

MERRITT COLLEGE
Minutes of the College Council Meeting
February 27, 2013, 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, E. Gravenberg, S. Thompson, S. Anderson, S. Brown, B. Drazen, N. Ambriz-Galaviz

Absent: J. Del Torro, A. Rodriguez, A. Alexander, J. Murphy, M.L. Zernicke, D. Del Rosario

Guests: A. Elliott, R. Hunter, R. Brousseau

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
	S. Thompson called the meeting to order at 3:25 p.m.	
I. Action Items / Presentations <ul style="list-style-type: none"> ▪ Title III Annual Report ▪ Classified Priority Hiring ▪ Shared Governance Meeting Schedule ▪ Faculty Hiring Proposal ▪ SLO Proficiency Report 	<p>Title III Annual Report Four handouts were distributed:</p> <ol style="list-style-type: none"> 1. Merritt College Title III Annual Report of Student Outcomes, Year 4 Findings (2011-2012) 2. PowerPoint Presentation 3. Summary of Findings, Years 1-4 (2008-2012) 4. Summary of Recommendations <p>A. Trotter introduced the following guests:</p> <ul style="list-style-type: none"> ▪ Robin Hunter ▪ Dr. Ruth Brousseau <p>Both R. Hunter and R. Brousseau provided a short PowerPoint presentation on the Title III Annual Report of Student Outcomes. Merritt is currently meeting its goals in more areas than not with the exception of Matriculation students. The first Student Success Task Force meeting is scheduled for March 14, 2013.</p> <p>Classified Priority Hiring The Classified Priority Hiring Recommendations were taken to CEMPC where they were voted on and approved. The three top ranked positions are below:</p> <ol style="list-style-type: none"> 1. Mailroom/Switchboard Clerk 2. Student Activities Advisor 3. Staff Assistant – Deans Office <p>Motion carried to approve list as presented.</p>	<p>The following Shared Governance meeting dates and times are to change for the month of March:</p> <p>CEMPC – March 13, 2013, 3:00 p.m. – 4:00 p.m. College Council – March 13, 2013, 4:00 p.m. – 5:00 p.m.</p> <p>January 30, 2013 Minutes tabled until the next meeting for additional review time.</p>

	<p>Shared Governance Meeting Schedule N. Ambriz-Galaviz distributed a memorandum requesting a Special College Council meeting. The following was discussed: The District deadline to submit the Faculty Hiring Recommendation is March 13, 2013. In order to follow our Shared Governance process the College Council meeting must be moved to the second Wednesday of the month thus only allowing CEMPC to meet for the first hour of our 3:00 – 5:00 p.m. timeline and the College Council to meet for the second. See below for clarity:</p> <ul style="list-style-type: none"> ▪ CEMPC – March 13, 2013, 3:00 p.m. – 4:00 p.m. ▪ College Council – March 13, 2013, 4:00 p.m. – 5:00 p.m. <p>CDCPD and Budget Committee will remain on their regularly scheduled dates and times.</p> <p>Faculty Hiring Proposal The following was suggested by N. Ambriz-Galaviz:</p> <ul style="list-style-type: none"> ▪ Positions chosen in the future should use the BI tool to support the outcomes. ▪ Afram and Math move forward for the 2014 fiscal year. <p>A printout of the Fall 2010 to Spring 2013 Productivity and FTEF Report was distributed. <u>Discussion resulted with the prioritization process to begin again.</u></p> <p>SLO Proficiency Report The SLO Proficiency Report is moving forward for edits. The final draft is almost complete and evidence is being gathered. It was suggested that another email be sent to remind individuals of the deadlines.</p>	
II. Agenda Review, Changes and Adoption	M/S/P (Black/Tomas) to approve the agenda as is.	
III. Approval of January 30, 2013 Minutes	Minutes were tabled until the next meeting for additional review time.	
IV. Accreditation Update (Black)	The signature page of the report is currently being signed for submission.	
V. Committee Reports		
A) CEMPC (Black)	A. Black indicated that the College is in need of a retreat to update our Shared Governance Process that is currently 10 years old. Preliminary work must be done prior to the retreat so that the retreat results in a more productive outcome.	

B) Budget Committee (Murphy/DelRosario)	Not present to provide report.	
C) Facilities (Drazen)	See attached report. B. Drazen indicated that Merritt was the only campus that submitted a campus needs list of maintenance repairs and outstanding work orders. A copy of this list was distributed.	
D) CDCPD (Brown)	The Chairs are meeting Friday, March 1, 2013 to discuss the Fall schedule. The main focus of the Wednesday, March 4, 2013 meeting will be to discuss the Faculty Hiring Recommendations. A basic rubric was created to show the process of how the decisions were made.	
E) CIC (Alexander)	Not present to report.	
F) Technology (Zernicke)		
G) Health & Safety (Del Rosario)	Not present to report.	
VI. Presidential Updates		
A) College (Ambriz-Galaviz)	Information shared above under Action Items/Presentations.	
B) Academic Senate (Park)	See attached report.	
C) Classified Senate (Sealund)	The District Classified Senate has elected a new President, James Blake. Peralta Classified are collaborating on workshop ideas to be held on the March 27, 2013 Flex day.	
D) ASMC (Anderson)	Not present at the time of her report. Meeting adjourned prior to her return.	
VII. Upcoming Events		
	Council members were reminded of the Thursday, February 28, 2013 President's Welcome Reception.	
	M/S/P (Hankins/Drazen) to adjourn meeting at 5:07 p.m.	

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Facilities Committee Report

At the February 1, 2013 PBIM Facilities Committee District-Wide meeting Merritt's Facilities Committee submitted a power point presentation of campus needs, maintenance repairs and outstanding work orders. The presentation was based on the campus-wide request from Molly Sealund to Merritt-FAS to submit campus maintenance and repairs needs and our committee's assessment of pressing campus issues. Many thanks are in order for the efforts of Molly Sealund and Linda Garcia for taking the time and effort to photograph campus issues and prepare the power point. There are a number of health, life and safety issues on campus that have not been addressed by the district as is the case on other campuses. The district does not have a specific budget for maintenance, is strapped for cash and hasn't been able to address most of the campus concerns.

Merritt was well represented at the district meeting, was the only college to present detailed information regarding the problems on campus and new Merritt College president Dr. Norma Ambriz-Galaviz spearheaded a move toward action on the issue. There is a two-pronged approach taking place to address the problem. 1) I am on a subcommittee preparing a presentation to the district-wide budget committee on the need for a maintenance and repairs budget line. 2) Dr. Ambriz-Galaviz raised the issue at the cabinet level and our subcommittee was asked to submit a grid with prioritized needs in a very short time frame so that Bob Beckwith and his associates could price out an approximate cost per campus of these needs. Attached to this report is Merritt's maintenance and repairs priority needs list that was submitted to the district for pricing.

An unofficial powerpoint from the General Services office suggested that the district-wide infrastructure needs as submitted by each college amounts to \$4,009,450. Merritt's portion of that total was listed at \$392,650 while Laney was assessed at \$3,015,000. At the next district-wide meeting on March 8, 2013, we will get more details on each college's submissions, make sure Merritt is fairly represented, take next steps and report back to this council.

Brock Drazen
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Merritt College Facilities Committee Co-Chair
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Academic Senate Report for February 27, 2013 College Council meeting

I think the Shared Governance Committees By-Laws/memberships may need to be reviewed and/or updated to incorporate the new Board Policies/Administrative Procedures or any changes and inconsistency and/or clarification of decision making process.

To get the District Shared Governance Committees information, please go to the peralta webpage, then click “[site index](#)” in the middle of page and scroll down to “[Planning & Budgeting Integration](#)” or

<http://web.peralta.edu/pbi/>

The followings are my report.

1) 9 Faculty Senate Scholarships were announced and due by April 8, 2013.

Jon Drinnon is chairing the Merritt Academic Senate Scholarships Committee.

Deadline for submission of all materials to Jon except copy of 4-year college letter of admission if required by the criteria is Monday April 8, 2013, 4 p.m. and it is \$600 per scholarship.

Tae-Soon Park will handle Eve St. Martin Wallenstein Scholarship and Norbert S. Bischof Memorial Scholarship through the Peralta Colleges Foundation and use the Foundation scholarship application form (see <http://web.peralta.edu/foundation/scholarships-and-grants/available-scholarships/>).

2) Motion passed by the Academic Senate on 2/21/2013

MOTION: We (Merritt College Academic Senate) convey to the district that the Student Activities advisor should remain a classified rather than a management position and also college positions should be put forward to the district from the colleges as a result of the normal college level processes in place for prioritizing and need for positions and not be imposed by the district any input from the colleges.

- 3) The Associate Vice Chancellor of Information Technology (IT), Calvin B. Madlock, was invited to the Academic Senate meeting on 2/21/2013 and we gave our feedback regarding IT issues.
- 4) I heard that paper work for 3 faculty positions (Math, Child Development, and Landscape Horticulture) to advertize were forwarded to the District and those are in the final approval process just before to advertize.

If you have a question/concern, please inform me.

Thank you.