



**College Recommendation 1 Sub-Committee
 Meeting Minutes
 October 29, 2015**

Present: Steve Pantell, Juana Martinez-Rodriguez, Kinga Sidzinska, Chris Grampp, Tom Renbarger, Lawrence Lee, Elaine Wallace

Absent: Anthony Powell, Lilia Chavez

Guests:

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
<p>I. Process for reviewing college mission statement. Identifying the gaps.</p>	<p>The process has been ineffective on some levels. The process also has not incorporated the interests of all college’s stakeholders. The group identified the gaps as well as provided suggestions for corrective action:</p> <p>1). A committee approved by the College Council reviews the mission statement and makes recommendations of any possible changes.</p> <p>CEMPC is to be a committee to review the mission statement; CEMPC proposed change in their by-laws and to tie the mission review process to the Program Review, which means the mission will be reviewed every 3 years. This solution is believed to prevent “forgetting” to review the mission statement on the regular basis, and the program review will serve as a “trigger.” CEMPC wants to include all this in their by-laws; but they still need to vote on these changes.</p> <p>2). The revision recommendations are reviewed by all Merritt College governance groups.</p> <p>In 2009, there was a survey monkey done and sent to all</p>	<p>Tom to provide CEMPC minutes from 9/11/2015</p> <p>Steve to provide the evidence.</p>

	<p>Merritt employees with questions about the mission statement.</p> <p>Corrective action:</p> <ul style="list-style-type: none"> • During flex days, each department to elaborate on the mission statement and provide their feedback to the College Council. Keep it as an agenda item, or discussion in the minutes for evidence. • Expand to include the students' input. • Make sure that students' interests are addressed in the mission statement • Have a survey for students every semester. <p>3). Upon final review, the College Council makes a recommendation to the Merritt College President.</p> <p>Do we have any evidence that this is happening?</p> <p>4). The President submits the revised mission statement to the Board of Trustees for final approval.</p> <p>It is unclear if such an approval is needed. It is also unclear why the revised mission statement was approved by board in 2014, but wasn't approved in 2009. Was the revised mission statement from 2009 submitted for the board approval?</p>	<p>Exactly how many employees participated?</p> <p>Should this be done every semester or only 1 semester per 3-year cycle?</p> <p>Chris to check on it. Review the board meeting agenda and minutes from 2009.</p>
<p>II. The mission statement drives the college budgeting and planning – no clear evidence exists (follow up from the last week).</p>	<p>The group identified that showing the connection of planning and budgeting to the College's mission is the charge of College Recommendation 2 Sub-committee.</p>	<p>No further action needed. Item closed.</p>