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**Eugenio María de Hostos Community College**

**Minutes of the Committee on Committees Meeting**

April 30th 2018

3:30-5:00PM

Minutes by Prof. Ana Ozuna

Location: C-490

Starting Time: 3:40PM

Adjourned: 4:58PM

Presiding: Michael Gosset and Julie Trachman, Co-chairs

Present: Nancy Genova, Michael Gosset, Mercedes Moscat, Tram Nguyen, Ana Ozuna, Debasish Roy, and Julie Trachman

Absent: Kelvin Pineda (STU) and Estefania Leydi (STU)

Guest: None

The agenda items included the following:

* Acceptance of Agenda
* Co-Chair’s Remarks
* Approval of previous meeting minutes
* Certificate of Votes
* Discuss: Grants Committee and Certification Letter Draft by Tram Nguyen
* Old Business / New Business
* Adjournment

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| **Topic**  | **Discussion**  | **Decision / Action**  |
| Acceptance of Agenda | Michael Gosset motions to approve the agenda with some adjustments  | Unanimous approved |
| **Topic** | **Discussion** | **Decision / Action** |
| Co-Chair’s Remarks | Michael Gosset provided an overview of the agenda  |  |
| **Topic** | **Discussion** | **Decision / Action** |
| Approval of last MeetingMinutes  | Michael Gosset motions to approve previous meeting minutes  | Tabled  |
| **Topic** | **Discussion** | **Decision / Action** |
| Certification of Vote: 1 | The COC discussed Theresa Hammond’s appointment to the Scholarship and Awards Committee.  | Unanimous approved |
| **Topic** | **Discussion** | **Decision / Action** |
| Certification of Vote: 2 | The COC discussed Victoria Muñoz’s appointment to the Scholarship and Awards Committee. | Unanimous approved |
| **Topic** | **Discussion** | **Decision / Action** |
| Certification of Vote: 3 | The COC discussed Sonia Maldonado’s appointment for Disability Committee.The COC discussed Rodney Blair’s appointment to the Facilities Committee. |  Unanimous approved |
| **Topic** | **Discussion**  | **Decision / Action** |
| Certification of Vote: 4 | Rayola Chelladhurai requested to serve on a second committee.The COC discussed Rayola Chelladhurai’s appointment to the Institutional Research Committee. | Unanimous approved |
| **Topic** | **Discussion** | **Decision / Action** |
| Certification of Vote: 5 | Joann Rover requested to be placed on a committee.The COC discussed Joann Rover’s appointment to the Institutional Research Committee. | Unanimous approved |
| **Topic** | **Discussion** | **Decision / Action** |
| Certification of Vote: 6 | The COC discussed Stacey Cooper’s appointment to the Scholarship and Awards Committee | Unanimous approved  |
| **Topic** | **Discussion** | **Decision / Action** |
| Certification of Vote: 7 | The COC discussed Kathleen Delgado’s appointment to the Affirmative Action Committee. | Unanimous approved  |
| **Topic** | **Discussion**  | **Decision / Action** |
| Grants Committee | The COC waits for Lourdes Torres’ vacant position to be filled on the Grant Committee | None  |
| **Topic** | **Discussion** | **Decision / Action** |
| Certification Letter Draft by Tram Nguyen | COC members reviewed the document and made minimal changes.  | COC members made minimal changes to the document.  |
| **Topic** | **Discussion** | **Decision / Action** |
| *New Business:* Protocol for Appointments on Committee | COC members discussed the protocol for appointments on Committee; and agreed that the COC can consult with Committee heads but ultimately have the right to certify committee appointments.  | COC can consult with Committee heads but ultimately have the right to certify committee appointments. |
| **Topic** | **Discussion** | **Decision / Action** |
| *New Business:*Senate Committees Chart | COC members need an upgraded chart of the Senate Committees.  | Julie Trachman will work on updating the chart for members to use by Fall 2019. |
| **Topic** | **Discussion** | **Decision / Action** |
| *New Business:*Letter of Solicitation  | COC members discussed the use of the Letter of Solicitation.  | COC members decided that the Letter of Solicitation will be sent to new certified members to obtain information about their service work and general trajectory at the college.  |