

MERRITT COLLEGE
Minutes of the _____ CEMPC Meeting
Wednesday, February 13, 2013

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.

Present: Anita M. Black, Tanya Ilarde, Jon Drinnon, Tae-Soon Park, Molly Sealund, Janet Zepel, Carlos McLean, Dr. Bill Love, Dera Williams

Guest(s): Ann Elliott, Dr. Norma Ambriz-Galaviz, Dr. Stacy Thompson, Dr. Gina LaMonica, Siri Brown

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
I. Approval of Wednesday, February 13, 2013 Agenda	Approved.	
II. Approval of Wednesday, November 14, 2012, and Dec. 5, 2012 Minutes	Minor corrections relayed to note taker (punctuation & move Tanya Ilarde to committee member on November minutes). Move to approve by Jon Drinnon, seconded by Janet Zepel.	Minutes approved with minor corrections; one abstention.

III. Classified Senate – Staffing Priority List

Ms. Sealund forwarded the recommendations from the Classified Senate. Discussion regarding whether the vacant Library position was part of the list that was considered. The priority list is based on replacement positions only; the positions in priority are the mailroom/switchboard position, the student activities coordinator, and the staff assistants to the deans. Ms. Sealund described the process of how this priority list was generated. Discussion on what the procedure is on how recommendations of Classified hires are brought to CEMPC. Anita Black reviewed the recommendations by the Classified Senate, and said that all three recommendations came up through the program review process. Dr. Ambriz-Galaviz spoke to the issue of the full time library technician which enables the Library to be open for evening hours, and serves both students and faculty. Clarification on the process on recommendations: after CEMPC makes a recommendation the information goes back to the involved committees, and a decision is made at College Council for a recommendation to the President.

Tae-Soon Park mentioned the Academic Senate recommendation of the hiring of a curriculum specialist. It was mentioned that the curriculum specialist position is currently under review by the Chancellor

Dr. Ambriz-Galaviz urged that CEMPC make a decision today on the recommendation. Dr. Trotter spoke to the importance of documenting the source materials of any recommendations.

Jon Drinnon proposed a motion that a task force subcommittee of CEMPC be composed to review CEMPC responsibilities with timeline for what needs to be done when as follows: “I move that a subcommittee be formed to create a list of the regular duties and functions CEMPC needs to perform to complete its charter. That subcommittee should report back to the next CEMPC meeting so that the full committee can create a timetable for CEMPC of regular duties and functions that need to be completed by particular times in the year.”

Dr. Audrey Trotter proposed a second subcommittee to create a rubric that CEMPC will use to determine resource allocation. Both committees to bring their recommendations to the CEMPC meeting on March 13, 2013. M/S/P Jon Drinnon, Tae Soon.

Motion for the 2 new subcommittees passed unanimously.

	<p>Anita Black asked for volunteers for the sub-committees and this is the result: 1. Members of the Timeline Committee: Jon Drinnon, Tae Soon Park, Molly Sealund, Anita Black, Dr. Bill Love, and Dr. Stacy Thompson. 2. Members of the Rubric Committee: Ann Elliott, Dr. Bill Love, Audrey Trotter, Dr. Stacy Thompson, Carlos McLean, Tae Soon Park.</p> <p>Jon Drinnon moved that we accept the Classified Senate list with the addition of the Library Tech position with no prioritization. Molly Sealund seconded. Discussion clarification of the Deans' Staff as both the open positions in Instruction and Student Services.</p>	<p>Motion for Classified Staff hiring recommendation voted on and passed with one abstention Tae Soon Park.</p>
<p>IV. Mission, Core Values, Vision Statements (see attachment)</p>	<p>Anita Black distributed the Mission Statement, Core Values, & Vision Statement. A copy of the survey from Steve Pantell was also distributed regarding reactions to the Mission Statement. Anita Black said she would review and follow up with Steve Pantell to ensure that the Core Values and Vision Statements are addressed in the Survey Monkey, which should be available to the campus community by March.</p> <p>A question of how to get approved minutes to the website. Anita Black asked Janet Zepel to forward all approved minutes for CEMPC that have been approved, and she will send on to Alexis Alexander to be posted.</p>	<p>Anita M. Black to follow up on survey and finalize with Steve Pantell.</p> <p>Janet Zepel to send finalized approved CEMPC minutes to Anita Black.</p>

<p>V. CEMPC Role in overall college planning (see attachment)</p> <p>a. Productivity & FTEF Report AY 2012 -2103</p> <p>b. Resource Allocation Rubric – discuss samples and draft criteria</p> <p>c. Budget Development</p>	<p>a. Distributed the FTES & FTEFS rubrics --- Anita Black explained how to read the rubrics, and compare the various departments’ productivity. This information is from the BI tool. Dr. Ambriz-Galaviz mentioned that there will be a training on the BI tool to be scheduled for the Department Chairs as soon as possible, and other faculty some other time in March.</p> <p>b. To be considered by the assigned sub-committee.</p> <p>c. Will be addressed through the reports of the new subcommittees at the March meeting.</p>	
<p>VI. Accreditation</p>	<p>Anita Black said that the Accreditation Report is almost ready, and that it is important for members of this committee to review as there is a lot of valuable information that will be useful for our committee members.</p>	
<p>Other</p>	<p>None.</p>	
<p>Adjournment</p>	<p>Adjourned at 5:15 p.m.</p>	