

**MERRITT COLLEGE**  
**Minutes of the College Council Meeting**  
**November 16, 2016, 2016 3:00 p.m. to 5:00 p.m., R-29**

**Attendees:** M. Rivas, A. McCray, A. Elliott, W. Karim, M. Perez, D. Hankins, J. Saleh, A. Cedillo, S. Brown, M. Burns, L. Willis, R. Allen

**Absent:** S. Kessler, J. Lamb, A. Johnson

**Guest:** N. Thai

AGENDA ITEM	DISCUSSION	ACTION/FOLLOW-UP
	The meeting was called to order at 3:12pm	
I. Agenda Review, Changes, and Adoption	The agenda was reviewed and approved as amended, to add recommendations from budget committee to item number III of the agenda. College President's report was moved to action item number II, after the review and approval of agenda.	M/S/P A. Cedillo/ D. Hankins/ Unanimous
II. Review and Approval of Minutes:  College President's Report (Burns)	Minutes were reviewed and approved as amended with revisions to add attached written reports.  President's Announcements  <ul style="list-style-type: none"> <li>• First courage's conversation took place. A panel is set for next meeting and will take place during college hour. There will be an appreciation luncheon for staff and faculty on November 17, 2016. Working with Henry Taylor for fundraiser event. Mr. Taylor is also working with Rosemary Delia and Siri Brown. Working on a grand opening of the Science Building and opportunity for business partners to fun unfinished rooms in the building. There are also plans for June Jazz on Hill event, which will include vendors, musicians, and highlight student work. CEO/President of Now Networks, Shawn Gregory, who assisted with Black Panther events in different Bay Area cities, with also work on the fundraising events for Merritt College. Everyone is invited to</li> </ul>	M/S/P/ A. McCray/ A. Elliott / Unanimous

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	<p>help with tabling and all community is welcome.</p> <p>President's Report</p> <ul style="list-style-type: none"> <li>The Peralta Accountability for Student Success, (PASS), is a 50 page report, which will be presented to the citizen's board on November 16, 2016. A PowerPoint Presentation was given/ Original Measure B funding allocation on FTE averages were distributed through a process upon receiving proposals that were aligned with the college mission statement, along with other factors. Proposals were scored and voted within the college governance committees. Allocation was in 2 phases, and 13 PASS proposals were approved. The proposals that were approved include, FOC, Street Scholars Peer Mentoring Program, Employment as Wellness Program, Learning Center. During 2015-2016, six proposals were still pending. Funding was kept in President's Cost Center. M. Rivas asked if data was provided on job placement. M. Burns stated that all PASS reports include all data. PASS proposal funding needs to be institutionalized. An email will be sent to let campus community know about the funding. PASS proposal report will be posted online on Merritt College website.</li> <li>Fruitvale Center needs more classes. Parent orientations need to be also offered in Spanish. ESL, Paralegal, CNA, are programs that can also be offered in Spanish to our community. Evergreen college can be used as an example to provide classes that will lead to a CTE program.</li> </ul>	
III.	<p>Review By-Laws, Participatory Governance Handbook etc.</p> <ul style="list-style-type: none"> <li>By-Laws are specific to College Council. Modifications to By-Laws need to be made. M. Rivas</li> </ul>	<p>Motion to elect D. Hankins as Vice Chair of College Council. M/S/P J. Saleh/ W. Karim/ Unanimous</p>

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	<p>shared that IEPI group is looking at Shared Governance. L. Willis emphasized that By-Laws should be reviewed every year and must be consistent. Sub-Committee should be formed to review By-Laws of College Council. L. Willis stated that individual committees should still review the By-Laws. IEPI can send recommendations to the committees.</p> <p>(Re-) Election of Vice Chair</p> <ul style="list-style-type: none"> <li>• M. Rivas would like to withdraw as Vice Chair of the College Council. L. Willis asked if anyone would like to step up as the Vice Chair.</li> </ul> <p>Brief Review Expectations of Committee Members re Reports, Etc.</p> <ul style="list-style-type: none"> <li>• Duties and responsibilities were provided. Also, on page 40 of the College Participatory Governance Handbook. D. Hankins demonstrated interest in being Vice Chair. Vote and motion was made to elect D. Hankins as Vice Chair of College Council.</li> </ul> <p><b>Review Meeting Schedule for Rest of Year</b></p> <ul style="list-style-type: none"> <li>• April 2017 meeting is on the same day/week, as PBC meeting. W. Karim mentioned that Classified Senate will meet twice a month as a plan of action to accomplish goals. W. Karim will email Tachetta Henry with new dates of Classified Senate meeting schedule. D. Del Rosario mentioned that for April 2016 College Council Meeting would be too late to report to District. L. Willis, College Council April 26, 2017 meeting should be moved to April 19, 2017.</li> </ul> <p><b>Distance Education Update</b></p> <ul style="list-style-type: none"> <li>• A. Alexander requested to State Chancellor’s office to receive CANVAS. Fall 2017, college will be providing classes on CANVAS. Training will be provided spring 2017, face to face and online.</li> </ul>	<p>Motion to approve CBC recommendation to College Council M/S/P/ as amended on template M. Rivas R. Allen/ Unanimous</p> <p>Motion to approve second recommendation of CBC to College Council. M/S/P/D. Hankins/ A. McCray/Unanimous</p> <ul style="list-style-type: none"> <li>• CBC recommends process to committees to know what content should be on website.</li> <li>• CBC recommends to College Council that we have a consistent and minimum set of information on all the College Council websites, and that there be a process for the committees to know that each of the websites be updates with the correct and consistent information. Also, that each committee be given a specific date to update the website.</li> <li>• CBC recommends to College Council that there be a formalized communication and decision-making process between district committees and the colleges.</li> </ul>

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	<p>CANVAS trial is also available. Offering 4 unit classes to help faculty with CANVAS. Moodle will be cutoff in spring 2018. Faculty could take classes in order for Alexis to provide feedback. Train to Trainer workshops will be provided. A. McCray would like to help train Biology faculty on CANVAs.</p> <p><b>Discussion of District Education Committee (DEC) Priorities</b></p> <ul style="list-style-type: none"> <li>• 5 goals provided for goals and priorities to rank 1-5 for DEC.</li> </ul> <p><b>Recommendations from Budget Committee</b></p> <ul style="list-style-type: none"> <li>• See written report.</li> <li>• CBC recommends process to committees to know what content should be on website.</li> <li>• CBC recommends to College Council that we have a consistent and minimum set of information on all the College Council websites, and that there be a process for the committees to know that each of the websites be updates with the correct and consistent information. Also, that each committee be given a specific date to update the website.</li> <li>• CBC recommends to College Council that there be a formalized communication and decision-making process between district committees and the colleges.</li> </ul> <p><b>Accreditation Update</b></p> <ul style="list-style-type: none"> <li>• A. Elliott, not all committees have the capability to add content on website.</li> </ul>	
Academic Senate (Rivas)	<ul style="list-style-type: none"> <li>• See Written Report</li> <li>• College Council commends Core AFR Team, thanking and commending them with extra special thank you to A. Trotter and J. Kennedy.</li> </ul>	M/S/P/M. Rivas/ A. Cedillo/ Unanimous
Classified Senate (Karim)	<ul style="list-style-type: none"> <li>• 25 Annual Classified Leadership Institute 2017. Meeting with M. Burns to ask for funding. 3-Sub-</li> </ul>	M/S/P/ M. Rivas/ A. McCray to make a recommendation to the President to

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	Committees for training, ergonomics, and fundraising for Classified Staff. Lorna Pascual will retire in December. W. Karim will send out email to all four colleges to announce Lorna's retirement.	recognize faculty and staff for their service including retirement.
	The meeting was adjourned at 5:03p.m.	M/S/P D. Hankins/ A. McCray/ Unanimous

Initials of note taker: M.P. 12/13/2016