

MERRITT COLLEGE
Minutes of the College Council Meeting
November 19, 2014, 3:00 p.m., Room R23

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

Absent: C. Olsen, W. Karim, T. Christian

Guests: A. Black, W. Love

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
	D. Hankins called the meeting to order at 3:06 p.m.	
<p>I. Action Items/Presentations:</p> <ul style="list-style-type: none"> • Review/Approve Revised MTC By-Laws • Review/Approve PDC By-Laws • Review/Approve CC Goals • Approval of Student Equity Plan 	<p>MTC By-Laws Deferred approval to the December meeting.</p> <p>PDC By-Laws Deferred approval to the December meeting. Below are highlights of some of the changes:</p> <ul style="list-style-type: none"> ▪ Committee name – matched to the PFT contract ▪ Location and time of meeting ▪ Minor grammatical edits ▪ Classified Membership Language ▪ Committee Chair appointment <p>CC Goals</p> <ul style="list-style-type: none"> ▪ Each goal was read out loud. ▪ Conversation evolved around goals A and E. ▪ It was questioned as to who was taking responsibility to ensure follow through. It was suggested to place the discussion of committee goals on the agenda to receive monthly updates. <p>M/S/P (Willis/Brice) to approve the CC goals with noted deletion/addition/correction to goals A, D and E.</p> <p>Student Equity Plan The following are highlights of the discussion held on the Equity plan which was distributed to the Council members:</p> <ul style="list-style-type: none"> ▪ Plan was reviewed by CEMPC. Many questions were asked. Answers to these questions were to be incorporated into the plan. Plan was approved by 	<p>Approval of revised MTC and PDC By-Laws to occur at the December CC meeting.</p> <p>Place committee goals on future CC agendas.</p> <p>M/S/P (Willis/Brice) to approve the CC goals with noted deletion/addition/correction to goals A, D and E.</p>

	<p>CEMPC to recommend to CC once noted questions had been answered.</p> <ul style="list-style-type: none"> ▪ A SSSP meeting was held on November 17, 2014. 14 individuals were in attendance. Recommendations/ revisions were made based off of responses received. ▪ Plan will be placed on the Board of Trustees December agenda for approval. ▪ Further presentation and discussion of the plan will be held at the November DEC and PBC meetings on November 21, 2014. ▪ A. Trotter commented that she had information to share with A. Cedillo regarding sources, years of data and programs listed. <p>M/S/P (Drinnon/Brice) to approve Student Equity Plan with substantive edits. B. Drazen and R. Allen abstained.</p>	<p>A. Cedillo to send A. Trotter an electronic copy of the report.</p> <p>M/S/P (Drinnon/Brice) to approve Student Equity Plan with substantive edits. B. Drazen and R. Allen abstained.</p>
II. Agenda Review, Changes and Adoption	M/S/P (Willis/Drinnon) to unanimously approve the agenda with noted change.	M/S/P (Willis/Drinnon) to unanimously approve the agenda with noted change.
III. Approval of September 24, 2014 and October 22, 2014 Minutes	Deferred until December CC meeting.	Approval of the September and October minutes to be revisited at the December meeting.
IV. Accreditation Update (Ambriz-Galaviz)	<p>N. Ambriz-Galaviz shared the following:</p> <ul style="list-style-type: none"> ▪ Board of Trustees to approve Self-Evaluation December 9, 2014. ▪ Actionable Improvement Plans were reported to the Board on November 18, 2014. ▪ Noted that edits are still being made but no new content is being added. 	
V. Committee Reports		
A) Technology (Zernicke)	M.L. Zernicke provided a written report which was shared and is attached to the minutes.	
B) Budget (Willis)	L. Willis provided a written report which was shared and has been attached to the minutes. A final version of the CBC goals was distributed and reviewed.	
C) CEMPC (Bugg)	E. Bugg provided the CEMPC goals for the Council's review.	
D) Facilities (Drazen)	<p>B. Drazen provided a written report which was shared and has been attached to the minutes. Below is an additional item discussed that was not mentioned in the report:</p> <ul style="list-style-type: none"> ▪ Currently adding items to the facilities needs list. Email requesting any updates was sent by M. Sealund on November 17, 2014. This list will be presented to the DFC in December. 	

E) CDCPD (Drinnon)	J. Drinnon provided the results of the faculty hiring priorities ballots that were tallied. Academic Senate will provide a written memo recommending these results to the Vice President and President of the College. It was announced that APU's are due at the December meeting.	
F) CIC (McCray)	A. McCray provided a written report and the CIC goals which were shared and have been attached to the minutes. A meeting to discuss the College Catalog is planned for tomorrow.	
VI. Presidential Updates		
A) ASMC (Christian)	T. Christian was not present. No written report was provided.	
B) Academic Senate (Park)	T. Park provided a written report which was shared and is attached to the minutes.	
C) Classified Senate (Harding)	S. Harding shared that Senate will be meeting tomorrow to discuss the Classified Hiring Prioritization List and the MCCA Goals. She also highlighted the participation of a handful of Classified Staff in the CCC Clearinghouse Summit regarding Professional Development.	
D) College (Ambriz-Galaviz)	N. Ambriz-Galaviz announced that a President's newsletter has been sent via email. She encouraged the submission of articles. Planning to send another edition in January.	
VII. Upcoming Events/Announcements		
▪ Thanksgiving Holiday Closure	No discussion held.	
	Adjourned @ 5:11 p.m.	

SH
1/28/2014

Written Update to College Council

Meeting Date: November 13, 2014

Committee: Technology Committee

Submitted by: Mary Louise Zernicke

Updates:

District VP Calvin Madlock attended our November meeting and updated the committee on DTC expectations and objectives for this school year.

- Web based email will be implemented.
- Classroom scheduling software will be purchased
- The academic advisory module of Peoplesoft will be implemented.
- The district will begin using CCC Apply by December 15.
- An emergency alert system will be implemented. The RFP goes out next week.
- PROMPT finance system upgrade will be completed.

Voice over internet protocol (VORP) may get started.

Calvin reviewed his expectation that we create a local college IT budget. He wants an operational IT budget, which includes the total cost of ownership (ie maintenance) and real time expectations for tech management at each of the colleges.

Patricia Rom is working to upgrade core systems for the new science building, There is currently no maintenance contract in place for these switches. The science building should be able to handle IT traffic faster than the old D building. Voice-over IP will be digital and will be in the cloud. There are currently no handsets or a budget for acquiring them.

Merritt purchased Turn-it-in last spring but it has not been activated. It is not clear who takes the lead on this or provides training to faculty.

As of November 10, 85% of computer refresh orders were complete. Total cost of the refresh project is approx \$991,000. Most of the computers still outstanding are Apples, which were ordered via a different PO process.



**Budget Committee Report to
Merritt College Council
Prepared By: Linnea N. Willis, Co-Chair
November 19, 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

- **Budget Committee Met on November 13, 2014**
- **Goals of Budget Committee**
 - Finalized/approved Goals of the Budget Committee per President's Request (*See Budget Committee Goals Handout provided concurrently herewith*)
- **Accreditation**
 - Discussed Accreditation status
- **FTES**
 - Had a discussion on update of our FTES status for this year, updated by Dr. Bugg
- **Budget**
 - Budget Committee will develop a Budget Timeline/Calendar for the entire budgeting process
 - Began discussion of our overall budget, the District Budget Allocation Model (BAM), and persons from committee attended the District meeting on November 17, 2014 regarding the District's BAM allocations
 - Budget Committee will host future workshop for the entire College community to explain the BAM model
 - Budget Committee will go through each of its goals and establish timelines to meet their goals

Written Update to College Council for November 19, 2014 Meeting

CFC/DFC Meeting Dates: Tuesday Nov. 4, 2014 and Friday Nov. 14, 2014

Committee: Facilities

Submitted by: Brock Drazen

Please reference below updates:

- Charles Neal, Peralta's Energy and Environmental Sustainability Manager met with the facilities committee and presented on the electric vehicle charging stations. The Peralta Board approved the stations last spring but the presentation focused on the location of the stations. There is no charge to Merritt for the install of the stations based on the locations established although changes to location will incur costs. The committee agreed on the C lot spaces south of the stairs across from the Allied Health and Science building for the level 2 charges. There is also one high speed level 1 charger that will charge a vehicle 80% in 30 minutes that will be installed by the tennis courts. The installation team is developing a project schedule, which will be forwarded soon. Training for the campus engineers will be done by the installation team. Training on using the chargers will be done via outreach by representatives of NRG eVgo. Maintenance and program administration (i.e., monitoring of usage) will be done by NRG eVgo and Green Charge Network. If any machine is damaged, Business Services may call NRG eVgo for repairs.
- The committee reviewed requests by various individuals and groups for use of space on campus at various vacant locations. The committee developed 5 criteria upon which to make fair and objective recommendations to the college council and president. The criteria were forwarded to the requesting parties for response prior to the committee's December 2, 2014 meeting.
- The criteria for facilities use requests are:
 - How does the use relate to the mission of Merritt College?
 - Will the use enhance an instructional program?
 - How does the requested space meet the needs of the intended use?
 - Does the use require any change to the existing space?
 - Does the use incur any additional cost to the college than is currently being expended?
- Gary Banks updated the committee on various projects around campus. The staircase between D and E/F will go out to bid before the end of the year. The bus stop benches have been replaced. Various possible repairs to the G parking lot are under consideration. Finally the crosswalks to campus and the area around the upper campus drive entrance to campus are under review.
- At the district level, the campus needs list is under development with requests out campus-wide for feedback. The needs will be identified and prioritized for the December DFC meeting.

Curriculum Committee Report for College Council

November 19, 2014

Since the last report of CIC to the College Council:

- Merritt College acquired a Curriculum and Student Learning Outcomes Assessment Specialist, Clifton Coleman.
- The CIC elected Arja McCray to serve as Chair and Ann Elliott to serve as Co-Chair.
- Clifton Coleman updated the CIC website, with a link featured in the “Faculty and Staff” menu (Merritt’s home page under “Curriculum Development.”)
- The CIC reviewed and approved approximately 29 non catalog changes (update of textbooks, lecture/lab content, aligning SLOs); 14 catalog changes (college catalog descriptions, titles, removal or addition of pre or co-requisites); 33 new courses; 1 course reactivation; and 5 new programs. A listing of specific courses and programs approved are in meeting minutes on the CIC website <http://www.merritt.edu/wp/curriculumcommittee/agendas-minutes/>
- The CIC members agreed upon the following committee goals:

PCCD Strategic Goals	2014-2015 Merritt College Goals	Merritt College Governance Committee Goals Committee Name: CIC
A. Advance Student Access, Equity and Success	<i>Goal 1: Create an environment of exceptional student access, equity and success.</i>	Continue to support the development of programs, degrees, certificates.
C. Build Programs of Distinction	<i>Goal 3: Create and Implement effective and innovative programs that meet the diverse needs of our community.</i>	Process curriculum in a timely, efficient, and compliant manner.
D. Strengthen Accountability, Innovation and Collaboration	<i>Goal 4: Through collegial governance, support institutional communication, innovation and interdisciplinary collaboration.</i>	Inform the college community of local and state requirements. Train and support faculty in the curriculum development process.
E. Develop and Manage Resources to Advance Our Mission	<i>Goal 5: Develop human, fiscal, and technological resources to advance and sustain our mission.</i>	Build and maintain the CIC website.

Status of our Merritt College ADTs (Associate Degrees for Transfer):

- 4 Approved fully: Math, Business, Administration of Justice and Communication
- 1 Pending State approval: Early Childhood Education
- 1 in Revision: Psychology needs minor revision and approvals of revisions
- 1 new ADT approved at CIC: Sociology AA-T

Written Update to College Council for 11/19/2014 meeting

Committee: Academic Senate

Meeting Date: November 6, 2014

Submitted by: Tae-Soon Park

Please reference below updates:

- **Appointed 5 teaching faculty members , Siri Brown, Bill Love, Mario Rivas, Ann Elliot and Dan Lawson, to the SSSP/Student Equity Plan Committee**
- **Recommend to use the last year 's Faculty Hiring Position Identification process for 2014-2015. The College President/ PFT rep.s/Academic Senate President need to agree on it.**
- **For Non Fund 1 (categorical/grant funded positions) faculty hiring positions, the Academic Senate concurred with the prioritized list by the CDCPD and that is the Academic Senate recommendation.**
 - Non Fund 1 positions (6 positions) ranked order is as follows.**
 1. Mental Health
 2. DSP&S Coordinator/counselor
 3. Counselor I
 4. DSP&S Counselor
 5. Counselor II
 6. Counselor III
- Fund I positions (Kinesiology/Athletics, Business, CIS, and Music Instructors positions were requested at the CDCPD meeting) prioritization were tabled to the next Academic Senate meeting on 11/20/2014.
- We are working on setting the Academic Senate Goals for 2014-2015.

Thank you.