

**MERRITT COLLEGE**  
**Minutes of the College Council Meeting**  
**September 26, 2012, 3:00 p.m., Room R23**

**Attendees:** T. Park, A. Trotter, C. Olsen, R. Allen, M. Sealund, D. Hankins, S. Harding, T. Brice, A. Tomas, A. Black, S. Thompson, S. Anderson, J. Del Torro, A. Rodriguez, S. Brown, J. Murphy, M.L. Zernicke, B. Drazen, P. Stanley, D. Del Rosario

**Absent:** E. Gravenberg, A. Alexander

**Guests:** D. Wolfington, B. Cervanter

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
	S. Thompson called the meeting to order at 3:10 p.m.	
<b>I. Council Purpose &amp; Operation Review</b>	Copies of the College Council By-Laws were distributed. P. Stanley noted that the council is a recommending body to the College President.	
<b>II. Action Items / Presentations</b> <ul style="list-style-type: none"> <li>▪ Election of College Council Chair and Vice Chair</li> <li>▪ October 9, 2012 Safety/Security Camera Forum Presentation</li> </ul>	M/S/P (Sealund/Park) to nominate D. Hankins as Vice Chair of the College Council. M/S/P (Allen/Park) to nominate S. Thompson as Chair of the College Council.	M/S/P (Sealund/Park) to nominate D. Hankins as Vice Chair of the College Council. M/S/P (Allen/Park) to nominate S. Thompson as Chair of the College Council.
<b>III. Agenda Review, Changes and Adoption</b>	S. Thompson provided an update on the Planning and Budgeting Flow Chart discussed at the April 18, 2012 meeting: <ul style="list-style-type: none"> <li>▪ The sub-committee met and revised the flow chart.</li> <li>▪ The Flow Chart was shared with the campus on the August 16, 2012 College Flex Day.</li> <li>▪ In the process of activating the Flow Chart for Program Review.</li> <li>▪ A copy of the Flow Chart will be distributed at the next College Council meeting.</li> </ul>	
<b>IV. Approval of April 18, 2012 Minutes</b>	M/S/P (Thompson/Park) to approve the April 18, 2012 minutes.	M/S/P (Thompson/Park) to approve the April 18, 2012 minutes.
<b>V. Accreditation Update (Black)</b>	A. Black provided the following update: <ul style="list-style-type: none"> <li>▪ Working on having a draft of the Mid-Term Report by the Christmas holiday.</li> <li>▪ Writing assignments are to go out next week.</li> <li>▪ Some individuals will be drafted due to their roles</li> </ul>	

	<p>within the campus.</p> <ul style="list-style-type: none"> <li>▪ Appreciation was shared regarding classified involvement.</li> </ul>	
<b>VI. Committee Reports</b>		It was requested by the Chair of the Council, S. Thompson, that each committee provide 20 copies of a written bulleted report to distribute.
A) CEMPC (Black)	CEMPC was not held this month due to a visit by M. Orkin who made a special presentation on Program Review. The next meeting will be held in October on the second Wednesday of the month.	
B) Budget Committee (Murphy/DelRosario)	<p>The Budget Committee held its first meeting on September 19, 2012. J. Murphy was elected as the faculty co-chair. The following was reviewed at the September 19<sup>th</sup> meeting:</p> <ul style="list-style-type: none"> <li>▪ The charge and responsibilities of the committee.</li> <li>▪ The 2012-2013 budget.</li> <li>▪ The \$700,000 allocated to Merritt from the passing of the Measure B Parcel Tax.</li> <li>▪ Computer refresh.</li> <li>▪ Vacant positions within the 2012-2013 budget allocation.</li> </ul>	
C) Facilities (Drazen)	<ul style="list-style-type: none"> <li>▪ The College Facilities Committee held its first meeting on August 23, 2012. S. Ikhara indicated that the Library will be back on-line by the start of the Spring 2013 semester. The L-Building furniture has been ordered and there is an 8week lead time.</li> <li>▪ It will take 7 months before the District breaks ground on the construction of the New Science and Allied Health Building and 18 months before the completion of the building.</li> <li>▪ Smart classroom D119 has a bad reader and has been requested to be fixed.</li> <li>▪ Smart classroom A116 is locking and un-locking on its own.</li> <li>▪ The Smart classroom work on the Student Lounge, A113 and P307 are set to be completed this week.</li> <li>▪ Badges are required to gain access to Smart classrooms.</li> <li>▪ The next College Facilities Committee meeting will be</li> </ul>	<del>It was requested by the Chair of the Council, S. Thompson, that each committee provide 20 copies of a written bulleted report to distribute.</del>

	<p>held on October 9, 2012.</p> <ul style="list-style-type: none"> <li>▪ A standing meeting time for the Facilities Committee has been determined. Meetings will be held every second Tuesday of each month at 3:30 p.m. in Q218.</li> <li>▪ Transparency on overtime compensation for staff using facility rental funds will be provided at the next committee meeting.</li> <li>▪ Transparency will also be provided on how facility rental funds are handled and used.</li> </ul>	
D) CDCPD (Brown)	The main agenda item at the last meeting was Program Review. The next meeting will be held on Wednesday, October 3, 2012.	
E) CIC (Alexander)	A. Alexander was not present to provide a report.	
F) Technology (Zernicke)	<ul style="list-style-type: none"> <li>▪ The Merritt Technology Committee meets every second and fourth Thursday of each month from 12:00 p.m. – 1:00 p.m.</li> <li>▪ At the last District Technology Committee meeting, C. Madlock, Vice Chancellor of IT, shared that the District will be switching from Outlook to G-Mail. Still requires the Chancellor’s approval.</li> <li>▪ Approximately 500 College of Alameda students were polled regarding the switch from Outlook to G-Mail. 90% were in favor.</li> <li>▪ Several questions were asked by the Council members regarding this switch: <ol style="list-style-type: none"> <li>1. Will emails from Outlook be transferred?</li> <li>2. How much is this costing the District?</li> <li>3. Were privacy issues ever addressed?</li> <li>4. Why wasn’t this switch vetted through our Shared Governance?</li> </ol> </li> </ul>	
G) Health & Safety (Del Rosario)	<ul style="list-style-type: none"> <li>▪ The Great California Shake-Out will occur on October 18, 2012 at 10:18 a.m. A notification will be sent out via email to Merritt FAS and signs will be posted around the campus.</li> <li>▪ Emergency radios have been distributed to various individuals and offices on campus.</li> <li>▪ Working on getting emergency supplies out to the campus.</li> </ul>	
<b>VII. Presidential Updates</b>		
A) College (Stanley)	P. Stanley reported the following:	

	<ul style="list-style-type: none"> <li>▪ Her primary priority is Accreditation.</li> <li>▪ Every two weeks the college presidents meet with the Chancellor to discuss next steps towards reaffirmation.</li> <li>▪ Presidents will begin providing an oral report to the Board at each Board Meeting.</li> <li>▪ Merritt was the only college to have a written report at the last Board Meeting.</li> </ul>	
B) Academic Senate (Park)	<ul style="list-style-type: none"> <li>▪ All 14 positions have been filled on the faculty senate, 12 contracts and 2 adjuncts.</li> <li>▪ The following issues were discussed at the last senate meeting: <ul style="list-style-type: none"> <li>• Computer refresh for students, learning center, staff and faculty.</li> <li>• Renting campus space, transparency of facility rental space and conflicts on time reservations.</li> <li>• Hiring of 21 new faculty throughout the District, none of which will be placed at Merritt.</li> <li>• Solidifying the Resource Request Short Term Project List.</li> </ul> </li> <li>▪ President's Search Committee is moving forward.</li> </ul>	
C) Classified Senate (Sealund)	<ul style="list-style-type: none"> <li>▪ Nine senators were elected. Still seeking an individual to serve as the Secretary.</li> <li>▪ Low Classified participation because of work overflow.</li> <li>▪ Currently seeking the encouragement of Administrators to assist in staff participation and moral.</li> <li>▪ IT Staff may potentially lose T. Hampton to the College of Alameda due to his recent application for a job opening. May have the possibility of keeping him at Merritt if his desk audit is approved.</li> </ul>	
D) ASMC (Anderson)	<ul style="list-style-type: none"> <li>▪ Club Rush was held on September 25, 2012 during College Hour from 12:30- 1:30 p.m. Roughly eight clubs attended which was lower than last year.</li> <li>▪ The ASMC meets on the 2nd and 4th Friday of each Month.</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ There is an urgent need for an activities coordinator.</li> <li>▪ This Friday, the Associated Student Body will have an opportunity to pass an agenda item to make a recommendation to the college to seek a student activities coordinator.</li> <li>▪ Student Body Vice-President, Jose Del Torro, will be meeting with E. Gravenberg and D. Jacks in hopes to add more Fall scholarships.</li> <li>▪ Some of the former ASMC office space has been secured.</li> <li>▪ Constitution Day will occur this October.</li> <li>▪ Receiving help from D. Del Rosario to close out inactive trust and club accounts and reallocate into general ASMC funds.</li> <li>▪ Working to complete our Budget for the 2012-2013 academic year.</li> </ul>	
<p><b>VIII. Upcoming Events</b></p>	<p>S. Thompson noted the following events:</p> <ul style="list-style-type: none"> <li>▪ Landscape Horticulture Club Plant Sale, Saturday, October 6, 2012, 9:00 a.m. – 3:00 p.m., and Sunday, October 7, 2012, 12:00 p.m. – 3:00 p.m.</li> <li>▪ Chancellor Meet and Greet, Wednesday, October 10, 2012, 12:00 p.m. – 1:00 p.m., Student Lounge</li> </ul> <p>J. Del Torro informed the Council the following events were scheduled to occur:</p> <ul style="list-style-type: none"> <li>▪ The Puente Club will be holding a fundraising event on October 10, 2012.</li> <li>▪ The Oakland Community Organization will also be on campus October 10<sup>th</sup> to encourage students to vote in favor of Prop 30.</li> </ul> <p>A meet and greet for President Stanley will be held on Thursday, October 25, 2012 from 12:00 p.m. – 1:30 p.m.</p>	
	<p>M/S/P (Thompson/Park) to adjourn meeting at 4:30 p.m.</p>	