

**MERRITT COLLEGE**  
**Minutes of the College Council Meeting**  
**March 26, 2014, 3:00 p.m., Room R112A**

**Attendees:** T. Park, M. Zielke, R. Allen, D. Hankins, S. Harding, T. Brice, M. Sealund, A. Tomas, E. Bugg, A. Trotter, T. Henry, A. Alexander, J. Drinnon, M.L. Zernicke, B. Drazen, N. Ambriz-Galaviz

**Absent:** C. Olsen, S. Thompson, T. Christian, D. Morales, D. Del Rosario,

**Guests:** S. Brown, C. Grampp, G. La Monica, W. Love

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
<p><b>I. Action Items/Presentations:</b></p> <ul style="list-style-type: none"> <li>• Demo of Moodle Shell Online Student Orientation</li> <li>• Approval of CBC Revised By-Laws</li> <li>• CEMPC Resolution re Merritt College Mission Statement</li> </ul>	<p>D. Hankins called the meeting to order at 3:09 p.m.</p> <p><b>Demo of Moodle Shell Online Orientation</b>  The following are highlights from A. Alexander’s presentation:</p> <ul style="list-style-type: none"> <li>▪ The orientation can be a graded exercise.</li> <li>▪ The orientation is being offered to instructors to incorporate directly into their shells.</li> <li>▪ It was suggested that the orientation be mandated.</li> <li>▪ Inquiries were made to an orientation instructional guide and surveys on the use of this tool.</li> <li>▪ Questions arose regarding the productivity of online classes and how they are being evaluated.</li> <li>▪ M. Zielke thanked A. Alexander for this orientation.</li> </ul> <p><b>CBC Revised By-Laws</b>  Copies of the revised CBC by-laws were distributed. J. Drinnon shared the following:</p> <ul style="list-style-type: none"> <li>▪ Fund numbers were removed.</li> <li>▪ By-Laws were simplified for clarity.</li> </ul> <p>M/S/P (Trotter/Bugg) to approve CBC by-laws as revised. 3 abstentions.</p> <p><b>CEMPC Resolution re Merritt College Mission Statement</b>  The CEMPC Resolution regarding the Merritt College Mission Statement was reviewed by the Council.  M/S/P (Allen/Sealund) to approve the Resolution made by CEMPC regarding the Merritt College Mission Statement.</p>	<p>M/S/P (Trotter/Bugg) to approve CBC by-laws as revised. 3 abstentions.</p> <p>M/S/P (Allen/Sealund) to approve the Resolution made by CEMPC regarding the Merritt College Mission Statement.</p>
<p><b>II. Agenda Review, Changes and Adoption</b></p>	<p>M/S/P (Allen/Zernicke) to approve the agenda with one modification; add Title III Update after Agenda Item V. T. Park abstained.</p>	<p>M/S/P (Allen/Zernicke) to approve the agenda with one modification; add Title III Update after Agenda Item V. T. Park abstained.</p>

	Note: Many last minute agenda items have been submitted lately. Current College Council By-laws state that items are to be received in writing one week prior to the preparation of the agenda.	Agenda items must be submitted in writing one week prior to the preparation of the agenda.
<b>III. Approval of February 26, 2014 Minutes</b>	M/S/P (Bugg/Drinnon) to approve the February 26, 2014 minutes with no corrections.	M/S/P (Bugg/Drinnon) to approve the February 26, 2014 minutes with no corrections.
<b>IV. Accreditation Update (Bugg)</b>	E. Bugg shared the following: <ul style="list-style-type: none"> <li>▪ Attempting to produce the first draft of Self Study before Spring break.</li> <li>▪ VPI is refraining from meetings to ensure that the draft is finished.</li> </ul> T. Brice requested to meet with the Accreditation writer.	
<b>V. Committee Reports</b>		
A) CEMPC (Bugg)	E. Bugg reported the following: <ul style="list-style-type: none"> <li>▪ CEMPC Resolution regarding the Merritt College Mission Statement is moving forward in the approval process.</li> <li>▪ A draft of the strategic plan/goals is currently being worked on.</li> <li>▪ A two-day session regarding our strategic goals as related to APU's will be held on August 11-12, 2014. The session will be conducted by an outside facilitator.</li> <li>▪ Currently reviewing our by-laws and processes.</li> </ul>	
B) Budget (Del Rosario)	See attached written report. A discussion was held regarding changes to the times of the April and May meetings. S. Harding shared that a Governance Calendar was created and shared at the beginning of the academic year to avoid these conflicts. It was suggested that the Committee Chairs address their calendars at the end of the academic year to prepare for the following. CEMPC to make it a closing action to discuss next year's academic Governance Calendar.	CEMPC to make it a closing action to discuss next year's academic Governance Calendar.
C) Facilities (Drazen)	B. Drazen provided a written report which was shared and has been attached to the minutes. The following are highlights of discussion regarding the report: <ul style="list-style-type: none"> <li>▪ The proposed safety options for the B parking lot include: <ul style="list-style-type: none"> <li>▪ Upgrades to crosswalks</li> <li>▪ Pedestrian barricades</li> <li>▪ Rapid Flash Beacon System</li> </ul> </li> <li>▪ The mysterious cat lady is Lynn Bell who is under a TTVAR MOU.</li> <li>▪ Regular updates are being provided on solar rebates. A handout regarding these rebates was distributed. The previously discussed \$400k savings will be used for emergency repairs throughout the district. The "savings"</li> </ul>	

	Merritt College received was the reduced utility bill the college is responsible for paying.	
D) CDCPD (Morales)	D. Hankins asked the Council to review the written report that was provided. D. Morales not present to discuss. Report is attached to the minutes.	
E) CIC (Alexander)	A. Alexander provided the attached written report and shared the following: <ul style="list-style-type: none"> <li>▪ Anthro degree will be discussed at tomorrow’s meeting.</li> <li>▪ The President is obligated to report Transfer degrees. There are six in total. Three are completed.</li> <li>▪ The State Chancellor’s Curriculum Inventory needs to match our college catalog.</li> <li>▪ More volunteers are needed to attend the Curriculum Institute Training however, attending this training does not prepare you to be the CIC Chair.</li> </ul>	
F) Technology (Zernicke)	M. Zernicke provided the attached written report. The following are additional highlights: <ul style="list-style-type: none"> <li>▪ Extra help was hired to assist IT.</li> <li>▪ Allocating existing staff to assist with the Measure A upgrades.</li> <li>▪ No official process has been created in modifying Merritt’s new website.</li> <li>▪ DTC to address plan for e-waste if not recirculated on the campus.</li> </ul>	
<b>Added Agenda Item: Title III Update</b>	S. Brown shared the following: <ul style="list-style-type: none"> <li>▪ Looking at what is being institutionalized.</li> <li>▪ Learning communities is going well. 70% complete.</li> <li>▪ Summer Bridge is moving forward. Coordinating with the Fruitvale Center and Math Jams.</li> <li>▪ Assisting in Food Matters event.</li> <li>▪ Mini-grants are still being accepted.</li> <li>▪ External evaluator visit is scheduled for April 8-9, 2014.</li> </ul>	Title III to remain a standing item on the agenda this academic year.
<b>VI. Presidential Updates</b>		
A) ASMC (Christian)	T. Henry reported the following: <ul style="list-style-type: none"> <li>▪ Women’s History Month was a success. Merritt College was the only college within Peralta to host activities.</li> <li>▪ Preparing for end of year Scholarship Dinner on May 14, 2014.</li> <li>▪ Elections will be held on April 8, 2014.</li> <li>▪ Appreciation day is also on April 8, 2014.</li> <li>▪ Looking to purchase bike racks for the students. Topic was discussed at the last CFC meeting.</li> <li>▪ Results of the Hunger survey were shared. 77% of those who participated in the survey skipped meals, did not eat</li> </ul>	

	<p>healthy and ran low or out of food by the end of the month.</p> <ul style="list-style-type: none"> <li>▪ ASMC pushing to implement a program to get food to our students. Plan will be solidified this year but implementation will not occur until next year.</li> </ul>	
B) College (Ambriz-Galaviz)	<p>Faculty Hiring Prioritization List: N. Ambriz-Galaviz provided a copy of the memorandum written to the DEC regarding the Faculty Hiring Prioritization. Below are highlights of the discussion:</p> <ul style="list-style-type: none"> <li>▪ Full time departments without leads make it difficult to run the program.</li> <li>▪ Sociology has been led by S. Brown on extra service time.</li> <li>▪ Expand CDCPD to get stakeholders to address categorical programs.</li> <li>▪ Strategic direction is tied in with the process. Results are driven by data.</li> </ul> <p>Facilities Educational Master Plan: N. Ambriz-Galaviz shared the following:</p> <ul style="list-style-type: none"> <li>▪ Was asked to update. Calling on campus for input.</li> <li>▪ Request was first received last year during finals week.</li> <li>▪ Must ask ourselves “What kind of campus do we want Merritt to be?”</li> <li>▪ After current occupants of the D Building are moved to the new Science Facility we may have to offer use of the building to our community.</li> </ul> <p>Classified Prioritization Updates:</p> <ul style="list-style-type: none"> <li>▪ Refer to the February minutes of the College Council.</li> <li>▪ The following are questions being raised regarding the submitted list: <ul style="list-style-type: none"> <li>• How were the decisions made?</li> <li>• How did we arrive at what was needed?</li> <li>• What rational is being provided?</li> </ul> </li> </ul>	
C) Academic Senate (Park)	<p>Below are highlights from the discussion held regarding the proposed revisions to the Division Structure:</p> <ul style="list-style-type: none"> <li>▪ In the past, revisions to the Division Structure were sent from the CDCPD to the College President for approval.</li> <li>▪ In 2010, the recommendation was sent to the College Council.</li> <li>▪ The approval process was questioned. Clarity on process is needed.</li> </ul>	
	M/S/P (Park/Brice) to extend meeting time to 5:30 p.m. to allow all reports to be made.	

D) Classified Senate (Hankins)	<p>S. Harding shared the following discussed at the last meeting:</p> <ul style="list-style-type: none"> <li>▪ The MCCS is planning an appreciation event to take place during Spring Break.</li> <li>▪ An update was provided on filling the number of vacant classified positions.</li> <li>▪ Currently holding nominations for the Classified Award given at the Merritt College Annual Achievement Awards Celebration.</li> <li>▪ Use of staff development funds.</li> </ul>	
<b>VII. Upcoming Events/Announcements</b>		
<ul style="list-style-type: none"> <li>▪ Barbara Lee &amp; Elihu Harris Lecture Series</li> <li>▪ Ninth Annual Cesar Chavez Celebration</li> <li>▪ “Food Matters” Culminating Event</li> <li>▪ Annual Achievement Awards Celebration</li> <li>▪ Phi Theta Kappa Spring Induction Ceremony</li> <li>▪ Landscape Horticulture Semi-Annual Plant Sale</li> <li>▪ Merritt College Commencement Ceremony</li> </ul>	<p>D. Hankins read off the events listed on the agenda. Below are additional comments:</p> <ul style="list-style-type: none"> <li>▪ Only seven Faculty responded to regalia order. Responses are needed now.</li> <li>▪ A. Trotter asked that administrators and Faculty support the classified by sponsoring them to attend the Merritt College Annual Achievement Awards Celebration.</li> <li>▪ Martin Luther King III will be on campus to speak in the ASMC Chambers tomorrow.</li> </ul>	
M/S/P (Bugg/Park) to adjourn at 5:30 p.m.		

SH  
4/23/2014