

MERRITT COLLEGE
Minutes of the College Council Meeting
December 16, 2015, 3:00 p.m., Room R23

Attendees: M. Rivas, A. Trotter, R. Allen, S. Harding, D. Hankins, W. Karim, M. Sealund, N. Thai, A. Cedillo, T. Vasconcellos, M. Price, A. Johnson, M.L. Zernicke, B. Drazen, N. Ambriz-Galaviz

Absent: J. Shanoski, W. Allen, A. McCray, C. Olsen, L. Willis, D. Del Rosario

Guests: T. Brice, R. Delia, A. Elliott, S. Knappenberger

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
	B. Drazen called the meeting to order at 3:20 p.m.	
I. Agenda Review, Changes and Adoption	M/S/U (Hankins/Price) to approve agenda with noted additions under action items/presentations: <ul style="list-style-type: none"> • Faculty Prioritization • MC Integrative Planning & Budgeting Process 	
II. Action Items/Presentations: <ul style="list-style-type: none"> • Faculty Prioritization • MC Integrative Planning & Budgeting Process 	<p>Faculty Prioritization A copy of the memorandum to VPI from the Academic Senate President was distributed. The following are highlights from the conversation:</p> <ul style="list-style-type: none"> ▪ Listing will be submitted to the PBC in alpha order. ▪ List has not been prioritized or consented to by the President. ▪ Waiting for additional District data on what our growth numbers will be. ▪ List identifies both new positions and replacements. New positions were identified through program review. <p>MC Integrative Planning & Budgeting Process A draft of the Integrative Planning & Budgeting Process flow chart was presented and discussed. Below are highlights from the discussion:</p> <ul style="list-style-type: none"> ▪ Council members expressed confusion on the flow as governance committees do not currently report to CEMPC but rather College Council. ▪ It was suggested that this flow chart not be approved today given a similar flow chart is being created by the CBC. ▪ B. Drazen will attempt to remedy this process. D. Hankins will assist by inviting members of the council to an additional meeting to discuss further. 	M/S/U (Sealund/Brice) to approve CFC recommendation template and to have template included within written report to the College Council.
III. Review and Approval of Minutes:	M/S/P (Cedillo/Trotter) to approve the May 2015 minutes as	

<ul style="list-style-type: none"> • May 13, 2015 • September 23, 2015 • October 21, 2015 • November 18, 2015 	<p>amended. N. Thai abstained. M/S/P (Allen/Price) to approve the September 2015 minutes with no corrections. A. Trotter abstained. M/S/U (Price/Trotter) to approve the October 2015 minutes as amended. M/S/P (Thai/Zernicke) to approve the November 2015 minutes with no corrections. A. Trotter abstained.</p>	
IV. Accreditation (Trotter)	<p>A. Trotter shared the following:</p> <ul style="list-style-type: none"> ▪ Nine sub-committees have been identified. ▪ Currently seven reports have been submitted. Two are still outstanding. ▪ The AFR Core Team will present at the January College Flex Day. ▪ A newsletter will be sent out tonight or tomorrow. 	
V. Presidential Updates		
A) ASMC (Price)	M. Price provided a written update which has been attached to the minutes.	
B) Academic Senate (Rivas)	M. Rivas provided a written update which has been attached to the minutes.	
C) Classified Senate (Harding)	S. Harding provided a written update which has been attached to the minutes.	
D) College (Ambriz-Galaviz)	<p>N. Ambriz-Galaviz shared the following:</p> <ul style="list-style-type: none"> ▪ The final interviews for the Division II Dean have taken place. Expecting approval late January by the Chancellor and Board of Trustees. ▪ Currently three administrative positions are being advertised: <ul style="list-style-type: none"> ▪ Dean of Grants and Special Programs ▪ Dean of CTE ▪ Vice President of Instruction ▪ Four new counselors have been hired. 	
VI. Committee Reports		
A) CBC (Willis)	A written report was provided and has been attached to the minutes.	
D) CDCPD (Olsen)	C. Olsen not present to report. A written report was not provided.	
B) CEMPC (Elliott)	No report was provided.	
C) CFC (Drazen)	B. Drazen provided a written report which has been attached to the minutes.	
E) CIC (McCray)	A. McCray not present. No written report provided.	
F) MTC (Zernicke)	A written report was provided and has been attached to the minutes.	
VII. Upcoming Events/Announcements		

<ul style="list-style-type: none">• Holiday Closure• College Flex Days		
	Adjourned @ 5:05 p.m.	

SH
5/17/2016

Written Update to College Council

Meeting Date: 12/16/15

Committee: ASMC

Submitted by: Marquita Price

Please reference below updates:

ASMC

- **11/24 Thanksgiving Banquet** was led by our community outreach committee and ICC chair My Williams. The purpose of the event was to provide dinner for students and community members whom didn't have a family to be with during the break. No one was turned away.
- **12/1 and 12/8 Speaker Series** was closed out with the history of immigrants coming from China at a young age and also the 21 years he spent in prison presented by Mr. Eddy Zheng. And also Dr. Monique Morris whom spoke about the criminalization of black girls in the education system.
- **12/8 Technology Survey Forum:** Six of our council members attended the survey forum. We felt that it was a productive meeting and hope that the information will effective current and future decision making.
- **12/16 Christmas Luncheon:** We co-sponsored a luncheon for the FAS with the President's office.
- **Shared Governance:** We are currently developing a plan to be more effective in shared governance. Parallel to that we ask that faculty and staff members due the same; evaluate the effectiveness of the committee to hold individuals accountable to their duties. In our last meeting one of the cons of the year was the lack of participation or commitment to shared governance by FAS.
- **Student Grievances:** So far two of our council members has served as student reps on hearing committees for student grievance cases. Identifying a student complaint process and ensuring that it is being followed was one of our goals set for this semester, so we are happy to see the process being executed.
- **Flex Day Presentation:** We submitted an application to the professional development committee, and so we are waiting for a response. The presentation will cover who ASMC is, what our mission and goals are, data from our self-evaluation/assessment, and how we can work together to better our institution.

ICC

- **Student Appreciation Day:** Music, food, and raffles were provided for students for free. Clubs set up information tables to recruit members. It was a nice and mellow event.
- **12/9 Recess Day:** The initiative of recess day is for students to distress from finals. Yoga was hosted by a young local instructor, Shah Noor. The event was received well.

Written Update to College Council

Students and staff got to enjoy a moment of relaxation by redirecting energy and focus into deep mediation. This event has inspired us to sponsor a distress event each month that features a different activity.

- **New Clubs:** There are two new official clubs and one up and coming club. International Student Association and Socio-Cipher are the new official clubs. Socio-Cipher, inspired by Dr. Clay and the students of the sociology dept., has already hosted their first event. The movie Trading Places was shown followed by a discussion led by the executive members of the club.

<u>RECOMMENDATION/ACTION ITEM</u>					
COLLEGE COUNCIL ACTION TAKEN	1	2	3	4	EXPLANATION IF NECESSARY
<hr/>					

College Council Action Options:

1. To concur by consensus or majority vote with an item and recommend it to the College President.
2. To modify a recommendation and forward the item to the College President by consensus or majority opinion. Written minority opinions may be submitted at the same time.
3. To refer an item to a constituent group or committee for further work or consideration. In this case the College Council does not forward the item to the President and remains mute on the item.
4. To use other parliamentary motions in Robert's Rules of Order such as to table or postpone an item.

Merritt College Academic Senate Update Report
For College Council, December 16, 2015
Submitted by Mario Rivas, PhD, Academic Senate President

- 5 members of the faculty, including 3 Academic Senate members volunteered considerable time to serve as Validation Team members for the recently complete Program Review Validation Process. A special thanks to M. Zielke, W. Love, M. Rivas, J Briffa, and D. Lawson for volunteering in this important endeavor;
- There will be three vacancies on the Academic Senate for Spring 2016, for which a special election will be held: Carlos Mac Lean; Mary Ciddio (vacated part-time faculty member of Senate); Jon Drinnon (leave of absence);
- The following Prioritized Faculty list was forwarded from MCAS to the VPI for 2015-16:
 - Counseling
 - Biology
 - Afram
 - Math
 - Library
 - English
 - Biosci
- The Senate will be co-sponsoring a Flex Day Workshop/Workgroup that will work on aligning the Merritt College Educational Master Plan, Program Review and Academic Program Updates, and the Faculty Prioritization Process. A main part of this workgroup will be to review the rubric used to develop the annual faculty prioritization list.
- The District Academic Senate is making an effort to ensure that faculty across the four colleges are a primary source of consultation for new curricular programs in the district and at the colleges: a proposal is being crafted to develop a faculty committee that would focus on being involved with reviewing and coordination new initiatives in the district that aim at facilitating diverse students' transition into the college, including high school instruction, adult-education-to-college, and formerly incarcerated persons;
- The Senate will shortly be appointed faculty members to the search committee for the Vice President of Instruction;
- On authority from the Academic Senate, President Rivas will be forming a committee to assess faculty office assignments to determine space utilization alternatives;
- The Academic Senate wants to formerly thank faculty members who have been involved in college committees that work to make our college more effective!

Written Report to College Council
December 16, 2015

Committee: Merritt College Classified Senate (MCCS)
Submitted by: Stefanie Harding

Please reference below updates:

- There has been a shift in our membership. Three officers have stepped down and three new members have been appointed on an interim basis until elections are held. Below is a listing of the current MC Classified Senators:
 - Waaduda Karim, President
 - Ron Perez, Vice President
 - Maria Perez, Secretary/Recorder
 - Jamila Saleh, PIO
 - Charlotte Victorian, Treasurer
 - Walter Johnson, Senator
 - Samantha Knappenberger, Senator
 - Kinga Sidzinska, Senator
 - Daraja Wagner, Senator
- Also below is an update to the governance appointments:
 - College Council (CC):** (5 appointments) Waaduda Karim, Molly Sealund, Doris Hankins, Stefanie Harding, Samantha Knappenberger
 - College Educational Master Planning Committee (CEMPC):** (3 appointments) Molly Sealund, Maril Bull
 - College Budget Committee (CBC):** (4 appointments) Charlotte Victorian, Ron Perez, Kinga Sidzinska, Maria Perez
 - College Facilities Committee (CFC):** (2 appointments) Molly Sealund, Timothy Brice
 - Merritt Technology Committee (MTC):** (3 appointments) Ron Perez, Tony, Hampton, Walter Johnson
 - Health & Safety Committee:** (3 appointments) Waaduda Karim, Lee Peevy, Robert Smith
 - Professional Development Committee (PDC):** (3 appointments) Samantha Knappenberger, Margie Rubio, Maria Spencer
 - SSSP/Equity Committee:** Jamila Saleh, Margie Rubio
 - District Facilities Committee (DFC):** (1 campus appointment) Ron Perez
 - District Technology Committee (DTC):** no campus committee appointment required
 - District Education Committee (DEC):** (1 campus appointment) Doris Hankins
 - Planning and Budgeting Council (PBC):** (1 campus appointment) Stefanie Harding
- Be on the lookout for the “Classified Voice” newsletter coming in January.
- At our last meeting in December, the Senate re-evaluated its goals.
- MCCS asked the Research and Planning Officer to provide a listing of classified personnel requests identified in the Program Reviews submitted to begin the process of our Classified Hiring Prioritization.



**Budget Committee Report to
Merritt College Council
Prepared By: Dr. Dettie Del Rosario
December 16th, 2015
3:00 p.m. – 5:00 p.m.**

College Budget
Committee Members

Allen, Wise
Brice, Timothy
Cedillo, Arnulfo
Del Rosario, Dettie
Ilarde, Tanya
Lawson, Daniel
McLean, Carlos
Park, Tae-Soon
Perez, Maria
Rivas, Mario
Sidzinska, Kinga
Victorian, Charlotte
Willis, Linnea
Woodward, Denise
ASMC Student Rep

Budget Committee Met on December 9th, 2015

- 1. Accreditation Status Report – a summary from the administrators is expected to handle the Integrated Planning & Budgeting Model. The President is yet to assign the administrators.**
- 2. Program Review Update & Processes – Samantha Knappenberger was requested to update the committee with the status of program reviews.**
 - a. All instructional program reviews are completed. There are 52 programs to be reviewed. 82% of program reviews are completed.**
 - b. Validation team comprised of Administrator, Faculty and Researcher-Samantha.**
 - c. There will be a public meeting for debriefing of Program Review and Validation on Dec. 18, 2015.**
- 3. Timelines for Processing/Reviewing Program Reviews/Resource Allocation**
 - a. January 18 – all Deans and Cost Center Managers will send their program reviews summarized with the supporting documents.**
 - b. January – 27 – first CBC meeting for the spring semester. CBC members to receive all proposals from program reviews with prioritized resource requests contained in Appendix A.**
 - c. February 17 – joint meeting of CBC with CEMPC to review the program reviews**

**Written Update to College Council
December 16, 2015**

Meeting Date: December 1, 2015

Committee: Facilities

Submitted by: Brock Drazen

Please reference below updates:

- Gary Banks and Bennett McClaughlin attended and updated on S building, landscaping project, parking and lighting issues.
- S building continues toward close out.
- Landscaping has almost been completed except east of the building in between A and D buildings where work continues. That area will soon be beautified as the other areas around the building.
- Parking lot G redesign documents by civil engineer are expected in January, 2016 followed by DSA approval and finally, the actual work.
- Parking lot C lighting issue is being investigated. Temporary lights have been installed but almost all lights are operational. There are several lighting issues around campus that are being pursued aggressively.
- The District Facilities Committee will host a workshop on January 20, 2016 Flex Day as part of professional development to provide status reports regarding bond expenditures, capital projects, facilities maintenance and operations projects and 5 year master plan coordination.

Written Update to College Council

Meeting Date: December 16, 2015

Committee: Merritt Technology Committee

Submitted by: Mary Louise Zernicke

The committee had their November meeting of the academic year and reviewed a draft operational budget. Although there is no project code for a budget, the president and VPI Madlock want a budget. It appears that the budget code has not yet been created.

Member Rosemary Delia will work to get info from the program reviews to help guide the committee regarding technology needs. Network and district needs were discussed at the meeting. A tentative budget is being created.

The district representative will come on 12/7 to assess our infrastructure needs. It is expected to total between \$1.5 M and \$2M. No schedule of maintenance is currently in place.

The gmail transition at the district is on hold, while many other projects are moving forward. Annual project list is attached to this update. The MTC committee was concerned about how the early alert system will work, and invited Calvin to the December meeting. It is not clear how faculty are expected to access it. The emergency notification system has been implemented and Dettie was trained on how to use it. Calvin also reviewed district projects and listened to our input about their projects and local interest and impact.

The committee is working with Susan May to increase our social media presence. It was suggested that Susan create a virtual tour of the campus, and work with Real Estate students to do so.

The district is moving on creating a mobile friendly website. We can then utilize the system to ensure our website is also mobile friendly. Most students access the website via their phones.

Finally, the committee is aware that Canvas will be used state-wide for online courses. If we are using moodle, we will not be able to utilize their network.