

MERRITT COLLEGE
Minutes of the College Council Meeting
January 29, 2014, 3:00 p.m., Room R23

Attendees: T. Park, R. Allen, D. Hankins, S. Harding, T. Brice, A. Tomas, E. Bugg, A. Trotter, S. Thompson, T. Christian, T. Henry, A. Alexander, M.L. Zernicke, B. Drazen, D. Del Rosario, N. Ambriz-Galaviz

Absent: M. Sealund, D. Morales

Guests: S. Brown, R. Brousseau, A. Elliott, J. Giang-Icasiano, R. Horner, L. Hotep, D. Jacks, G. La Monica, D. Lawson, D. Truong

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
	D. Hankins called the meeting to order at 3:10 p.m.	
I. Agenda Review, Changes and Adoption	M/S/P (Bugg/Park) to approve the agenda with no additions or corrections.	M/S/P (Bugg/Park) to approve the agenda with no additions or corrections.
II. Approval of November 27, 2013 Minutes	M/S/P (Bugg/Zernicke) to approve the November 27, 2013 minutes with no corrections.	M/S/P (Bugg/Zernicke) to approve the November 27, 2013 minutes with no corrections.
III. Accreditation Update (Bugg)	<p>E. Bugg reported the following:</p> <ul style="list-style-type: none"> ▪ Committee focusing on BSI data and the qualitative study Professor Yates conducted. ▪ Brown Bag lunches have been scheduled during College Hour to discuss accreditation strategies. ▪ An accreditation writer has been contracted to assist with our Self Study due 2015. ▪ The accreditation timeline will be revised and sent via email. ▪ The first draft of our self study should be completed mid April 2014. ▪ The Chancellor's Cabinet approved funding for accreditation which has been provided to the College. ▪ Currently calculating accreditation expenses. 	
IV. Presentation: Title III Annual Report, Year 5 Findings	<ul style="list-style-type: none"> ▪ The following documents were distributed: <ul style="list-style-type: none"> • PowerPoint Presentation printout of the Title III Annual Report of Student Outcomes Year 5 Findings. • Summary of Findings, Year 1-5 ▪ A. Trotter introduced the following guests: <ul style="list-style-type: none"> • Ruth Brousseau • Robin Horner ▪ R. Brousseau and R. Horner presented the Title III Annual 	

	<p>Report of Student Outcomes Year 5 Findings. Below are some of the highlights from the Presentation:</p> <ul style="list-style-type: none"> • Both retention rates and drop/transfer rates were looked at. • Information highlighted in red indicates below average numbers/areas requiring improvement. • A full report is available but is not being presented. • Retention rates for Matriculation students are below by 10%. • Retention rates for Basic Skills students are above by 12%. • Comparison data received by the office of Intuitional research. • The largest gender gap occurs within Basic Skills retention. • The drop rate is lower than that of its goal. • Drop rates remained significantly lower in the disciplines of English and Math. • Course completion goal was never reached. • Transfer rates have been successfully above the goal line each year. • 449 students have achieved transfer rate status since the Title III grant started. 	
VI. Committee Reports		
A) CEMPC (Bugg)	<p>E. Bugg reported the following:</p> <ul style="list-style-type: none"> ▪ Committee will be meeting soon. ▪ There are currently two items that require immediate attention: <ul style="list-style-type: none"> • The Merritt College Mission Statement • Strategic Objectives 	
B) Budget (Del Rosario)	<p>D. Del Rosario reported the following:</p> <ul style="list-style-type: none"> ▪ Committee has not met since November. ▪ Finance 101 training was conducted during Flex Day activities. 39 Classified attended. ▪ Continuation of this training will occur soon. ▪ Wishes to provide at least three trainings each semester. ▪ A new Co-Chair has not been identified. 	
C) Facilities (Drazen)	<p>B. Drazen provided a written report which was shared and has been attached to the minutes. The following is a topic discussed but not addressed in the report:</p> <p>The Blue Emergency Phones around campus will not be repaired or removed per the VC of General Services. It was questioned what the sister campuses are doing in light of this</p>	

	recent information and what data was used to make this decision. The Student Body is very concerned by this decision and shared that many Merritt students do not have adequate cell phone coverage. President Ambriz-Galaviz recommended that the ASMC conduct a survey regarding this topic that will produce data that can be shared with the VC.	
D) CDCPD (Morales)	No report provided. Not present to report.	
E) CIC (Alexander)	A. Alexander provided the attached written report and shared the following: <ul style="list-style-type: none"> ▪ Curricunet trainings have been scheduled during College Hour and are open to anyone wishing to update courses or needing refresher. Working on providing this training to all Department Chairs this semester. ▪ Moodle trainings have also been scheduled. 	
F) Technology (Zernicke)	M. Zernicke provided the attached written report but had to leave prior to her report time. D. Hankins requested that the committee take a moment to review.	
V. Presidential Updates		
A) ASMC (Christian)	T. Christian reported the following: <ul style="list-style-type: none"> ▪ Not all Club Advisors were aware of the Club Rush date therefore, not all clubs were present. ▪ Giving out popcorn and prizes. ▪ Implementing a student hunger survey. Data to be shared with S. Thompson. ▪ Elections of new officers to occur in March 2014. ▪ Black History Month kick-off event will be held February 6, 2014. KMEL will be on campus. ▪ No Sherriff will be on campus February 12, 2014 due to an observed holiday however, a private guard and safety aids will be present. ▪ Celebrating Women's History Month. ▪ Addressing the issue of the blue phones at the next ASMC meeting. ▪ Merritt Cadets were in attendance at the Bart Officer memorial to assist in distributing handouts. The MLK Jr. Freedom Center was also in attendance. ▪ On February 25, 2014 the College will be entering into an agreement with the Oakland Police Department. A presentation will be provided at the February 25th Board meeting. 	
B) College (Ambriz-Galaviz)	N. Ambriz-Galaviz shared the following: <ul style="list-style-type: none"> ▪ The District awarded Merritt College \$75,000 for 	

	<p>accreditation expenses.</p> <ul style="list-style-type: none"> ▪ The District contracted with a company to assist in strategic planning and self-assessment. ▪ The Peralta PeopleSoft Student Financial Aid Information System went live. Shutdown of the Prompt system will occur February 21-24, 2014 to continue with the necessary upgrades. This new feature will alleviate the long lines at the Financial Aid counter. ▪ District IT is moving forward with its plan to implement a web based email system. Peralta will move from using Outlook to Google by the Summer or Fall of 2014. ▪ Recently attended the California Community College League Annual Legislative Conference. Below are some highlights: <ul style="list-style-type: none"> • Student Success is on the forefront of conversation. • Legislature encouraging concurrent enrollment and is working on changing its policy to allow College's to teach a course at the local high schools. • Focused on integrating intuitional goals that complement student equity. • Asking the College's to take a look at their transfer numbers in an attempt to bridge the educational divide. ▪ Working closely with the architects and contractors of the New Science Building. Colors, materials, and flooring have been selected. ▪ Justin Smith, Kitchell Construction, will return to the College Council in February to provide a monthly construction update. ▪ College enrollment has improved significantly. The Student Services Department was thanked for their efforts and Office of Instruction is currently addressing classroom availability due to classrooms exceeding capacity. ▪ Friday, January 31, 2014 is the last day to add classes; Add Cards will be accepted until February 13, 2014. ▪ Merritt College had a 100% return on its census rosters. 	
C) Academic Senate (Park)	<p>T. Park provided a written report which is attached and shared the following:</p> <ul style="list-style-type: none"> ▪ The Hiring Prioritization list has been forwarded from the VPI to the President for further review. ▪ Congratulated A. Trotter on her appointment as Interim VPSS but indicated that in the process of this recent move, two faculty committee appointments were vacated. 	
D) Classified Senate (Hankins)	<p>D. Hankins reported the following:</p> <ul style="list-style-type: none"> ▪ A Valentine Day fundraiser is to come. 	

	<ul style="list-style-type: none"> ▪ The Classified body attended the retreat in great numbers especially those within student services. ▪ The College is currently in the process of hiring five (5) staff assistant positions in the following areas: <ul style="list-style-type: none"> • Dean of Special Programs/Grants • Business Office • Business Office/Facilities • Student Activities • Landscape Horticulture 	
VII. Upcoming Events/Announcements		
	<ul style="list-style-type: none"> ▪ E. Bugg asked the Council to take a look at the footings that are being poured for our New Science Building. ▪ T. Brice shared that he would be contacting G. Banks regarding the lack of parking on campus, especially for the staff. ▪ A. Trotter announced the following: <ul style="list-style-type: none"> • The Merritt Commencement Ceremony is scheduled to be held on May 22, 2014, 5:30 p.m., at the Paramount Theatre. • The Graduation Committee is convening bi-monthly. Meetings are held on Tuesdays at 1:30 p.m. The committee is being chaired by L. Hotep with the assistance of M. Rubio. The next meeting is scheduled for Tuesday February 11, 2014. • Working with the Students to obtain testimonials on Merritt’s success motto “We Change Lives”. Wishing to have testimonials placed on the College website. • The 5th Annual Achievement Awards Celebration will be held at Scotts Harbor Room on Friday, April 25, 2014. Volunteers are needed to help serve on the committee. Merritt’s 60th Anniversary will be highlighted at the celebration. • Introduced Dinh Truong, Contracted Research Specialist, who had also been introduced at the Merritt College Retreat. 	
M/S/P (Bugg/Henry) to adjourned at 4:50 p.m.		

SH
2/24/2014

Written Update to College Council for January 28, 2014 Meeting

Meeting Date: Tuesday December 3, 2013 CFC and Friday December 6, 2013 DFC

Committee: Facilities

Submitted by: Brock Drazen

Please reference below updates:

- Regarding Merritt Solar Panel Project savings--History: The project was created under the California Solar Initiative. \$8 million of the \$16 million available were set aside for Merritt's solar project. Before the project, the college was paying \$220,000 more than now. The college is now paying its own utility bills so there is a savings of \$220,000 in that sense. Nonetheless, the college does not receive the difference in savings in the form of actual dollars. There are competing proposals that have been discussed but not yet voted on. 1) The Peralta Committee on Sustainability (PCOS), a subcommittee of the DFC, is recommending 60% of all sustainability rebates and savings be returned into a sustainability fund for further energy saving projects (the current rule is 33%.) 2) From here forward, each school will receive 100% of the actual rebates and credits that are related to their particular sustainability projects. Merritt will continue to advocate for receiving it's actual savings in the form of rebates and credits.
- Merritt will be receiving an exterior LED lighting upgrade that will be completed by June 30, 2014.
- The CFC voted to approve a motion in the DFC seeking an annual savings report in writing distributed to each CFC regarding sustainability savings, location and distribution of funds
- The issue of the nursing portable toe plates missing from the ramps creating a hazard were discussed and has been further pursued by Molly Sealund.
- CFC began the process of gathering information on current campus short term projects and emergency needs by requesting information from Merritt-FAS
- The track resurfacing project final walk through is Feb. 4, 2014
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CIC report to College Council January 29th, 2014

- Courses going to CIPD on February 3rd.

Discipline	Course #	Full Course Title
CHDEV	57B	Curriculum and Programs for School-Age Children
CHDEV	67	Parenting/Grandparenting
CHDEV	79	Anti-Bias Curriculum
CHDEV	99	Early Childhood Environmental Education
CIS	50	Introduction to Project Management
COUN	203	Disability and Academic Success
EMT	211	Emergency Medical Technician–Basic
ENVMT	10	Urban Ecology
ENVMT	22	Energy-Efficient Design and Construction
ENVMT	23	Introduction to Solid Waste Management and Recycling
ENVMT	25	Introduction to Wildlife Conservation
ENVMT	33AB	Introduction to Creek and Watershed Restoration: General Aspects
ENVMT	33AC	Introduction to Creek and Watershed Restoration: General Aspects
ENVMT	36	Introduction to Watershed Science

CIC report to College Council January 29th, 2014

- Courses going to CIPD on February 3rd.

ENVMT	39AB	Introduction to Global Positioning Systems (GPS) I
ENVMT	39C	Introduction to Geographic Information Systems (GIS)
ENVMT	39D	Geographic Information Systems Reader Software
MEDAS	201D	Medical Assisting: Office Administration
NUTR	226	Introduction to Computer Systems in Dietetics
NUTR	241A	Occupational Work Experience in Dietary Management
NUTR	241B	Occupational Work Experience in Dietetic Technology I

Emergency Medical Technician (EMT) Certificate of Proficiency
Clinical Medical Assisting Certificate of Proficiency
Administrative Medical Assisting Certificate of Proficiency

Merritt College Council Technology Committee Update Report for January 29, 2014

(submitted January 28,2014)

The Merritt Technology Committee (MTC) has not met since the last College Council meeting in November (no December meeting). At the December DTC meeting we learned that google/ gmail migration is still on hold and additional district staff have been hired in the technology department. Peoplesoft updates have had some glitches, mostly because it had been too long between updates.

The update of the Merritt College website by Danny Beesley is in progress and should be rolled out soon. Computer Refresh activities continue, and printers and some computers are arriving and being distributed. No laptops for faculty have arrived, and it is not clear when that might happen.

The MTC will review and finalize the 2013-14 Updated Technology Plan at our next meeting, on Thursday February 13. Many members of the MTC committee are also members of the technology section of the Accreditation report, and that group is meeting on a regular basis.

Academic Senate Report for January 29, 2014 College Council meeting

The followings are the Academic Senate reports.

- 1) The Academic Senate Faculty Hiring prioritization list was forwarded to the Vice President of Instruction/CDCPD along with the CDCPD Faculty Hiring prioritization list on 12/8/2013.
- 2) Mario Rivas was elected as the Recording Secretary for Spring 2014.
- 3) The College Budget Committee co-chair resigned from the College Budget Committee/ College Budget Committee co-chair/Accreditation Committee co-chair, Standard III D/College Council.

New faculty appointment to the College Budget Committee will be made as soon as possible to fill the vacancy.
- 4) The Professional (Staff) Development Committee is working on the Sabbatical application process per the PFT contract Article 26 and Staff Development Funding application process.
- 5) Faculty appointments to the Vice President of Student Services Hiring Committee have been made.
- 6) Two new Tenure Track faculty, Rosa Perez (Counseling) and Daniel Lawson (Math), have been hired for Spring 2014.

Thank you.

Tae-Soon Park
Academic Senate President