

**MERRITT COLLEGE**  
**Minutes of the College Council Meeting**  
**April 23, 2014, 3:00 p.m., Room R23**

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

**Absent:** C. Olsen, M. Sealund, D. Morales, J. Drinnon,

**Guests:** S. Brown, C. Grampp, G. La Monica, W. Love

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
	D. Hankins called the meeting to order at 3:20 p.m.	
<b>I. Action Items/Presentations:</b>		
<b>II. Agenda Review, Changes and Adoption</b>	M/S/P (Park/Bugg) to approve the agenda.	M/S/P (Park/Bugg) to approve the agenda.
<b>III. Approval of March 26, 2014 Minutes</b>	M/S/P (Brice/Tomas) to approve the March 26, 2014 minutes with no corrections.	M/S/P (Brice/Tomas) to approve the March 26, 2014 minutes with no corrections.
<b>IV. Accreditation Update (Bugg)</b>	E. Bugg shared the following: <ul style="list-style-type: none"> <li>▪ Preliminary draft scheduled to be completed by April 28, 2014.</li> <li>▪ Standards I – III are finished.</li> <li>▪ Currently in the process of establishing meetings with the leads of all the standards.</li> <li>▪ Information provided to the VPI was submitted to the writer who placed that information in the report and submitted it back to the VPI for review.</li> </ul>	
<b>V. Title III (Brown)</b>	S. Brown shared the following: <ul style="list-style-type: none"> <li>▪ Student Satisfaction (CCSSE) Surveys are almost complete.</li> <li>▪ 108 students and 17 teachers attended the “Food Matters” Culminating Event on April 22, 2014.</li> <li>▪ Currently focusing on the Summer Bridge Program. Coordinating with Adelante Summer Bridge and Math Jams.</li> </ul>	
<b>VI. Committee Reports</b>		
A) CEMPC (Bugg)	E. Bugg reported the following: <ul style="list-style-type: none"> <li>▪ Reviewed Standard I.</li> <li>▪ Evidence search for the Accreditation report is underway.</li> <li>▪ A Strategic Planning retreat will be held on August 11<sup>th</sup> and 12<sup>th</sup>, 2014. This retreat will help set the stage for Flex</li> </ul>	

	Day scheduled for August 14 <sup>th</sup> and 15 <sup>th</sup> , 2014. Results of the retreat will be integrated into the department meetings to help develop annual objectives. Results will also be incorporated into the Self-Study.	
B) Budget (Del Rosario)	D. Del Rosario shared the following: <ul style="list-style-type: none"> <li>▪ Met with all the departments except English to review Fund 1 allocation for the next fiscal year.</li> <li>▪ Will work on allocating Fund 11 next week.</li> <li>▪ Currently implementing a process to track the use of funds throughout the year. Will have quarterly discussions on all budget requests.</li> </ul>	
C) Facilities (Drazen)	B. Drazen provided a written report which was shared and has been attached to the minutes. The following are additional items not addressed in the report: <ul style="list-style-type: none"> <li>▪ Hot water in the E and F Building was repaired.</li> <li>▪ The President will be attending the last Facility committee meeting scheduled for next Tuesday, April 29, 2014 from 3:00 – 5:00 p.m.</li> <li>▪ A request to add the ALO to the next agenda was made.</li> </ul>	
D) CDCPD (Morales)	D. Morales not present. No written report was provided.	
E) CIC (Vacant)	The following was reported: <ul style="list-style-type: none"> <li>▪ Two meetings remain without a Chair.</li> <li>▪ Still working on finding a replacement for the Chair. Appointment must be made by the Academic Senate.</li> <li>▪ Two programs, Psych and Econ, are still in the approval process.</li> </ul>	
F) Technology (Zernicke)	M.L. Zernicke shared the following: <ul style="list-style-type: none"> <li>▪ Final meeting is tomorrow. Will be reviewing the by-laws.</li> <li>▪ Web page is still in question. With D. Beesley no longer under contract, who is working to make changes?</li> <li>▪ The ALO was invited to the last meeting held on March 27<sup>th</sup>.</li> </ul>	
<b>VII. Presidential Updates</b>	N. Ambriz-Galaviz provided the following report:  Shared Governance Calendar: <ul style="list-style-type: none"> <li>▪ The process to develop the calendar requires improvement.</li> <li>▪ The development of the calendar is not driven by the President but rather the Committee Chairs.</li> <li>▪ Calendar was developed to avoid conflicts and keep us aligned with District deadlines.</li> <li>▪ The Shared Governance calendar for the next academic year needs be addressed at the May meeting.</li> </ul>	The 2014/15 Shared Governance Calendar will be addressed at the May 2014 College Council meeting.

	<p>Announcements:</p> <ul style="list-style-type: none"> <li>▪ Success stories of graduating students should be sent to the VPSS or VPI as soon as you are able. J. Heyman, District Marketing Manager, is working on collecting these stories.</li> <li>▪ Safety Aides are scheduled to complete their assignments at the end of May 2014. Extension was made through the end of June 2014.</li> </ul> <p>Five Year Construction Master Plan:</p> <ul style="list-style-type: none"> <li>▪ Legislature slated to propose new construction bond. The college must prioritize the three construction proposals formerly submitted; CHDEV, Land Hort, Fitness Center. Choice will be on the May 2014 docket. Child Development has the greatest number of points assigned by the State. The Council requested that this matter be discussed with the Department Chairs over the respective areas. Chairs should support the decision made.</li> <li>▪ The President was just informed of the above information and has been told that a decision must be reached by April 28, 2014.</li> <li>▪ Accreditation Standard III-C addresses the Five (5) Year Plan.</li> </ul>	
A) ASMC (Christian)	<p>T. Henry reported the following on behalf of T. Christian:</p> <ul style="list-style-type: none"> <li>▪ The elections were a success. T. Christian has been re-elected President. The new VP is Terry Marble and the secretary position is still vacant.</li> <li>▪ A walk though is scheduled with the food truck they are trying to bring to the campus.</li> <li>▪ The Criminal Justice Club is holding “Law Day” on April 25, 2014 from 9:00 a.m. – 2:00 p.m.</li> <li>▪ A Malcolm X Commemoration will be held on May 13, 2014.</li> <li>▪ ASMC representatives will be attending the General Assembly from May 2-4, 2014 in Los Angeles, CA. Marlene Hurd was announced as our delegate.</li> </ul>	
B) College (Ambriz-Galaviz)		
C) Academic Senate (Park)	T. Park read over her attached written report.	
D) Classified Senate (Hankins)	<p>D. Hankins shared the following:</p> <ul style="list-style-type: none"> <li>▪ Approximately 122 Classified Staff attended the Classified Staff Matters II – Professional Development Day.</li> <li>▪ The MCCS is planning to do an appreciation event for the Merritt Classified Staff towards the end of May 2014. Title III has agreed to provide funds towards the event.</li> </ul>	

<b>VIII. Upcoming Events/Announcements</b>		
<ul style="list-style-type: none"> <li>▪ Barbara Lee &amp; Elihu Harris Lecture Series</li> <li>▪ Annual Achievement Awards Celebration</li> <li>▪ Phi Theta Kappa Spring Induction Ceremony</li> <li>▪ PAAAA 16<sup>th</sup> Annual Student Scholarship Reception</li> <li>▪ Landscape Horticulture Semi-Annual Plant Sale</li> <li>▪ Annual Student Scholarship Awards Banquet</li> <li>▪ 2014 African/African-American Graduation</li> <li>▪ Merritt College Commencement Ceremony</li> </ul>	<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"> <li>▪ VPSS Forums, April 24, 2014, 1:00 p.m., Student Lounge</li> </ul>	
	M/S/P (Park/Bugg) to adjourn at 4:51 p.m.	

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5/14/2014

## **Written Update to College Council for April 23, 2014 Meeting**

**CFC/DFC Meeting Dates: Tuesday April 8, 2014 and Friday April 11, 2014**

**Committee: Facilities**

**Submitted by: Brock Drazen**

Please reference below updates:

- Atheria Smith from district made presentation on 5 year construction plan specifically focusing on FUSION (a system that tracks existing projects through Initial Project Program (IPP) to Final Project Program (FPP)).
- President Ambriz-Galaviz can grant FUSION access to relevant campus personnel.
- There are three current projects that are in the FPP stage--A Landscape Horticulture building, a Child Development building and a Fitness Center building.
- The state ranks these projects to determine priority through a point system.
- A report is due to the state in July, 2014 on Merritt's 5 year plan
- Further discussion at April 30, 2014 CFC is required.
- The district is arranging a district-wide ADA access study conducted by a Certified Access Specialist (CAsp) that will address concerns on Merritt's campus.
- Solar panel weed removal is a high priority and will be listed on our requests for 20 day projects.
- Gary Banks attended and discussed continued efforts regarding safety issues around parking lot B and access to and from campus.
- The last major library issue revolves around IT. The district is aware of the issue and is having an internal struggle with purchasing in order to resolve the continued problem.
- Bus stop benches are about a 5k project
- The D building stairs on the A building side and leading to E/F are a current project soon to be repaired.

## Academic Senate Report for April 23, 2014 College Council meeting

The followings are the Academic Senate reports.

1) Departmental Structure for 2014-2015 update (information only to the CEMPC/College Council)

i) **Will not add Education Technology under Human Development** since Education Technology is not on the Discipline list in Minimum Qualifications for Faculty and Administrators in California Community Colleges document. (It will be discussed at tomorrow's Academic Senate meeting.)

### **Human Development (the same as before)**

- Child Development
- Community Social Services
- Education
- Human Services

ii) **Change name from Physical Education to Kinesiology**

### **Kinesiology**

- Health Education
- Physical Education

iii) **Split Social & Behavioral Sciences and Ethnic Studies to two separate departments**

### **Social Sciences**

- Anthropology
- History
- Political Science
- Psychology
- Sociology

### **Ethnic Studies**

- African American Studies
- Asian American Studies
- Mexican/Lat Studies
- Native American Studies

2) The Faculty Senate Scholarships committee are working on selecting the scholarships winners/awardees. The Awards/Scholarships banquet will be held on May 14, 2014.

Nine (9) different Faculty Senate Scholarships are available for Merritt students. Those are as follows.

- A. Carola Thompson-Bowers Memorial Scholarship
- B. Douglas R. Baugh Memorial Scholarship
- C. John F. Summersette Award
- D. Courage & Perseverance Award
- E. Strong Start: First-Year Student Scholarship
- F. Career and Technical Education (CTE) Student Scholarship
- G. Aristotle Award
- H. Eve St. Martin Wallenstein Scholarship
- I. Norbert S. Bischof Memorial Scholarship

Also, the Merritt College Academic Senate has agreed to offer a one-time scholarship in memory of Mr. Jose Pena. There will be two scholarships in the amount of \$600.00 each increased from \$200.

3) Academic Senate Election results (14 senators)

**i) Contract faculty Senate seats**

Heather Casale, Ann Elliott, Tanya Ilarde, Jon Murphy, Fereshteh Mofidi, and Marty Zielke are elected for 2014-2016.

Jayi Thompson will continue his term until Spring 2014.

Daniel Lawson will serve to fill Audrey Trotter's vacant seat for Spring 2014.

We still have one vacancy from Alexis' seat for Spring 2014, but, it is too late to do another special election.

**ii) Hourly faculty seats**

William Love is elected for 2014-2015.

However, we will do run off election in Fall 2014 between Minyoung Lee and Bashir Shah if needed.

After tomorrow's Academic Senate meeting, the senators list for 2014-2015 will be announced to Merritt-FAS.

4) New Merritt College Tenure Facilitator for 2014-2015 is Mia Kelly.

5) Faculty Hiring Committees members for Sociology, Art, Administration of Justice, and Astronomy & Physics Positions will be appointed at tomorrow's Academic Senate meeting.

Thank you.

Tae-Soon Park  
Academic Senate President