

MERRITT COLLEGE
Minutes of the College Council Meeting
May 22, 2013, 3:00 p.m., Room R23

Attendees: T. Park, A. Trotter, R. Allen, M. Sealund, D. Hankins, S. Harding, A. Tomas, A. Black, E. Gravenberg, S. Thompson, S. Anderson, A. Alexander, S. Brown, B. Drazen, D. Del Rosario

Absent: C. Olsen, T. Brice, J. Del Torro, A. Rodriguez, J. Murphy, M.L. Zernicke, N. Ambriz-Galaviz.

Guests: Gina La Monica, William Love, Tiffany Trammell

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
	S. Thompson called the meeting to order at 3:19 p.m.	
I. Action Items / Presentations	No items to report.	
II. Agenda Review, Changes and Adoption	M/S/P (Park/Tomas) to approve the agenda with no changes.	M/S/P (Park/Tomas) to approve the agenda with no changes.
III. Approval of April 17, 2013 Minutes	M/S/P (Black/Park) to approve the April 17 th minutes with noted corrections. *Note: A. Trotter wished for clarity on the April 17 th minutes under Agenda Item VI. Presidential Update A) College (Ambriz-Galaviz) bullet 3: “D. Moulton submitted letter of retirement enabling the college to submit an additional hire (as per the policy effective July 1, 2011). Selection will be made from the recommended list to the President as presented to the PBC.”	M/S/P (Black/Park) to approve the April 17 th minutes with noted corrections.
IV. Accreditation Update (Black)	A. Black reported the following: <ul style="list-style-type: none"> ▪ Topics related to the self study will be covered at the Merritt College retreat on May 31, 2013. ▪ Team visit will occur next Spring of 2014. ▪ Self Study to the Accrediting Commission by January 2015. District Office will most likely request it from the college for approval by November 2014. ▪ Majority of the writing should be completed by May 2014. ▪ Commission has not met as of this year to finalize the colleges status. ▪ President usually receives a letter from the ACCJC by the end of June. A. Black will send an email to the campus once it is received. ▪ Time table regarding the Self Study to be shared at the Merritt College Retreat. 	

V. Committee Reports		
A) CEMPC (Black)	CEMPC is currently working on their breakout session for the College Retreat. Please see attached email.	
B) Budget Committee (Murphy/Del Rosario)	<p>D. Del Rosario reported the following:</p> <ul style="list-style-type: none"> ▪ Budget for the 2013-14 fiscal year has been loaded in Promt. ▪ Budget will be sent electronically to all cost center managers. ▪ D. Del Rosario plans to meet with all cost center managers to review the budget and ensure it is within the proper object codes. ▪ Fund 11 Project 1071 (lottery money) has also been loaded as a lump sum in the VP of Student Services cost center (641). Money needs to be divided out to the Division Deans. ▪ Fund 12 money was restored to the amount of \$170,717. \$53,000 was held in the Business Office. It was requested of D. Del Rosario to send a spreadsheet of the funds electronically to the Council. ▪ As of May 22, 2013, the college currently has \$223,718 in facility rental funds. ▪ \$105,000 is currently being used to pay for salaries with \$98,000 paid to the Division II Dean. ▪ This raised concern with the statement the District made to restore these funds fully into the General Fund for this fiscal year. The funds have been restored to the 2013/14 fiscal year. <p>M/S/P (Black/Sealund) to approve the request of a detailed rational of why funds were not fully restored from the District for the Division II Deans position within the 2012-13 fiscal year and asked that they be restored entirely.</p> <p>M/S/P (Black/Park) to approve a request from the District regarding the restoration of funds for the Dean of Special Programs and Grants position within the 2013-14 fiscal year per the ACCJC follow-up report.</p>	<p>D. Del Rosario to send a spreadsheet of funds electronically to all Council members.</p> <p>M/S/P (Black/Sealund) to approve the request of a detailed rational of why funds were not fully restored from the District for the Division II Deans position within the 2012-13 fiscal year and asked that they be restored entirely.</p> <p>M/S/P (Black/Park) to approve a request from the District regarding the restoration of funds for the Dean of Special Programs and Grants position within the 2013-14 fiscal year per the ACCJC follow-up report.</p>
C) Facilities (Drazen)	<p>B. Drazen reported the following:</p> <ul style="list-style-type: none"> ▪ Committee met on Tuesday, May 14, 2013 and the meeting was well participated. Concerns about the use of our soccer field and stadium arose. It was suggested to have someone supervise these rentals on evening and 	M/S/P (Black/Drazen) to approve a meeting request between the College President, the Council and VC Ikharo to discuss the spending of

	<p>weekends.</p> <ul style="list-style-type: none"> ▪ Provided an update to the status of the renovated L Building based on the May 9, 2013 meeting. The Library and Learning Center will be able to move in December 2013 or January 2014. ▪ Chiller plant project is scheduled to be completed December 2013 although the District has indicated that it will be complete by May 2013. ▪ Uncertain of when construction will commence for the new Allied Health Building but it will be sometime within the Fall semester. Access to the A Building will be limited due to the construction. ▪ Computer refresh is moving forward for the campus computer labs. Waiting on implementation plans from campus IT. ▪ Funding for emergency repairs district wide will be used from the Merritt Solar Panel savings. Most crucial projects to be completed first for liability reasons. Dispute was had about the use of these funds being spent district-wide. Risk Management was asked to walk the Merritt campus to physically see our needs. ▪ Short term projects that were approved by President Herring in December 2011 are proceeding forward but funding for these projects is unclear. <p>M/S/P (Black/Drazen) to approve a meeting request between the College President, the Council and VC Ikharo to discuss the spending of Measure A funds and request that a detailed report be provided.</p>	<p>Measure A funds and request that a detailed report be provided.</p>
<p>D) CDCPD (Brown)</p>	<p>S. Brown shared that the following:</p> <ul style="list-style-type: none"> ▪ Waiting for the President to approve the Department Chair election results. She is currently scheduling meetings with elected chairs. ▪ Merritt may get one more faculty. A. Black shared that the faculty position was isolated down to two disciplines. ▪ Medical Assisting gave a presentation on their program at the last CDCPD meeting. 	
<p>E) CIC (Alexander)</p>	<p>See attached report. M/S/P (Alexander/Gravenberg) to approve a request from the President to the District asking for a new hire to assist with curriculum the way the other sister colleges have done.</p>	<p>M/S/P (Alexander/Gravenberg) to approve a request from the President to the District asking for a new hire to assist with</p>

		curriculum the way the other sister colleges have done.
F) Technology (Zernicke)	Not present to report.	
VI. Presidential Updates		
A) College (Ambriz-Galaviz)	Not present to report.	
B) Academic Senate (Park)	See attached report.	
C) Classified Senate (Sealund)	1021 will switch to a 4/10 work schedule beginning June 17 – July 26, 2013. Local 39 will continue with a traditional 5/8 work schedule. Still waiting on requested hires.	
D) ASMC (Anderson)	See attached report.	
VII. Upcoming Events		
<ul style="list-style-type: none"> ▪ Merritt Graduation ▪ College-wide Retreat 	The Merritt College Graduation will be held on Friday, May 24, 2013 at 4:30 p.m. not at 4:00 p.m. as noted on the agenda. Rehearsal to be held in the Student Lounge tomorrow at noon.	
	Meeting adjourned at 5:04 p.m.	

Stefanie Harding

From: Anita Black
Sent: Tuesday, May 21, 2013 4:51 PM
To: Eric Gravenberg; Tae-Soon Park; Carlos Mc Lean; Janet Zepel; Tanya Ilarde; Maura (Molly) Sealund; Dera Williams; William Love; Gina La Monica, Ed.D.; Stacy Thompson; Norma Ambriz-Galaviz; Dettie Del Rosario; Audrey Trotter; Jon Drinnon; Siri Brown; Doris Hankins; Judy Bryson; Stefanie Harding
Subject: College Retreat - CEMPC

CEMPC:

In anticipation of our College Retreat on Friday, May 31, I've gathered the following documents for our CEMPC Breakout Session:

1. CEMPC By-Laws Rev. 5/2013 by sub-committee Jon Drinnon and Stacy Thompson
2. Budget Development Calendar created by Dettie Del Rosario and Eric Gravenberg
3. Integrated Planning and Budgeting Process a PowerPoint flowchart created by Eric Gravenberg and Stacy Thompson
4. Integrated Planning TracDat Timeline of FAQ and Goals
5. Shared Governance Structure Norbert a JPEG file from Tae-Soon Park
6. Shared Governance By-Laws (2010)

Tae-Soon will bring in her Shared Governance Binder to make sure we have all documents for the CEMPC Breakout Session. If you think of something else we need, please forward materials ASAP. Thanks.

Anita M. Black

Interim VP of Instruction

ablack@peralta.edu

510.436.2411

"Faculty involvement is essential outside of the classroom as well!"

End of Semester Report from CIC

An ongoing issue for the CIC all year is the lack of a co-chair or vice chair. The current chair will time out in 2014. It takes at least one year to train a new chair.

The suggestion from the CIC and other shared governance groups on campus is to offer release time to a vice chair of .1.

CIC needs two new members for fall 2013.

Items passed by CIC in May:

Certificate in Fire Science

Lrnre 211- update- noncatalog

Chcas certificate- approved at CIPD 5/6/13

Kin 74B Badminton II- Beginning- changes in catalog info, from .5 to 1 unit

Kin 80B Basketball II- Beginning- changes in catalog info, from .5 to 1 unit

Kin 107B Tennis II- Beginning- changes in catalog info, from .5 to 1 unit

Lanht 18A, Lanht 22A, Lanht 29, Lanht 29E- changes (complicated)

Art 202, Art 205 new courses for 2 units

Envst 62A, Envst 62C, Envst 62G, Envst 63A-B, Envst 70A-B

Academic Senate Report for May 22, 2013 College Council meeting

The followings are the Academic Senate reports.

1) Curriculum Specialist needed

Merritt Academic Senate feels strongly to hire the Curriculum Specialist at Merritt College.

According to the Planning and Budgeting Council (PBC) April 26, 2013 documents, Curriculum/SLO Assessment Specialist is #1 priority for classified positions at Berkeley City College, Academic Support Services Specialist (Curriculum Specialist) is #1 priority for classified positions at Laney College, and 0.5 Curriculum Specialist/0.5 Staff Assistant (LRC) is #1 priority for classified positions at College of Alameda.

From the Academic Senate 10/18/2012 meeting minutes:

MOTION: The MCAS strongly urge President Patricia Stanley to go to the District to advocate for creating and funding of a Curriculum Specialist position, which is a position that is needed by all four colleges.

2) Recommends for more Release/reassigned time for the Curriculum & Instructional Council (CIC) Chair and for creating Release/reassigned for the CIC Vice Chair

Merritt Academic Senate recommends for increasing release/reassigned time for the Curriculum & Instructional Council (CIC) Chair because her workload increased by the State requirements for new regulations. Also Merritt Academic Senate recommends for creating release/reassigned time for the CIC Vice Chair for training to be the CIC chair in the future.

3) Merritt Academic Senate elected the following officers and the District Academic Senate (DAS) Representatives for 2013-2014 at May 16, 2013 Academic Senate meeting.

Academic Senate President (2 year term): Tae-Soon Park

Academic Senate Vice President (1 year term): Jon Drinnon

Academic Senate Recording Secretary (1 year term): Audrey Trotter

Academic Senate Corresponding Secretary (1 year term): Jon Murphy

Academic Senate Treasurer (1 year term): Marty Zielke

DAS representatives: Tae-Soon Park, Jon Drinnon, Jennifer Briffa, Marta Zielke (Alternate)

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

Thank you.

Submitted by Tae-Soon Park

**Merritt College
Faculty Senators
Fall 2013**

Contract Faculty (12 senators)

Tae-Soon Park, President, DAS Rep. (Fall 2013 - Spring 2015)

Jon Drinnon, Vice President, DAS Rep. (Fall 2013 - Spring 2015)

Audrey Trotter, Recording Secretary (Fall 2013 - Spring 2015)

Jon Murphy, Corresponding Secretary (Fall 2012 - Spring 2014)

Marta Zielke, Treasurer, DAS Rep. Alternate (Fall 2012 - Spring 2014)

Alexis Alexander (Fall 2012 - Spring 2014)

Ann Elliott (Fall 2012 - Spring 2014)

Tanya Ilarde (Fall 2012 - Spring 2014)

Carlos McLean (Fall 2013 - Spring 2015)

Mario Rivas (Fall 2013 - Spring 2015)

Jennifer Shanoski (Fall 2013 - Spring 2015)

Jayi Thompson (Fall 2012 - Spring 2014)

Part time (Adjunct) Faculty (2 senators)

Jennifer Briffa, DAS Rep. (Fall 2013 - Spring 2014)

Tiffany Higgins (Fall 2013 - Spring 2014)

The Merritt Academic Senate meets on the 1st and 3rd Thursday of each month from 12:30 p.m. – 2:00 p.m. in R-112A.

The District Academic Senate meets on the 1st. and 3rd. Tuesday of each month from 2 p.m. – 4 p.m. in the Board Room at the District office

Revised 5/24/2013

**The Associated Students of Merritt College Inc.
12500 Campus Dr. Oakland CA 94619**

As of May 2013

- Purchasing of 1225 Waters for Graduates
- Purchasing of Cupcakes for Graduation Desert
- Sponsoring of LAND HORT end on year BBQ
- Elections - President Elect - Tiffany Trammell

Student Government Training June - July

- Parliamentary Procedure
- Brown Act
- Time Management
- Shared Governance
- Budget Development

The ASMC White Papers (A manual to be updated yearly on the current policies and procedures for the newly elected ASMC officers)

Containing

- List of all accounts and how to access (incl Board Policy and procedure re: how certain funds can be used ex: Fund 83)
- How to write a requisition/MTLB
- List of Clubs & advisors
- PSC - Peralta Student Council
- SSCCC and Region 3
- General Assembly (Fall and Spring)
- How to Guide for all officers
- Shared Governance meetings
- How to create a consent calendar
- Who's who on campus
- Protocol
- Student Grievance Committee
- "Making the most out of your year"

Draft - Completed Final Version to be released 6/1

Needs:

Computers - (6 Computers ordered from Measure A)
4 Computers needed immediately
President, VP, Secretary, Advisor
(contact P.Rom 5/22)

Office Equipment (Ordered)

- Including "Communication Boards" to be placed in buildings A, D, R, P, Q, F