

MERRITT COLLEGE
Minutes of the College Council Meeting
October 22, 2014, 3:00 p.m., Room R23

Attendees: T. Park, A. Trotter, R. Allen, S. Harding, D. Hankins, T. Brice, W. Karim, E. Bugg, A. Cedillo, A. Mansur, J. Drinnon, L. Willis, M.L. Zernicke, B. Drazen, N. Ambriz-Galaviz, D. Del Rosario,

Absent: C. Olsen, M. Sealund, T. Christian, A. McCray

Guests: W. Love, S. Wilson

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
	D. Hankins called the meeting to order at 3:04 p.m.	
I. Action Items/Presentations: <ul style="list-style-type: none"> • Review/Approve MTC By-Laws • Review/Approve of CC Goals 	<p>Review/Approve MTC By-Laws MTC By-Laws were reviewed by the CC. Approval was deferred to the November meeting due to the expressed concerns of the council regarding membership.</p> <p>Review of CC Goals</p> <ul style="list-style-type: none"> ▪ College President drafted the Councils goals as a starting point for discussion. ▪ The following discussion was held regarding Programs of Distinction <ul style="list-style-type: none"> • What is the definition? • Institutional standards do not exist. • What are the criteria for determining such programs? ▪ M/S/P (Drinnon/Allen) unanimously approved that the College create a clear delineated process for identifying Programs of Distinction. ▪ Grammatical change was made to goal A. ▪ The word complete was changed to update in goal E. ▪ The second bulleted goal in goal D was deleted. ▪ L. Willis to make noted edits/revisions. 	<p>Approval of revised MTC By-Laws to occur at the November CC meeting.</p> <p>M/S/P (Drinnon/Allen) unanimously approved that the College create a clear delineated process for identifying Programs of Distinction.</p> <p>L. Willis to make noted edits/revisions. Council to revisit at November meeting.</p>
II. Agenda Review, Changes and Adoption	M/S/P (Park/Drinnon) to unanimously approve the agenda.	M/S/P (Park/Drinnon) to unanimously approve the agenda.
III. Approval of September 24, 2014 Minutes	Deferred until November CC meeting.	
IV. Accreditation Update (Bugg)	E. Bugg shared the following: <ul style="list-style-type: none"> ▪ Draft of report was provided at public forum held today prior to the CC meeting. ▪ Completed Self Evaluation goes to the Board of Trustees 	

	<p>for its first reading in November and its final reading in December.</p> <ul style="list-style-type: none"> ▪ The Self Evaluation will be sent to the ACCJC by the beginning of January. ▪ Team visit scheduled for the week of March 9, 2015. ▪ Outcomes of the visit will be identified and shared in June 2015. ▪ Timeline of Self Evaluation was distributed. 	
V. Committee Reports		
A) CEMPC (Bugg)	E. Bugg provided the following report: Goals for CEMPC were adopted by the committee at its last meeting. These goals will be presented to the Council at the November meeting.	CEMPC to provide their adopted goals to the Council for review at the November meeting.
B) Budget (Willis)	L. Willis provided a written report which was shared and has been attached to the minutes. A draft of the CBC goals were distributed and reviewed. Next meeting scheduled for Thursday, November 13, 2014.	
C) Facilities (Drazen)	B. Drazen provided the following report: <ul style="list-style-type: none"> ▪ A quorum was not met at the last committee meeting. Because of this, the CFC goals could not be discussed or adopted. 	
D) CDCPD (Drinnon)	J. Drinnon provided a written report and the CDCPD goals which were shared and are attached to the minutes.	
E) CIC (McCray)	A. McCray was not present. No written report was provided.	
F) Technology (Zernicke)	M.L. Zernicke provided a written report and the MTC goals which were shared and are attached to the minutes. A. Trotter requested an update on the Computer Refresh Project and its scheduled completion.	
VI. Presidential Updates		
A) Classified Senate (Harding)	S. Harding shared that Senate was beginning its process to create its Hiring Prioritization List and asked that department chairs consider the need for classified positions in their program updates.	
B) ASMC (Christian)	T. Christian was not present. No written report was provided.	
C) Academic Senate (Park)	T. Park provided a written report which was shared and is attached to the minutes. It was noted that resolutions to the Senates' motions identified in the report have been made. A meeting with the President was held on October 14, 2014 to discuss expressed concern.	
D) College (Ambriz-Galaviz)	N. Ambriz-Galaviz distributed a memorandum on the PASS	

	<p>Proposals. The following are highlights from the discussion:</p> <ul style="list-style-type: none"> ▪ Delayed in implementing. ▪ Funds are to be used by June 30, 2015. <p>N. Ambriz-Galaviz also shared the following:</p> <ul style="list-style-type: none"> ▪ Faculty hiring prioritization process should include non-instructional positions. Grant and categorically funded positions cannot request positions without a process. Requested that the same template be used. ▪ The Classified Appreciation Luncheon has branched out to involve faculty. Currently looking at November 14, 2014 to host the luncheon. ▪ Governance committee evaluations will be sent shortly. This is an opportunity to express change. 	
VII. Upcoming Events/Announcements		
<ul style="list-style-type: none"> ▪ Title III Leadership Planning Summit ▪ PCCD 50th Anniversary Grand Reception 	<p>D. Hankins read off the events listed on the agenda. Below is an additional event not listed:</p> <ul style="list-style-type: none"> ▪ Barbara Lee/Elihu Harris Lecture Series, Saturday, November 15, 2014. 	
	Adjourned @ 5:01 p.m.	

SH
1/28/2014



**Budget Committee Report to
Merritt College Council
October 22, 2014
3:00 p.m. – 5:00 p.m.**

College Budget
Committee Members

Brice, Timothy
Bugg, Elmer
Cedillo, Arnulfo
Del Rosario, Dettie
Ilarde, Tanya
Lawson, Daniel
Marrero, Tara
McLean, Carlos
Sary Talbot, Megan
Park, Tae-Soon
Thai, Nghiem
Sidzinska, Kinga
Victorian, Charlotte
Willis, Linnea
Woodward, Denise

- **Met on October 15, 2014**
- **Goals of Budget Committee**
 - Discussed Goals of the Budget Committee per President's Request (*See Attachment A – Budget Committee Goals draft*)
- **Accreditation**
 - Reviewed Standard III.D.
 - Assigned Team of Budget Committee Members to Provide Feedback and Editing Assistance for Standard III.D. in its entirety (*See Attachment B - Matrix detailing who was assigned to perform which edits*)
 - After Budget Committee meeting, Committee members met last week and over the weekend to finish providing input/editing suggestions by Monday morning October 20, 2014
- **Discussed Revised Committee Schedule for Rest of 2014 based on modifications at September College Council Meeting**
 - **(Thursday) November 13, 2014 – 3:00-5:00pm**
(Committee agreed to meet on a different day so College Council can meet on November 20, 2014)
 - **December 10, 2014 – 1:00-3:00pm**
(Committee agreed to meet earlier so College Council can meet at its normal time of 3:00pm)

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.

CDCPD Meeting October 1, 2014

Executive Administrative Reports

October 8 date to go live with accreditation report (next Wednesday Dr Bugg want edits to be returned to him for section (2A)

VPI proposed a sub-committee on enrollment management. Getting no takers on CDCPD, the VPI said he would still form a committee on enrollment management for the college.

The issue of supplies money for departments was brought up to the business manager. There was a good deal of confusion about when the money would be available, how chairs would know it was available, and what the requirements were to get 100% or 80% of what was received last year. If no one is getting 100% of their supplies money from last year, the tactic of requiring assessment tied to supplies money does not appear to be having any effect. If the goal is just to cut supplies money, then it is working. If the goal is to get assessments done tied to supplies the tactic is clearly not working.

Report on Faculty Prioritization Process from Senate, PFT and President

Nothing signed off on yet from the parties. The CDCPD passed a motion to send our process from last year to the senate for their review and possible changes.

Clarify what the due dates are for faculty prioritization for new hires AND for action plans and when (or if) we will get data from district

From what people are saying it appears as if the district is too busy to get us data this year to populate our APUs. We also heard that there are not going to be any hires from the district. AND we are no longer assured of holding onto retirement positions like we have in the past.

Create subcommittee to update CDCPD by-laws

Tae-Soon Park, Audrey Trotter, Shiela Metcalf-Tobin and Jon Drinnon will comprise the committee.

Discuss mandatory orientations for DE courses. Can we get a system in place for Spring 15 and language ready for class schedule?

We do not have the resources yet to set up a system for online orientations for online courses.

The point was made that there needs to be a clear distinction between online and hybrid courses.

Discuss and Approve CDCPD goals

Goals were revised and approved

Written Update to College Council

Meeting Date: September 11, 2014

Committee: Technology Committee

Submitted by: Mary Louise Zernicke

Updates:

The technology committee completed their 2014-15 goals, which are attached. The committee also reviewed aspects of the draft accreditation report, and members were invited to submit comments or corrections to VPI Bugg.

A major concern for the committee is the inability to quantify college technology costs, and to that end the committee has requested that the APU updates clearly include a question about technology needs and costs. Currently there is no budget line for technology at Merritt; all technology costs are rolled into other area budgets. This can cause major challenges when trying to find funding for ongoing, anticipatable technology costs that are part of the total cost of ownership. For example, where do funds come from for the light bulb replacement in the smart classroom?

Tae Soon is bringing a request to amend the bylaws to lower the faculty member requirements to 4 from 6.

Written Update to College Council

Committee: Academic Senate

Meeting Date: October 2, 2014 and October 16, 2014

Submitted by: Tae-Soon Park

Please reference below updates:

- Shared Governance/Standing Committees faculty appointments for 2014-2015:
College Budget Committee (CBC)-Megan Sary Talbot,
College Educational Master Planning Committee (CEMPC) - Anthony Powell,
Merritt Technology Committee (MTC) - Tae-Soon Park (until find replacement),
College Facilities Committee (CFC) - Iona Henderson,
Accreditation Steering Committee - Mario Rivas.
NO faculty vacancies in Shared Governance/Standing Committees except Health and Safety Committee (needs College Nurse on the committee).
- Tom Renbarger has been elected to fill the vacant Academic Senate seat for Fall 2014 by Special Academic Senate Election.
- Academic Senate Retreat was held on Friday, October 10, 2014.

We went over the Academic Senate Roles and 10+1, Academic and Professional Matters. Also we worked on the Academic Senate Goals for 2014-2015 and will complete Academic Senate Goals in the future meeting(s).

- We discussed Merritt Process for faculty Position Identification for 2014-2015 at the Academic Senate. The College President/PFT rep.s/Academic Senate President will meet and finalize the process for 2014-2015 soon.
The CDCPD planned to prioritize faculty positions to hire at the CDCPD meeting on November 5, 2014.
- AS-T in Math has been approved by the State.
- Office Space Assignments for New Science /Allied Health Building:
A suggestion was made that when it is a new building then it is the responsibility of each department to participate in the building's planning process in determining office assignment. Once the building is built and open, then office space assignments will be made by the Academic Senate President.
- The Academic Senate and the VPSS met yesterday (10/21/2014) to discuss Student Success and Support Program (SSSP) Plan & Budget. The future SSSP/Student Equity Plan Committee meetings schedule will be announced and input are welcome.

Motions from 10/16/2014 Academic Senate meeting

- 1) Merritt College Academic Senate (MCAS) recommends that the College President form a task force of 5-10 faculty who will be paid to contribute to, edit, and organize work on the Accreditation Self-Evaluation.
- 2) Merritt College Academic Senate (MCAS) recommends that where we have funding for and state mandated categorical positions, we will fill those positions separately from the others—not withstanding funds and to be mutually agreed upon by the Senate and President
- 3) Merritt College Academic Senate (MCAS) authorizes the Academic Senate President to sign the Student Success and Support Program (SSSP) Plan, but sign the Plan under protest because the provided data is questionable in SSSP Plan; the faculty not sufficiently involved in this program plan.

Recommendation: the VPSS convenes Merritt College SSSP Taskforce and inform the Senate of Merritt College SSSP Taskforce meeting schedule.