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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 Meeting  Minutes | 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. |