

MERRITT COLLEGE
Minutes of the CEMPC Meeting
Wednesday, February 23, 2011

Present: Dr. Linda Berry, Dr. Eric Gravenberg, David Morales

Guest(s): Jennifer Shanoski, Jon Murphy, Jon Drinnon, Stacy Thompson, Molly Sealund, Marilyn Bull, Brock Dozen, Tom Branca, Janet Zepel

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
Approval of Wednesday, February 23, 2011 Agenda		Approved.
Approval of Wednesday, October 19, 2010 Minutes		Approved.
Discuss draft plan for Instructional Services	<p>Linda passed first draft of proposed restructuring that has tasks assigned to extra-service faculty with three faculty leads and Allied Health Program Directors. Discussion brought out that TRCs, classified supervision, & record corrections were not on the list --- some cannot be done by faculty, for example, classified supervision. Tom suggested that he and Stacy review their calendars to identify all the tasks that Deans do. How would their division of work look with only one Dean? Funding for extra service would come out of faculty classroom hours --- suggestion made that the hours should come out of the Department Chair allocation --- chair time is under negotiation with PTF at this time.</p> <p>Discussion of why the cut of the Deans is to come out of the District budget instead of Merritt's. The 5-10-15 is in addition to the reduction of the Deans & and the reduction of 1351. Fund 1 includes all permanent salaries & recurring costs. Contract ed money can be used freely, except for food. Issue raised of travel expenditures that continue to occur despite the District ban (including travel by board members).</p> <p>Discussion of why contracts were extended for district administrative personnel but not for our Deans. How can we address questions to Wise Allen to bring out these issues? The idea was raised of videoing our students and programs and getting the word out to the community to rally support for the college and highlight the strengths of our program.</p>	

<p>Discuss draft plan for Student Services</p>	<p>Dr. G spoke about a jazz music and lecture series to build not only support but raise money. Passed out a reorganization update: centralization in some areas and centralization of some services, which is somewhat inevitable, but there is a trade-off of quality and service with centralization. Discussion of how hard it is to identify exactly how much each program costs. Dr. G. feels that Admissions & Records & Financial Aid are necessary to be under the control of the college. Others spoke about volunteer faculty advisors to talk to students and counsel them in to specific classes for the different disciplines. Dr. G. feels it is essential to grow the Career Center, in conjunction with Horace Graham as a lead on that; prepared to do more with less, and has identified essential services. Brock spoke to the effectiveness of the Track & Field in terms of student success and matriculation.</p>	<p>Not at this time.</p>
<p>Discuss role of CEMPC as lead committee for institutional effectiveness.</p>	<p>Is that our charge? What is institutional effectiveness? This is the question raised by Accreditation. Idea floated that we need some examples of institutionally effective colleges. What the relationship between the Budget Committee and CEMPC? Budget Committee and CEMPC interact and CEMPC makes recommendations to College Council. Discussion of the make-up of CEMPC. Should CEMPC ask the Budget Committee to specifically identify the costs and revenues of various programs --- examples, Fruitvale Center, athletic programs, high-cost programs like some of the health services programs (everything is on the table --- including the justification for retaining some high-cost programs based on budget principles).</p>	<p>Going to ask for specific budget information from the Budget Committee.</p>
<p>Setting a new meeting schedule</p>	<p>Discussion of meeting more often, possibly every two weeks, and meeting earlier. Issues with various peoples' schedules.</p>	<p>Set next meeting for 1:30 pm on Wednesday, March 16th.</p>
<p>Adjournment</p>		<p>4:30 pm</p>