

**PERALTA COMMUNITY COLLEGE DISTRICT  
Board of Trustees Agenda Report  
For the Trustee Meeting Date of**

**June 10, 2014**

**ITEM TITLE:** *(Please define the subject; e.g., change order – Berkeley City College)*

Revised Merritt College Mission Statement

**SPECIFIC BOARD ACTION REQUESTED:**

Request Board approval of the revised Merritt College Mission Statement.

**ITEM SUMMARY:** *(PLEASE DISCUSS THIS ITEM. IF A VENDOR IS INVOLVED, PLEASE INCLUDE THE COMPANY NAME AS WELL AS THE INDIVIDUAL.)*

In response to Standard One of the College's Institutional Self-Evaluation, the mission statement has been revised to reflect the institution's broad educational purpose, intended student population and commitment to achieving student learning.

The Merritt College Mission Statement has been revised as follows:

The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society and a global economy.

To accomplish its mission the College provides open access to excellent instructional programs and comprehensive support services in a culturally rich, caring and supportive learning environment.

Our purpose is to provide opportunities for lifelong learning, contribute to the economic growth of our communities while assisting students to attain degrees and certificates, earn credits to transfer and develop the skills necessary to complete their educational goals.

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):**

N/A

**BACKGROUND/ANALYSIS:**

Per the planning agenda contained in the Merritt College Institutional Follow-Up Report written March 2013, the college is to review and revise its mission statement at least every six years, or as necessary to reflect a new direction of the college agreed upon by the governance groups and approved by the Board of Trustees.

**DELIVERABLES AND SCOPE OF WORK:**

N/A

**ANTICIPATED COMPLETION DATE:**

N/A

**ALTERNATIVES/OPTIONS:**

N/A

**EVALUATION AND RECOMMENDED ACTION:**

**OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):**

YES \_\_\_\_\_ No   X  

**COMMENTS:**

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? (MERRITT COLLEGE PRESIDENT)**

(\*\*\*\*\*Board contract approval is subject to negotiation and execution by the Chancellor.)

**DOCUMENT PREPARED BY:**

Prepared by: Norma Ambriz-Galaviz  
Dr. Norma Ambriz-Galaviz, Merritt College President

Date: 5/28/14

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: Norma Ambriz-Galaviz  
Dr. Norma Ambriz-Galaviz, Merritt College President

Date: 5/28/14

**FINANCE DEPARTMENT REVIEW**

\_\_\_\_\_ Finance review required        X   Finance review *not* required

If Finance review is required, determination is:      \_\_\_ Approved      \_\_\_ Not Approved

If not approved, please give reason: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Susan Rinne, Interim Vice Chancellor for Finance and Administration

**GENERAL COUNSEL (Legality and Format/adherence to Education Codes):**

\_\_\_\_\_ Legal review required      \_\_\_\_\_ Legal review *not* required

If Legal review is required, determination is:      \_\_\_\_\_ Approved      \_\_\_\_\_ Not Approved

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-  
Thuy Thi Nguyen, General Counsel

**CHANCELLOR'S OFFICE APPROVAL**

\_\_\_\_\_ Approved, and Place on Agenda      \_\_\_\_\_ Not Approved, but Place on Agenda

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-  
Dr. José M. Ortiz, Chancellor

**COLLEGE COUNCIL RECOMMENDATION**

**RECOMMENDATION: To have the College President approve CEMPC's Resolution regarding the revised Merritt College Mission Statement. (See attached Resolution.)**

**DATE ENDORSED AND RECOMMENDED BY COLLEGE COUNCIL: March 26, 2014**

**COLLEGE COUNCIL VOTE: M/S/P (Allen/Sealund) to unanimously approve CEMPC's Resolution on the revision of the Merritt College Mission Statement.**

*In accordance with the provisions in the College Council By-Laws, "the President shall accept, reject, or make alternative recommendations to those of the College Council, or make recommendations to the College Council in the absence of any recommendation from the College Council. Within twenty (20) working days of receipt of written recommendations from the College Council, the College President shall communicate with the Council his/her decision in writing. If the President's decision is affirmative, the recommendation becomes College policy. If the President does not support the recommendation, the President shall provide a written justification to the College Council within the twenty (20) working day time limit. Those items not accepted by the College President will be on the next College Council agenda for the College Council's consideration of the President's written justification or alternate proposal. The Council may consider making a new recommendation to the College President. In all instances, the College President retains the right and duty to make final decisions on items after Council consideration."*

Per the above-stated provision, we respectfully request that President Ambriz-Galaviz communicate in writing her decision to the College Council by April 23, 2014. Thank you.



Doris Hankins, Chair / Brock Drazen, Vice Chair  
College Council  
April 7, 2014

Attachment (if applicable) CEMPC Resolution / Recommendation

**PRESIDENT'S RESPONSE**

**Approved:** *Norma Galaviz*

**Not-Approved:**

**Comments:** *Supportive of adding the four words;  
"and a global economy!"*

**Signature:**

**Date:**

# RESOLUTION FROM CEMPC

## **BACKGROUND**

On November 5, 2003, a Task Force was convened to respond to a recommendation from the Accreditation Commission by: (1) reviewing and revising the college's current mission statement to reflect specific commitments; and (2) to establish a process for the mission statement to be evaluated and revised on a regularly scheduled basis.

In December 2003, a revised Mission, Vision, and Values statement was drafted and endorsed by the College community, the College Council, and adopted by the Board of Trustees on February 10, 2004. The adopted mission statement was as follows:

The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society.

To accomplish its mission the College provides open access to excellent instructional programs and comprehensive support services in a culturally rich, caring and supportive learning environment.

Our purpose is to provide opportunities for lifelong learning, contribute to the economic growth of our communities while assisting students to attain degrees and certificates, earn credits to transfer and develop the skills necessary to complete their educational goals.

On November 19, 2008, the College Council met to reaffirm the College's Mission statement. No discussion was held on that date and the topic was tabled until March 11, 2009 when the College Council, with a quorum present, recommended two minor edits to the Mission Statement. Archival data shows that two motions were passed to approve said minor modifications and to affirm the revised Mission Statement. However, no evidence can be found that the revised mission statement was forwarded to the College President for recommendation to the Board of Trustees for adoption.

In Spring of 2009, the College presented its Institutional Self-Study in Support of Reaffirmation of Accreditation to the Board of Trustees for adoption and submittal to ACCJC. Contained in that document was the four-step process proposed for periodically reviewing and revising Merritt's Mission Statement:

- A committee approved by College Council reviews the mission statement and makes recommendations of any possible changes to the College Council.
- The revision recommendations are reviewed by all Merritt College governance groups, and feedback is provided to the College Council.
- Upon final review, the College Council makes a recommendation to the Merritt College President.
- The President submits the revised mission statement to the Board of Trustees for final approval.

On October 26, 2011, the College Council met and received an Accreditation update from the VPI that a survey regarding the mission statement had been distributed. She reported that 70 responses had been received and that of those 43% were in favor of leaving the statement as is. There appears to have been a consensus discussion but no evidence has been found that the recommendation followed the process outlined and adopted by the Board of Trustees in 2009.

In March 2013, the College presented its Institutional Follow-Up Report to the Board of Trustees for approval and submittal to ACCJC. This document contained a “planning agenda” associated with Standard One that read:

The college will review and revise the mission statement at least every six years, or as necessary to reflect a new direction of the college agreed upon by the governance groups and approved by the Board of Trustees.

### **CEMPC ACTIONS:**

WHEREAS, the College Educational Master Planning Committee (CEMPC) is charged to review the College’s mission statement and to recommend revisions where appropriate consistent with the process provisions adopted in Spring 2009; and

WHEREAS, CEMPC in undertaking its charge of responding to Standard One of the College’s Institutional Self-Evaluation, understands the mission statement for an institution accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC) must define the institution’s broad educational purposes, its intended student population, and its commitment to achieving student learning; and

WHEREAS, CEMPC understands the mission statement to play a pivotal role in establishing long-term and short-term strategic goals for the college and in improving institutional effectiveness; and

WHEREAS, CEMPC recognizes the mission statement, adopted by the Board of Trustees on February 10, 2004, as the “official copy” of the Merritt College Mission Statement,

THEREFORE BE IT RESOLVED, following a review of the College's mission statement, at a Special Meeting held November 4, 2013, and at a regular meeting held February 12, 2014, CEMPC requests the College Council to receive its recommendation that the Merritt College Mission Statement be revised as follows:

### **Merritt College Mission Statement**

The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society and a global economy.

To accomplish its mission the College provides open access to excellent instructional programs and comprehensive support services in a culturally rich, caring and supportive learning environment.

Our purpose is to provide opportunities for lifelong learning, contribute to the economic growth of our communities while assisting students to attain degrees and certificates, earn credits to transfer and develop the skills necessary to complete their educational goals.

BE IT FURTHER RESOLVED, CEMPC recommends to College Council that if approved by the Board of Trustees, the revised college's mission statement shall be posted throughout the campus, required to be printed on the agendas and correspondence of all governance bodies and posted on the website.

BE IT FINNALLY RESOLVED, CEMPC recommends to College Council that a reprint of the revised copy of the college's mission statement be forwarded to the Accreditation Liaison Officer to serve as evidence in the Accreditation Self-Evaluation now underway at the College.