</li> </ul> </li> <li>● Clarify whether Participatory Governance Committee Co-Chairs are limited to faculty or can classified staff members also be co-chairs. <ul style="list-style-type: none"> <li>○ It was clarified that classified staff can serve as co-chairs.</li> </ul> </li> </ul> <p><b>CEMPC – Recommendation to Change name and by-laws to Institutional Effectiveness Committee. Recommendation to establish a Merritt College of Institutional Effectiveness.</b></p> <p>Merritt College Office of Institutional Effectiveness handouts provided re: Institutional Effectiveness Committee purpose and charge and an Office of Institutional Effectiveness mission, organizational chart, and total office cost including salary and benefits. CEMPC would like College Council to vote and recognize these handouts as the final desired structure for this office and committee. Heather Casale was phoned in by Samantha Kessler to show her support for the office as the chair of SLOAC.</p> <ul style="list-style-type: none"> <li>● All supported motion to recognize the provided handouts as the final structure.</li> </ul> <p><b>Guided Pathways</b></p> <p>Lamb reported the following updates on Guided Pathways:</p>	<ol style="list-style-type: none"> <li>2. Christian will work with Susan May to put new Participatory Governance Handbook on Merritt's website</li> <li>3. Willis brought up the topic of virtual attendance at committee meetings, and the committee consented to add it to the 3/21 agenda.</li> </ol> <ol style="list-style-type: none"> <li>1. CEMPC will present the provided handouts to the College President for approval.</li> </ol>
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	<ul style="list-style-type: none"> <li>• A grant was submitted to the State for \$675K to implement Guided Pathways at Merritt College</li> <li>• Self-assessment conducted of Merritt programs and current efforts to implement</li> <li>• The next step in Guided Pathways is to move the College forward in planning to integrate several programs</li> <li>• Administrators are attending a Guided Pathways conference on March 1 and 2 and will bring back information and resources learned from the conference.</li> </ul> <p>Rivas added:</p> <ul style="list-style-type: none"> <li>• According to the State of CA, Academic Senate will receive stipends and job descriptions dedicated to doing work behind Guided Pathways</li> <li>• Faculty leadership and classified participation will be integral to implementing and sustaining Guided Pathways</li> </ul> <p><b>Strategic Planning Summit</b> Burns was absent and did not present on this item. Rivas shared that a taskforce group met on February 9 and drafted objectives, goals, and an agenda for the Strategic Planning Summit. The Summit will be held on March 23, 2018 at Merritt College.</p>	
<b>Presidential Updates</b>	<p><b>College (Burns)</b></p> <ul style="list-style-type: none"> <li>• Tabled to 3/21 meeting.</li> </ul> <p><b>ASMC (Martin)</b></p> <ul style="list-style-type: none"> <li>• Tabled to 3/21 meeting.</li> </ul> <p><b>Academic Senate (Rivas)</b></p> <ul style="list-style-type: none"> <li>• Academic Senate report was e-mailed out to campus on 2/15.</li> </ul> <p><b>Classified Senate (Karim)</b></p> <ul style="list-style-type: none"> <li>• Classified wants training from the District and Karim will work on organizing this with the College President.</li> <li>• The Chancellor will be on campus on March 7 holding open forums with each constituent group.</li> </ul>	

<p><b>Committee Reports</b></p>	<p><b>CBC (Willis)</b></p> <ul style="list-style-type: none"> <li>• Each department should be working with their manager to develop their budget for the next Fiscal Year.</li> </ul> <p><b>CEMPC (Lamb)</b></p> <ul style="list-style-type: none"> <li>• CEMPC has reviewed and changed their by-laws and constitution and to change to the College Institutional Effectiveness Committee.</li> </ul> <p><b>CFC (Moy)</b></p> <ul style="list-style-type: none"> <li>• Health &amp; Safety checked out the campus to prepare for a training.</li> <li>• The College is in the process of hiring a new Facilities Director. They plan on presenting it to the Board of Trustees by mid-March.</li> </ul> <p><b>MTC (Alexander)</b></p> <ul style="list-style-type: none"> <li>• D.E. succession plan currently has no budgetary plan, technical support, training, or course preparation provided.</li> <li>• There is no succession plan for IT support in writing</li> </ul>	<p>1. Add D.E. succession plan and IT succession plan to 3/21 agenda.</p>
<p><b>Upcoming Events</b></p>	<ul style="list-style-type: none"> <li>• May 19 – 10<sup>th</sup> Annual African American Graduation Ceremony. Flyer will be coming soon</li> <li>• Drazen asked if there were any active shooters plans for our campus. Karim stated that Health &amp; Safety Committee declared we need to update our Emergency Preparation Manual to include that plan.</li> </ul>	<p>1. Include active shooter plan discussion on 3/21 agenda.</p>
<p><b>Adjournment</b></p>	<p>Meeting adjourned at 4:32 p.m.</p>	

*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.*