

**Merritt College
Merritt Technology Committee**

By-Laws

FUNCTION

The Merritt Technology Committee (MTC) is a subcommittee of the College Council that is designated to act as an advisory body to the President of Merritt College via the College Council in matters relating to campus Information Technology.

CHARGE OF THE COMMITTEE

1. To assess how effectively current technology is being utilized at the College.
2. To identify, prioritize and recommend areas for expansion of technology utilization for the enhancement of instructional programs, student services and the management of the College.
3. To identify, prioritize and recommend both on-going and specialized training needs for maximum utilization of technological resources.
4. To identify, prioritize and recommend staffing for technology.
5. To develop an on-going comprehensive College Technology Plan for consideration by College Council.
6. To recommend funding strategies and priorities for major technology spending.
7. To advise the District Technology Committee about the information technology needs and concerns of Merritt College.
8. To receive regular reports from the District Information Technology Committee, and review and respond as appropriate.
9. To establish (as needed) technology subcommittees.

MEMBERSHIP

1. Two (2) members of the Merritt College Administration selected by the President.
2. Six (6) faculty representatives appointed by the Merritt College Academic Senate: 2 from Division I, 2 from Division II and 2 from Student Services. The term of office will be two years, with three

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faculty representatives chosen each year (i.e., staggered terms).
Reappointments are allowed.

3. Merritt College Library Chair.
4. Two (2) student representative appointed by the Associated Students of Merritt College (ASMC) for a term of one year.
Reappointments are allowed.
5. Three (3) Classified Employees appointed by the Merritt College Classified Senate, with representation from at least two of the following: Local 790, Local 39, Classified Confidential employees. The term of office will be two years, with one classified representative chosen each year (i.e., staggered terms).
Reappointments are allowed.
6. Campus ADA Coordinator (designated by the College President).
7. Campus Network Coordinator.
8. Chairs of the various Technology Subcommittees (ex-officio; non-voting)
9. The College President, Vice President of Student Services, Vice President of Instruction and District Chief Information Officer will be ex-officio, non-voting members. (*Unless one of the Vice Presidents is a voting member pursuant to #1 above).

APPOINTMENTS, VACANCIES & ELECTION OF CHAIRPERSONS

1. During March of each year, the MTC Co-Chairpersons will inform the Merritt College Academic Senate President, the ASMC President, and the Classified Senate President of any vacancies for the following fall semester within their respective areas. The three (3) Senate presidents will make appointments to fill those vacancies and forward them to the MTC Co-Chairpersons by March 30.
2. Appointed members who miss two consecutive meetings without notifying the MTC Co-Chairpersons will be considered inactive, and their position on the Committee will be considered vacant.

3. If an appointed position becomes vacant during the regular school year, or an appointee becomes inactive, the MTC Co-Chairpersons will notify the officer who made the appointment within two weeks. That officer will appoint a replacement to serve the remainder of the term of the original appointee, and will notify the Co-Chairpersons within one week of the appointment.
4. The terms of office of all regularly appointed members will begin with the first regular meeting of the fall semester. The term of office of members appointed to fill vacancies during the year will begin with the next regular meeting.
5. The MTC will have co-chairpersons, at least one of whom must be a faculty member.
6. Each May the MTC will elect the faculty co-chair(s), subject to the advice and consent of the Merritt Academic Senate. No faculty member may serve more than three consecutive 1-year terms as Co-Chair unless authorized by the Merritt Academic Senate.
7. The second co-chairperson (if not a faculty member) will be selected by majority vote of the MTC.

CO-CHAIRPERSONS

The role of the co-chairpersons includes the following:

1. Prepare agendas
2. Conduct the committee meetings
3. Edit minutes
4. Set the calendar of committee meetings
5. Keep informed of State, Local, District and College issues impacting Merritt technology

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6. Supervise the orientation of new members and on-going training of continuing members
7. Recommend Chairs for the Technology Subcommittees (must be approved by the MTC)
8. Serve as a resource for departments, programs and services
9. Record and distribute minutes and other pertinent materials
10. Report regularly to the College Council

PROCEDURES

1. Regular meetings will be held at least once a month during the regular academic year. If a holiday falls on that day, the meeting will be rescheduled. The MTC Chairperson may call extra meetings if special needs require them.
2. A quorum will be 50% of the active voting members. A quorum must be present in order for the MTC to conduct business. All actions by the MTC shall require a simple majority.
3. The MTC Co-Chairpersons, in consultation with the College President, will determine the agenda for each meeting. Materials for the agenda must be submitted to the Co-Chairs at least four (4) working days preceding a scheduled meeting.
4. The agenda, minutes of the previous meeting, and pertinent materials will be distributed to the following parties at least two (2) working days preceding a scheduled meeting:

MTC Members
College President, Vice Presidents and Deans
Merritt Academic Senate President
Merritt Classified Senate President
ASMC President
Merritt Library
Merritt Website (posted)

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Other campus communication systems

5. Individuals with business before the MTC are encouraged to be present, or to send a knowledgeable representative, when that business is on the agenda.
6. When considering a proposal, the MTC may vote to approve, to disapprove, to refer to another College committee/department/office, or to refer the proposal back to the originator with instructions to revise.
7. At the first meeting of the College Council following each MTC meeting, one of the MTC Co-Chairpersons will present to the Council, in person and in writing, a report of all recommendations.
9. MTC recommendations adopted by the College Council will be forwarded to the College President for action.
10. Robert's Rules of Order shall govern meetings unless otherwise stated herein.

AMENDMENTS

Amendments to these by-laws may be proposed by any member of the MTC, the College Council, or by the College President. Proposed amendments to these by-laws will be adopted upon mutual agreement between the College President and the College Council.

*Drafted by Shared Governance Committee (formerly called Governance Subcommittee) and Vice President of Instruction 3-25-04

*Reviewed by Shared Governance Committee 6/16/04.

*Reviewed by Ad Hoc Committee (VP of Instruction, Campus Network Coordinator, Merritt Library Chair and VP of Student Services) 6/28/04

*Reviewed by Anita Black 7/2/04

*Reviewed by Shared Governance Committee 6/30/04

*Reviewed by Shared Governance Committee 7/13/04

*Reviewed by Classified Senate 7/21/04 & 7/22/04

*Reviewed by Shared Governance Committee 7/22/04

*Reviewed and endorsed by the Classified Senate 8/2/04

*Reviewed by the Shared Governance Committee 8/4/04

*Reviewed and endorsed by Academic Senate 9-2-04

*Reviewed and endorsed by ASMC 9-3-04

*Reviewed by Shared Governance Committee 9-8-04

**APPROVED BY COLLEGE COUNCIL 9-15-04

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