

**Meeting Minutes**  
**October 28, 2020**  
**3:00PM - 5:00PM**

**Zoom ID: 94068297582 Password: 010141**

**MEMBERS:**

<b>VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)</b>			
X	Administrator: Denise Richardson	X	Faculty: Rose Allen
	Administrator: Lilia Chavez	X	Faculty: Dan Lawson
X	Administrator: Chriss Foster	X	Classified: Tachetta Henry
X	Student: Michael Cooper	X	Classified: Waaduda Karim
X	Faculty: Thomas Renbarger	X	Classified: Marisol Roque
X	Faculty: Brock Drazen		Classified: Classified 39 – vacant
<b>NON-VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)</b>			
X	CBC: Linnea Willis		MTC: Derrick Ross
X	CFC: Brock Drazen *		
X	IEC: Dan Lawson *		

\*Listed also as a voting member.

**GUESTS:** S. Harding, H. Altman, N. Thai, L. Gerardo, D. Johnson, N. Pellegrin, L. Bennett and B. Herrera

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>FOLLOW-UP ACTION</b>
I. Call to Order	Meeting called to order at 3:00PM	
II. Adoption of Agenda	Agenda approved. M/S/U (Lawson/Foster)	Motion carried unanimously to adopt agenda.  Chair – Email to <a href="mailto:merrittgovdocs@peralta.edu">merrittgovdocs@peralta.edu</a>
III. Approval of Minutes	<p>a. May 20, 2020 Requested correction: Struck Henry's name from the absent list. Minutes approved as amended. Karim abstained. M/S/P (Lawson/Allen)</p> <p>b. September 23, 2020 Minutes approved. Renbarger abstained. M/S/P (Lawson/Karim)</p> <p>c. October 7, 2020 Minutes approved. Renbarger abstained. M/S/P (Lawson/Foster)</p>	Chair – Email to <a href="mailto:merrittgovdocs@peralta.edu">merrittgovdocs@peralta.edu</a>

<p>A. Action Items/ Presentations</p>	<p><b>a. Confirm College Council Members</b> Renbarger reviewed:</p> <ul style="list-style-type: none"> <li>▪ Merritt College Participatory Handbook 2020 College Council Article III: Membership.</li> </ul> <p><i>12 Voting Members:</i></p> <ul style="list-style-type: none"> <li>▪ 3 Administrators: <ul style="list-style-type: none"> <li>○ VPI: D. Richardson</li> <li>○ VPSS: L. Chavez</li> <li>○ Instructional Dean: C. Foster</li> </ul> </li> <li>▪ 4 Faculty: <ul style="list-style-type: none"> <li>○ AS President: T. Renbarger</li> <li>○ AS: D. Lawson</li> <li>○ PFT/AS: R. Allen</li> <li>○ PFT: B. Drazen</li> </ul> </li> <li>▪ 4 Classified: <ul style="list-style-type: none"> <li>○ MCCS President: T. Henry</li> <li>○ MCCS: M. Roque</li> <li>○ Local 1021: W. Karim</li> <li>○ Local 30: Vacant</li> </ul> </li> <li>▪ 1 Student: <ul style="list-style-type: none"> <li>○ ASMC President: M. Cooper</li> </ul> </li> </ul> <p><i>4 Ex-Officio, Voting (* Identifies members already mentioned above)</i></p> <ul style="list-style-type: none"> <li>▪ Non-Administrative Co-Chair of IEC: <ul style="list-style-type: none"> <li>○ D. Lawson *</li> </ul> </li> <li>▪ Non-Administrative Co-Chair of CBC: <ul style="list-style-type: none"> <li>○ L. Willis</li> </ul> </li> <li>▪ Non-Administrative Co-Chair of MTC: <ul style="list-style-type: none"> <li>○ D. Ross</li> </ul> </li> <li>▪ Non-Administrative Co-Chair of CFC: <ul style="list-style-type: none"> <li>○ B. Drazen *</li> </ul> </li> </ul> <p><i>3 Ex-Officio, Non-Voting</i></p> <ul style="list-style-type: none"> <li>▪ Accreditation Committee Chair <ul style="list-style-type: none"> <li>○ H. Altman</li> </ul> </li> <li>▪ College President: <ul style="list-style-type: none"> <li>○ D. Johnson</li> </ul> </li> <li>▪ VP Administrative Services <ul style="list-style-type: none"> <li>○ Vacant</li> </ul> </li> </ul> <p><b>b. Review Purpose/Charge of the Council and Set Goals</b> Renbarger reviewed:</p> <ul style="list-style-type: none"> <li>▪ Merritt College Participatory Handbook 2020 College Council Article II: Purpose</li> </ul> <p>Purpose: Not discussed.</p> <p>Goals 2020-21:</p> <ol style="list-style-type: none"> <li>1. Update the Participatory Governance Handbook by 12/31/20.</li> </ol>	
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2. Submit regular written reports to Council by Committee and Consistency Presidents.
- Suggestion made to have a designated person to amend the Participatory Handbook to reflect approved changes.

Motion to approve the Goals 2020-21:  
M/S/U (Lawson/Willis)

**c. Review and Approve Revised Constitution**

Renbarger reviewed:

- Merritt College Participatory Handbook 2020 College Council Constitution.

Discussed the following suggestions:

- Committees submit bylaws in order to ensure that the language matches the language of the Participatory Governance Handbook.
- Article: IV: Committees, Committee Chair and Co-Chair, remove language of non-voting members.
- Article: VII: Ratification and Amendment, remove the language of the (9 members) of the College Council.

Motion to approve the proposed changes:

1. Article II: Change Purpose to Charge.
2. Article III: Membership will change to 19 members, 16 voting and 3 ex-officio non-voting.
3. Article V: Meetings, Section Action Items will have language from 2016 reinserted.

MSU (Lawson/Henry)

**d. Review of Revised Council Templates**

Renbarger reviewed the templates:

- i. Written reports to Council are to be submitted by committees and constituency Presidents.
- ii. Action items in written form that do not fall under a committee report.

**e. Review and Approve IEC, CBC and Accreditation Committee By-laws**

Renbarger reviewed each set of bylaws:

- i. IEC  
Motion to approve IEC Bylaws as amended to update the 1st charge to review and update the mission statement in conjunction with the EMP cycle ever five years. Lawson confirmed that any changes made to the bylaws will be reviewed during the next IEC meeting.  
M/S/U (Lawson/Renbarger)
- ii. CBC  
Motion to approve bylaws as written.  
M/S/U (Willis/Lawson)
- iii. Accreditation  
Motioned to approve bylaws as written.  
M/S/U (Lawson/Renbarger)

**f. Update to ISER report submitted to BOT on 10/13/20**

Johnson provided update:

- ISER document reviewed during the 10/7 Special College Council meeting was submitted to the district on 10/13 to be placed on the 10/27 BOT Agenda in

	<p>order to receive feedback from BOT and the various campus constituency groups. The report will be finalized by 11/10 and presented to the College Council on 11/25. The report will then be reviewed by the BOT on 12/8 and forwarded to ACCJC before the holiday break.</p> <p>Concerns were raised that the district has not supported the college in generating the report.</p> <p><b>g. Proposed process for Administrative Hires</b>  Johnson led the discussed re:</p> <ul style="list-style-type: none"> <li>▪ Identifying an Administrative Hire Process.</li> </ul> <p>Encouraged to have clear communication in addition to a cost analysis and a rubric that focuses around the mission and strategic goals as well as highlight the number of students served, number of employees which will be supervised, areas of potential growth, security, safety and health, innovation and urgency. Data and evidence such as the information offered in the Program Reviews would be helpful if shared during College Council as an information item before forwarded to HR.</p> <p>Johnson requests council members to return to their constituency groups to review the VPAS proposed position and return to the 11/25 College Council mtg with questions/concerns.</p> <p>It was suggested for Johnson to provide a breakdown of communication and support that was offered re: Vice President of Administrative Services prior to the advertised position during the College Council mtg.</p> <p>Motion to extend meeting until 5:15PM  MSU (Lawson/Willis)</p>	
<p>B. Presidential Updates</p>	<p><b>a. College</b></p> <ul style="list-style-type: none"> <li>▪ Conceded time.</li> </ul> <p><b>b. ASMC</b>  Cooper reported:</p> <ul style="list-style-type: none"> <li>▪ Voiced concerns re: honor lock system as it violates a student’s privacy. Thanked supporters for setting up the student online communication platform and commented on the neglect regarding unresolved issues.</li> </ul> <p>Suggested to fill committee seats with student representatives to voice concerns.</p> <p><b>c. Academic Senate</b></p> <ul style="list-style-type: none"> <li>▪ Conceded time.</li> </ul> <p><b>d. Classified Senate</b></p> <ul style="list-style-type: none"> <li>▪ Conceded time.</li> </ul>	
<p>C. Committee Reports</p>	<p><b>a. College Budget Committee (CBC)</b></p> <ul style="list-style-type: none"> <li>▪ No report provided.</li> </ul> <p><b>b. College Facilities Committee (CFC)</b>  Drazen reported:</p> <ul style="list-style-type: none"> <li>▪ District representatives attended the 11/6 mtg to provide an update on capital projects with the goal to improve communication. Also shared the need to present an Action Item to move C. Foster and D.</li> </ul>	

	<p>Woodward out of the D Building. Lastly, will be joining the Health &amp; Safety Committee for this year in order to coordinate a return to campus plan. Clarification was given that CFC and Health &amp; Safety Committee will remain separate. Meeting date update will be discussed during the November meeting.</p> <p><b>c. Institutional Effectiveness Committee (IEC)</b> Lawson reported:</p> <ul style="list-style-type: none"> <li>▪ Bylaws were approved.</li> </ul> <p><b>d. Merritt Technology Committee (MTC)</b> Pellegrin reported:</p> <ul style="list-style-type: none"> <li>▪ Three subcommittees have been formed to review: bylaws, website improvement and the development the technology plan.</li> </ul> <p><b>e. Accreditation</b> Altman reported by chat:</p> <ul style="list-style-type: none"> <li>▪ Currently gathering bylaws for the Participatory Governance Handbook in addition to reviewing the handbook's Committee Categorization and Collegial Decision-Making Flowchart.</li> </ul>	
f. Announcements	<ol style="list-style-type: none"> <li>1. College Council November meeting will be 11/25. There will be no meeting in December.</li> <li>2. ASMC looks forward from here from the campus community re: challenges programs are facing or areas that ASMC can support in.</li> </ol>	
g. Adjournment	Meeting adjourned at 5:22PM.	

M/S/P: Motion/Second/Passed  
M/S/U: Motion/Second/Unanimous

BH