

MERRITT COLLEGE
Minutes of the College Council Meeting
April 26, 2017, 3:00 p.m., Room R29

Members Present: M. Rivas, A. McCray, R. Allen W. Karim, D. Hankins, M. Perez, J. Lamb, A. Cedillo, L. Willis, A. Elliott, ML Zernicke M.E. Burns (ex-officio), D. Del Rosario (ex-officio)

Members Absent: E. Ng-Chin, S. Kessler, J. Saleh, S. Brown, A. Johnson, W. Love

Guests: T. Ilarde

Minute Taker: S. Harding

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
	Meeting called to order by L. Willis at 3:09 p.m.	
I. Agenda Review, Changes and Adoption	The following item was tabled on the agenda: <ul style="list-style-type: none"> No Smoking Resolution 	M/S/U (Zernicke/Rivas) to approve agenda with understanding that the Council Chair will move agenda out of order.
II. Review and Approval of Minutes: <ul style="list-style-type: none"> March 22, 2017 	Noted correction was identified to attendee list.	M/S/U (Lamb/Hankins) to approve the March 22, 2017 meeting minutes with noted correction to attendees.
III. Action Items/Presentations: <ul style="list-style-type: none"> May CC Meeting Date College Planning Summit Committee Goals Assessment IEPI Update College Budget Recommendations No Smoking Resolution Instructional Dept Reorganization Leadership Council Recommendation College Council Membership Adjustment 	<p>May CC Meeting Date:</p> <ul style="list-style-type: none"> Attention was called to the May meeting date as it will be held one week earlier than its regularly scheduled time due to the College's graduation. It was also noted that the CBC will be held the same day from 1:00 – 3:00 p.m. <p>College Planning Summit:</p> <ul style="list-style-type: none"> CEMPC was actively engaged in the planning efforts. Summit designed to be hands-on and engaging. CEMPC's written report provides greater detail. <p>Committee Goals Assessment:</p> <ul style="list-style-type: none"> All committee chairs and co-chairs were reminded to complete their committee goals assessment by the May 17, 2017 Council meeting. Goals assessment to be submitted with written committee report. 	Goals assessment to be submitted with written committee report at the May 17 th Council meeting. S. Harding to send template. Results of governance survey to

	<p>IEPI – Focus Area E</p> <ul style="list-style-type: none"> • Currently working with an outside consultant to assist in the review of our College Governance Handbook. A full report with recommendations will be received by May 8th. Information to be shared at the College Planning Summit on May 12th. • Email sent regarding governance survey. Requesting as much feedback as possible. Results also to be shared at College Planning Summit. The results will be used as a tool to assist in our growth and development. • Reminded committees to assess their goals. • Succession planning is important for the college. Allows us to proceed with College business uninterrupted. Elections of all Senates to conclude before the end of the Academic Year. This effort will help develop the committee appointments in advance of the fall semester. <p>College Budget Recommendations</p> <ul style="list-style-type: none"> • Majority of proposals requested more than what was allotted. • Tentative budget is equal to the amount received last fiscal year. • Amount received determined amounts allocated. • Fixed costs are still a concern. Every PCCD campus challenged with not having enough funds to cover these costs. • Retreat to be held to discuss improvement of the efforts made in the development of the budget. • Concerns were raised about rolling budgets as other funding sources are available. • Management already taking efforts to review the available budget quarterly and assess. Using prioritized lists towards this effort. • More widespread dialogue needs to occur related to the efforts of budget planning. Suggested CEMPC and CBC have a joint meeting in the future before budget is proposed. <p>No Smoking Resolution</p> <ul style="list-style-type: none"> • Tabled to the May meeting. 	<p>be shared at the Strategic Planning Summit on May 12th.</p> <p>M/S/U (Cedillo/Karim) to approve proposed budget as presented by the CBC.</p> <p>M/S/U (Lamb/Elliott) to include CEMPC in CBC retreat to allow for more holistic view of the planning process.</p> <p>No Smoking Resolution tabled to May 17th meeting.</p>
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	<p>Instructional Department Reorganization</p> <ul style="list-style-type: none"> • More a Division reorganization than a Department. • Library, Job Center, Counseling and Distance Ed could be housed under any Division. • Proposal shared with CDCPD and the Academic Senate. Asking the Council to review and provide feedback. • Greater need to look at adequate support staff. • Grants would nestle in with the departments. • Looking to implement by Fall 2017. • Campus forum to provide greater feedback forthcoming. • Restructure will affect budget development. <p>Leadership Council Recommendation</p> <ul style="list-style-type: none"> • Recommendation to be revisited. Speaks to the communication between District and College committees. Looking to develop a system of reporting. <p>College Council Membership Adjustment</p> <ul style="list-style-type: none"> • By-laws reflect 21 active members (2 ex-officio) • CIC and CDCPD chairs are still active members. • Student representation number not reduced from three to one. • Alternates should be written in. • Requested Council members to talk with their constituency groups regarding the correction to Council membership. • Active membership reflects four faculty, five classified, three administrators, one student, four faculty committee co-chairs and two ex-officio. 	<p>Faculty, Staff and Admin to review CC by-laws. Prepare to discuss changes to membership at the next meeting.</p>
IV. Presidential Updates		
A) College (Burns)	<ul style="list-style-type: none"> • No findings in the District's audits. • Article written about mis-use of Measure B funds not researched well. Only \$162k was spent of the \$30.6 million funded on coaches and non-academic classified positions which will be reimbursed. No systematic abuse. • List of commencement ceremonies distributed. • The Annual Achievement Awards and the Alameda County Food Bank will be held this Friday, April 28th. • Three of the six flat screen TV's have been installed and are operational. PowerPoint for displaying messages being built. Be on the lookout for President's message regarding 	

	<p>how to post information.</p> <ul style="list-style-type: none"> • Every Board meeting, Trustees receive a folder with information regarding the various campus events. Example provided to the Council. • There will be one more Courageous Conversations held this term. Currently discussing Merritt's core values. • Next Board meeting will highlight Merritt's accomplishments which includes our student athletes. • Currently working on the development of a timeline that identifies essential dates such as Catalog and schedule deadlines. Still building the outline. This timeline will help in reminding us of our cycles. • A number of our students will be awarded at our Annual Student Awards Banquet. 	
B) ASMC (Johnson)	No report provided.	
C) Academic Senate (Rivas)	Read from written report provided which is attached to the minutes.	
D) Classified Senate (Karim)	Read from written report provided which is attached to the minutes.	
V. Committee Reports		
A) CBC (Willis)	Written report provided and attached to the minutes.	
C) CEMPC (Elliott)	Written report provided and attached to the minutes.	
D) CFC (Del Rosario)	Written report provided and attached to the minutes. It was noted that minutes for this committee have been a challenge.	
F) MTC (Zernicke)	Written report provided and attached to the minutes. MTC also included their assessed goals in their report.	
VI. Upcoming Events/Announcements		
	Meeting adjourned at 5:07 p.m.	

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5/17/2017

Merritt College Academic Senate Report to College Council

April 26, 2017

Submitted by Mario Rivas, PhD, President Academic Senate

Academic Senate

- Marty Zielke has been chosen as the Senate Achievement Award winner for 2016-2017, recognizing how much tireless and caring work that she does for Merritt College students, faculty, staff and administrators.
- Thank you Tom Renbarger and Mary Ciddio who oversaw Senate elections for 2017-18. Dan Lawson, Tae-Soon Park, Mario Rivas, Jason Seals, and Mia Kelly were elected to new Senate position for contract faculty, while Anita Black and Carlos MacLean were elected to part-time faculty Senate positions.
- Thank you for Jason Holloway for continuing the work of developing an Enrollment Management Plan for Merritt College, which has divided into work groups to articulate specific strategies to achieve the Strategic Directions of the 2016-20 Merritt College Educational Master Plan. These strategies will support increasing enrollment at Merritt by ensuring that students get the best possible support as they “Move In, Move Through, and Move On” from Merritt College
- Thank you Alexis Alexander for assuming coordination of the recently establish The Senate passed a motion to develop a Senate committee on Distance Education Committee, which will seek to ensure that Distance Educations programs at Merritt are of the highest quality in supporting student success.

District Academic Senate

- The DAS is working to ensure that parcel tax monies are used to support retention programs in the classroom, including the development of an “Always Connect” Program of student support that goes beyond the existing “Early Alert” Program..
- The DAS is working to ensure that CTE funding supports college efforts to develop strong programs to ensure student success, especially for underserved student populations.

Written Report to College Council April 26, 2017

Committee: Merritt College Classified Senate (MCCS)

Submitted by: Waaduda Karim

- Classified Elections
 - The nominations ballots have went out to fill four (4) senate seats.
 - The nominations will end on May 2nd, elections will begin May 4th and the new senators will be announced at our May 16th meeting
- Classified Leadership Institute Conference
 - Focuses on effective classified participation in participatory governance processes, both state-wide and at the local district and college levels, encourage personal development, leadership, and strong communication skills, leading toward increased confidence, enhanced professional skills, and broad-based knowledge of our California Community Colleges.
 - 6 of the 9 senators will be attending the CLI, June 15-17, 2017
 - Chancellor funded everyone
- Classified Training Survey
 - 19 question survey focusing on what types of trainings would Classified like to participate in on flex days
 - Results at our next meeting, May 16th
- Emotional Intelligence Workshop focusing on how to communicate with and respect others opinion, how to navigate social complexities and make personal decisions to achieve positive results
- The Classified body elected that Dominique Taylor from Admissions and Records to receive the classified award at the 8th Annual Achievement Awards Celebration
- Jamba Juice Fundraising during the Emotional Intelligence Workshop. We will receive 20% of what was sold. Amount raised to be determined.



**Budget Committee Report to
Merritt College Council
Prepared By: Linnea N. Willis, Co-Chair and Dr. Dettie del Rosario
April 26, 2017
3:00 p.m. – 5:00 p.m.**

College Budget
Committee Members

Cedillo, Arnulfo
Del Rosario, Dettie
Idowu, Grace
Ilarde, Tanya
Lamb, Jeffrey
Lawson, Daniel
Perez, Maria
Rivas, Mario
Selah, Jamila
Sidzinska, Kinga
Uhlman, Rebecca
Victorian, Charlotte
Willis, Linnea
ASMC Student Rep:
Anita Johnson

- **Budget Committee Met April 4, 2017 from 1-5 p.m.,
April 5, 2017 from 3-5 p.m., and April 19, 2017 from 3-5 p.m.**

I. PURPOSE OF THE APRIL 4, 5 and 19, 2017 MEETINGS

- **The purpose of the April 4, 2017, April 5, 2017 and April 19, 2017 meetings was to hear presentations from all managers, to review their proposed budgets, to ask questions, to gather additional information, and to ultimately approve the Budget for FY 2017-2018**

II. INTEGRATED PLANNING & BUDGETING PROCESS

- **The process laid out in the Integrated Planning & Budgeting Handbook was followed**
- **Program Reviews were completed campus-wide, and Managers met with staff while completing Program Reviews and afterwards to determine needs**
- **Department Chairs, Program Leads, Staff etc. met with Deans, Vice Presidents and President in order to determine budgetary needs for FY 2017-2018, while reviewing Program Reviews**
- **Deans, Vice Presidents and President used Program Reviews in determining their budgetary needs.**
- **After reviewing Program Reviews and meeting with Department Chairs, Program Leads, Staff etc., the Managers prepared a Proposed Budget for each cost center, each unit, each program, etc.**
- **Managers presented their budgets to the budget committee on April 4, 2017**
- **Questions were asked during the presentation**
- **Budget Committee reviewed the additional information and final proposals and made its final recommendation to College Council and to the President on April 19, 2017**

III. WHO DID THE PRESENTATIONS

- 1. President: Marie-Elaine Burns**
- 2. VP of Student Services: Arnulfo Cedillo**
- 3. Dean of Special Programs & Grants: Lilia Chavez**
- 4. Dean of Campus Life & Student Activities: Herbert Kitchen**
- 5. VP of Instruction: Jeffrey Lamb**
- 6. Dean of Division 1: Siri Brown**
- 7. Dean of Division 2: Rosemary Delia**

IV. DOCUMENTS/INFORMATION REQUESTED FROM THE MANAGERS IN ADVANCE OF MEETING ETC.

- **Each Manager (Deans, VP's, President) was requested to prepare a Binder for their Unit/Division/Cost Center, which included the following information:**
 - 1. Summary of Budget Proposal**
 - 2. Breakdown of What Was Requested in Itemized fashion for each Program, Cost Center, Object Code etc.**
 - 3. Program Review Appendix A regarding Resource Requests (and explain how their requests aligned with Program Review)**
 - 4. Confirmation as to whether Student Learning Outcome/Assessment Work was performed**
 - 5. Information regarding when the Managers met with Department Chairs, Program Leads, Staff, Faculty etc. in order to review Program Reviews and come up with their Proposals**

V. FINAL OUTCOME

- **After all of the Presentations were presented, Binders were presented, Questions were asked, items were discussed, and after two meetings, the Budget Committee are recommending the Proposed Budget for FY 2017-2018 being presented here today to College Council.**
- **It is requested that College Council also recommend and approve the Proposed Budget**
- ***See Final Budget Proposal Presented To College Council Today 4/26***

VI. ADDITIONAL INFORMATION

- **A delay was caused in this process by the departure of Vice Chancellor Little, and the delay in getting the discretionary Fund 1 budget to Dr. Del Rosario. It was not provided to her until around April 10, 2017. Normally it is provided in mid March, and we have this information before the Managers make their presentations.**
- **There was also an issue because the new BAM Task Force Recommendation 3 put Merritt in a position where it should technically cause a reduction in the available discretionary funds due to an increase in utility bills caused by the addition of the S building. But Budget Director Luther Auberge stated that the District would cover the shortfall.**
- **Recommendation 3 is a recommendation that the Merritt College Budget Committee and College Council voted to disapprove and stated our objection to it, but for some reason our representatives did not vote against it at the PBC meeting in February.**
- **We need to change this Recommendation moving forward, and need to make it so that utility costs and overhead expenses are taken "off the top" and centralized rather than the colleges having to pay for them**
- **We need better communication between our representatives and our committees, and making sure we are all on the same page.**

VII. CONTINUOUS IMPROVEMENT TO THE PROCESS TO BE DISCUSSED AT MAY MEETING AND MAY/JUNE RETREAT FOR THE BUDGET COMMITTEE

- The Budget Committee is always seeking to continuously improve the process
- The Budget Committee will have a Retreat in late May/early June to discuss how to improve the process, and how to better incorporate wholistic budgets that involve ALL of the funds (ex. SSSP, Equity, Perkins, Strong Workforce, grants etc.), and other funds, and that better incorporate the Program Review/APU process and prioritization lists etc.
- The Budget Committee wants to pay more attention to who spends their dollars and who does not, and develop a redistribution process if dollars are not timely spent
- The Budget Committee wants regular reporting on the SSSP, Equity, Perkins, Strong Workforce, grants and other categorical funds
- The Budget Committee also wants a better process for all funds – Fund 11, Equipment, Lottery, etc.
- All of this and improvement to the process will be further discussed at the Retreat

Budget Committee Meeting Dates	
September 21, 2016	3:00pm – 5:00pm
October 19, 2016	3:00pm – 5:00pm
November 16, 2016	1:00pm – 3:00pm
December 14, 2016	1:00pm – 3:00pm
February 15, 2017	3:00pm – 5:00pm
March 15, 2017	3:00pm – 5:00pm
April 4, 5 and 19 2017	3:00pm – 5:00pm (and 1:00-5:00pm on April 4, 2017)
May 17, 2016	1:00pm – 3:00pm

April 26, 2017
CEMPC Report to College Council
Presented by CEMPC Co-Chair, Ann Elliott

CEMPC met April 5th and 19th to plan the the Spring 17 Strategic Planning Summit.

Review, Reflect, Refocus, and Move forward"

May 12, 8:30-3:30, Sequoia Country Club.

Topics to be discussed include assessment and accreditation, Faculty/Staff Survey results, the Educational Master Plan, Strategic Enrollment Management, and data such as Institutional Set Standards (ISS) and the Scorecard. The Summit will be a hands-on participatory experience, allowing the College to pause before finals and the end of the semester, reviewing where we are and beginning preliminary plans for the 17-18 academic year.

The posters from the Assessment Fair will be on display.



**College Facilities Committee Report to
Merritt College Council
Prepared By: Dr. Dettie C. Del Rosario
April 26, 2017
3:00 p.m. – 5:00 p.m.**

College Facilities Committee met on March 28, 2017 from 3-5 p.m. The following topics were discussed:

- 1. Update on 30-day project – There were outstanding items that were not completed from last year and was presented again in this year’s 30-day project. This includes painting of curbs red, painting of cross walks, moving of stop signs 10 ft back, cleaning of interior and exterior of Self Reliant House, Unfinished carpentry work.**
- 2. All-Gender restroom signage – to be placed on single stalls per AB 1732 that took effect on March 1, 2017**
“This bill requires all single-user toilet facilities in any business establishment, place of public accommodation, or government agency to be identified as all-gender toilet facilities”. There are 19 stalls at Merritt College that were identified. All of them are now marked as Single
- 3. Fund 10 – Facilities Income & Expenditure Report**
There was a huge discussion regarding the use of the gym, that if only one Adjunct Faculty is using the gym for fund raising, it did not go through the Academic Senate. The Committee wanted a report of who has been issued keys to the gym and if being used for fund raising, how much money has been raised. The gym is not owned by the Athletics Department but by the Peralta Community College District.
- 4. Campus Wide Infrastructure Update from Patricia – districtwide to improve wireless networking.**

Written Update to College Council

Meeting Date: Wednesday April 26, 2017

Committee: Merritt Technology Committee

Submitted by: Mary Louise Zernicke

Please reference below updates:

- Merritt Technology Committee met on Thursday April 20 for their monthly meeting. Attendance for the year has been excellent, except for administrative representation.
- Canvas will be implemented starting Fall 2017 to faculty who have been trained. All Peralta campuses will convert from Moodle to Canvas by Spring 2019.

Alexis has 35 people in her latest online class. Lynda.com also has online training available. Contact Walter Johnson for more information.

- The District Technology Committee met on April 7. Email 365 is being implemented this month. No policy is in process on sending emails because it has become a union issue.

The district will contract with two companies who will work to save energy, including PGE energy, for the district, and keep a cut. It will be a 3-year project.

- Our website will be mobile friendly on your smart phone very soon. We reviewed the prototype at the meeting. Thank you Birin.
- The committee reviewed the results of the faculty and staff technology survey. Forty-four people responded and, overall, we were happy. Smart classrooms and technology are generally well utilized.
- Classroom scheduling project is going forward. Designated staff will be in charge but faculty may view and request rooms based on their own needs.
- Our committee reviewed goals and outcomes for year 2016-17. They are attached.

College Council Action Options:

1. To concur by consensus or majority vote with an item and recommend it to the College President.
2. To modify a recommendation and forward the item to the College President by consensus or majority opinion. Written minority opinions may be submitted at the same time.
3. To refer an item to a constituent group or committee for further work or consideration. In this case the College Council does not forward the item to the President and remains mute on the item.
4. To use other parliamentary motions in Robert's Rules of Order such as to table or postpone an item.

RECOMMENDATION/ACTION ITEM

Merritt College

Goals At-A-Glance: FY 2016-17

Governance Committee Assessment Template

Committee Name: Merritt Technology Committee (MTC)

Committees identified goals for the academic year that aligned with the District and College Strategic Goals. Please explain if the goal(s) identified are ongoing or were completed.

PCCD Strategic Goals	2014-2017 Merritt College Goals	Merritt Technology Committee (MTC) Goals	Goals Assessment
A. Advance Student Access, Equity and Success	<i>Goal 1: Create an environment of exceptional student access, equity and success.</i>	Ensure that Program Review and APUs technology needs and costs and total cost of ownership are addressed, using MTC as a venue for review and discussion. Secure a permanent webmaster for the college.	Technology needs included in APUs but TCO not routinely included. Susan May is a marketing specialist acting as webmaster by default. We need an assigned position for this critical task.
B. Engage and Leverage Partners	<i>Goal 2: Engage our community through respectful dialogue to create partnerships and opportunities for our students.</i>	Continue and expand collaborative partnerships with other committees, including facilities, SDC, education, library, distance education and post-title III technology-related projects in order to maximize communication and implementation.	The MTC Committee itself represents counseling, faculty, library, online, marketing IT staff, finance and student learning. As such, members are able to disseminate critical information. We are missing someone to represent facilities, but our IT folks attend those meetings and provide input. In addition, the chair of the MTC attends DTC and College Council regularly to share MTC perspectives. The only arena missing on this committee is administration. We have had no admin representation in years. See A above.
C. Build Programs of Distinction	<i>Goal 3: Create and Implement effective and innovative programs that meet the diverse needs of our community.</i>	Ensure that Program Review and APUs technology needs and costs and total cost of ownership are addressed, using MTC as a venue for review and discussion.	

Goals Approved by MTC on [enter date] and Reviewed by CC on [enter date]

<p>D. Strengthen Accountability, Innovation and Collaboration</p>	<p><i>Goal 4: Through collegial governance, support institutional communication, innovation and interdisciplinary collaboration.</i></p>	<p>Continue and expand collaborative partnerships with other committees, including facilities, education, distance education and post-Title III technology-related projects in order to maximize communication.</p> <p>Support planning/funding for systematic availability of training for faculty (e.g. BI tool, Taskstream, Canvas, Turnitin and CurricUNET)</p> <p>Support planning/funding for systematic availability of training for classified (e.g. MS Office, GoogleDocs, webpage maintenance).</p> <p>Continue and expand social media strategies and marketing.</p>	<p>See B above.</p> <p>The MTC supported training for Canvas by both online instruction and support from Student Learning. Turnitin was not part of the MTC domain, unfortunately. The MTC surveyed staff and faculty to assess their perceived needs and has shared with the Professional Development Committee.</p> <p>Lynda.com is available to all faculty and staff for office, web management, excel, etc.</p> <p>Our committee is completing the implementation of making the website mobile friendly, a huge accomplishment. Our presence on facebook and twitter is growing and positive. Our social media presence has increased significantly.</p>
<p>E. Develop and Manage Resources to Advance our Mission</p>	<p><i>Develop human, fiscal, and technological resources to advance and sustain our mission.</i></p>	<p>Support current and future infrastructure needs by creating and maintaining an IT budget (personnel, hardware/software, supplies).</p> <p>Develop strategies to understand and monitor IT costs, including infrastructure improvements.</p> <p>Document the need for additional IT staffing to support current responsibilities and proposed facilities projects.</p> <p>Support funding for training of IT staff.</p>	<p>The success is that we do now have a budget line item for technology.</p> <p>The problem is that less than \$2,000 was allocated to the line item. More work needs to be done by administration and finance to sift out technology costs (which are clearly defined by the district).</p> <p>More work needs to be done to document the need for additional staffing. Our committee is supporting having a student worker assigned the task of documenting the work done by IT staff. Materials have been shared to show job analysis for Patricia and Tony.</p> <p>Tony was able to attend a valuable training for the first time in years—yeah.</p>

Goals Approved by MTC on [enter date] and Reviewed by CC on [enter date]