MERRITT COLLEGE
College Council Minutes
Wednesday, March 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, Jeffrey Lamb, Christine Hernandez, Ann Elliott, Marie-Elaine Burns, Linnea Willis Frances Moy

Absent: Iris Martin, Timothy Hackett

Guests: Dettie Del Rosario

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
Agenda Review, Changes, and Adoption	Meeting called to order at 3:10 p.m. Agenda reviewed. Agenda item J: April College Council meeting added to agenda. Agenda accepted.	
Review and Approval of Minutes	February 21 minutes reviewed. Minutes accepted.	
Action Items / Presentations / Discussion Items	**AP 3570 – Smoking on Campus** Handout provided on smoking policies. PowerPoint presentation given on what can be done between now and implementation of the policy to prevent any possible problems. Information can be found on www.CAtobaccofreecolleges.org **Participatory Governance Handbook** Rivas provided the following motion regarding the new Participatory Governance Handbook: • Motion to change existing Constitution Article III "Membership" assigning Ex-Officio, , non-voting membership to 4 Faculty Co-Chairs of Participatory Governance Committees to *allow 4 Faculty Co-Chairs to be voting members of the College Council.*	

	Academic Senate has voted in agreeance with this motion, and College Budget Council has voted for this as well to increase representation of committees. Lamb spoke against the issue, saying that it is difficult to get a quorum with more voting numbers, and decreasing the voting numbers is a significant step in ensuring the College Council can take effective action. Burns suggests creating a by-law that holds College Council members accountable for attending meetings. • Motion passes.	1. Christian will work to update by-laws in PGH and upload to website.
	OER Committee OER Committee motion and resolution provided. Handout provided detailed information about work they have performed. Rivas presented the resolutions, stating that the second resolve is most important. Questions arose regarding the second resolve, and what support is being asked for regarding cost and staffing support. Lamb suggested bringing this resolve to CBC and identifying a way to find resources for support. Rivas stated that research will be conducted to see if OER helps retention and equity. Lamb supports this research. • Motion passes and will be presented to President Burns	1. OER committee will further develop resolution with costs and present to CBC
	Virtual Attendance in Shared Governance Meetings Motion allowing shared governance committees to vote on whether they can have virtual attendance in meetings. Concerns were raised regarding technical issues and people attending the meetings. • Motion doesn't pass	
	Distance Education Support Succession Plan There is a Distance Education coordinator position being developed, it is currently being sent to Academic Senate and Distance Education for approval. If approved, the position will be created. Funding has not yet been identified, this motion is asking for support of this position being created. Alexis Alexander will be retiring this summer, so someone will need to shadow her now and over the summer. Lamb stated that the committee needs to consider what elements are required to bring a motion to College Council, resources are needed. Burns also stated it needs to include how it supports SLO's, ILO's, and Merritt's goals. Kessler suggested that the Technology committee brings back job descriptions, office staff, and support.	1. Rivas will share the feedback from Kessler to the Technology Committee and bring back to College Council.

	IT Department Succession Plan IT Dept. Succession Plan handout provided. Rivas presented on recommendation one behalf of Timothy Hackett. Karim supports this and IT staff is very high on classified hiring prioritization list. Lamb says we need a list of vacant positions to fund the new IT positions. • Motion passes **Active Shooter Plan** Burns presented that she has spoken with Royl Roberts at the District and Merritt will conduct an active shooter exercise training. It's still being determined whether staff will participate or just watch in an enclosed environment. **Guided Pathways** No information presented. **Annual Achievement Awards Ceremony** Hankins presented that the awards ceremony will be held on campus this year. Three different themes have been presented. The committee is still in the planning process and more participation is needed. The anticipated cost is still being developed. **April College Council Meeting** Willis proposed that College Council meet April 25 due to CBC meeting. • Motion passes. Next College Council meeting will be April 25.	1.
Upcoming Events	**No upcoming events presented.**	.
Adjournment	Meeting adjourned at 4:35 p.m.	

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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.