

**MERRITT COLLEGE**  
**Minutes of the College Council Meeting**  
**April 20, 2016, 3:00 p.m., Room R29**

**Attendees:** M. Rivas, A. Trotter, R. Allen W. Karim, D. Hankins, S. Harding, M. Sealund, S. Kessler, M. Williams, A. McCray, C. Olsen, L. Willis, ML Zernicke, N. Ambriz-Galaviz

**Absent:** J. Shanoski, A. Cedillo, T. Vasconcellos, B. Drazen, D. Del Rosario,

**Guests:** L. Chavez

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
<b>I. Agenda Review, Changes and Adoption</b>	Meeting called to order by A. McCray at 3:24 p.m. M/S/U (Rivas/Willis) to approve agenda as amended. <ul style="list-style-type: none"> <li>• Addition of Assessment Week Update placed under Action Items.</li> </ul>	M/S/U (Rivas/Willis) to approve agenda as amended. <ul style="list-style-type: none"> <li>• Addition of Assessment Week Update placed under Action Items.</li> </ul>
<b>II. Action Items/Presentations:</b> <ul style="list-style-type: none"> <li>• Proposed 2016-17 College Budget</li> <li>• Proposed Student Services Reorganization</li> <li>• COVAH Rental Space Proposal</li> <li>• Assessment Week Update</li> </ul>	<p><b>Proposed 2016-17 College Budget</b>            A copy of the Final Proposed Budget for FY 2016-17 was distributed. CBC’s written report provides an extensive overview of the process that took place in the development of this budget and has been attached to the minutes. Below are some additional highlights:</p> <ul style="list-style-type: none"> <li>▪ Budget only reflects Fund 01 Discretionary Items.</li> <li>▪ Will revisit the budget when other funding sources become available.</li> <li>▪ Allocations are based on 95% of the discretionary budget.</li> <li>▪ \$16,000 will be funded to the College’s IT department.</li> <li>▪ Department’s fixed costs, such as dues, should be reflected in their program review and budget requests.</li> <li>▪ It was suggested to have a written document drafted on the process of decision-making using categorical dollars. CBC is committed to working on this.</li> </ul> <p>M/S/U (Rivas/Zernicke) to recommend approval of the College’s proposed 2016-17 Final Budget to the President and the PBC.</p> <p><b>Proposed 2016-17 Student Services Reorganization</b>            A proposed Reorganizational Chart was distributed. The</p>	<p>It was suggested to have a written document drafted on the process of decision-making using categorical dollars. CBC is committed to working on this.</p> <p>M/S/U (Rivas/Zernicke) to recommend approval of the College’s proposed 2016-17 Final Budget to the President and the PBC.</p>

	<p>proposal identifies a new Dean position that would be funded 2/3 by the District and 1/3 by SSSP.  The following questions were asked:</p> <ul style="list-style-type: none"> <li>▪ What is the college’s responsibility five years from now?</li> <li>▪ What is the total number of Deans at our sister colleges?</li> <li>▪ What is our student population compared to our sister colleges?</li> <li>▪ Are we able to compare this org chart to our sister colleges?</li> <li>▪ Why is Merritt in need of five deans?</li> <li>▪ Why are offices that don’t exist listed on the org chart?</li> <li>▪ Where would the demonstration of effectiveness be shown?</li> <li>▪ Where is the transparency? What has been considered?</li> <li>▪ What changes have been made since the Town Hall?</li> <li>▪ Has the feedback provided thus far been considered?</li> </ul> <p>It was suggested color-coding the new position and offices.</p> <p>M/S/U (Rivas/Zernicke) recommended that action regarding the Student Services Proposed Reorganization be taken at the May 2016 Council meeting once all questions above have been answered.</p> <p><b>COVAH Proposal for Rental Space</b></p> <ul style="list-style-type: none"> <li>▪ COVAH would like to rent space in the D Building or portables.</li> <li>▪ Attended Academic Senate meeting but did not submit a proposal.</li> <li>▪ President needs feedback from Senate and CFC.</li> <li>▪ It was expressed that COVAH would be a great addition to our campus as these are potential future students.</li> <li>▪ Further information needs to be provided by the CFC and the Business Office.</li> </ul> <p>M/S/U (Harding/Allen) to defer the COVAH request for rental space to the May 2016 Council meeting with a formal proposal presented.</p> <p><b>Assessment Week</b></p> <ul style="list-style-type: none"> <li>▪ Preliminary results will be shared at the MC Annual Achievement Awards.</li> <li>▪ Complete results will be discussed at the MC Summit.</li> </ul>	<p>M/S/U (Rivas/Zernicke) recommended that action regarding the Student Services Proposed Reorganization be taken at the May 2016 Council meeting once all questions above have been answered.</p> <p>M/S/U (Harding/Allen) to defer the COVAH request for rental space to the May 2016 Council meeting with a formal proposal presented.</p>
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	<ul style="list-style-type: none"> <li>▪ There were 82 responses to the survey (6 admin, 23 classified, 52 faculty).</li> <li>▪ Committees should also be doing a self-assessment. Examples were sent to committee chairs. Discussion should be captured in minutes for Accreditation purposes.</li> </ul>	Committees to do self-assessments.
<b>III. Review and Approval of Minutes:</b> <ul style="list-style-type: none"> <li>• December 16, 2015</li> <li>• February 2, 2016</li> <li>• February 24, 2016</li> <li>• March 16, 2016</li> </ul>	Minutes were not complete. Approval of the minutes was deferred until the May 2016 meeting.	
<b>IV. Accreditation</b> (Trotter)	A. Trotter reported the following: <ul style="list-style-type: none"> <li>▪ We are half way to completing our Accreditation Follow-Up Report.</li> <li>▪ A second town hall meeting will be held May 4, 2016, 1-2:30 p.m., L126 to review and discuss the remaining recommendation drafts.</li> <li>▪ All drafts to be completed by May 2016.</li> <li>▪ Final report to be submitted to the ACCJC September 30, 2016.</li> </ul>	
<b>V. Presidential Updates</b>		
A) ASMC (Williams)	M. Williams shared the following: <ul style="list-style-type: none"> <li>▪ Provided an extensive report at the last Board meeting which is online.</li> <li>▪ AS Senators voted to have only one voting member on the Council which would be the ASMC President.</li> <li>▪ It was suggested that the Council by-laws reflect a designated alternate in the absence of the President.</li> </ul>	AS Senators voted to have only one voting member on the Council which would be the ASMC President. It was suggested that the Council by-laws reflect a designated alternate in the absence of the President.
B) Academic Senate (Rivas)	M. Rivas provided a written report which has been attached to the minutes.	
C) Classified Senate (Karim)	The following was discussed at our last meeting: <ul style="list-style-type: none"> <li>▪ Student Services Reorganization Proposal</li> <li>▪ Classified awardee for Annual Achievement Awards Celebration.</li> <li>▪ Upcoming PRT visit.</li> </ul>	
D) College (Ambriz-Galaviz)	N. Ambriz-Galaviz reported the following: <ul style="list-style-type: none"> <li>▪ PRT will be on campus Monday, April 25, 2016.</li> <li>▪ Will also host a congressional group from Congresswoman Barbara Lee's Office on April 25, 2016 in the S Building. Chancellor will be present.</li> <li>▪ An interim Director of Student Activities will need to be appointed soon. Asking that a task force be created of</li> </ul>	

	Student Services and Associated Student representatives to dialogue with potential candidates.	
<b>VI. Committee Reports</b>		
A) CBC (Willis)	Written report provided under Action Items.	
B) CDCPD (Olsen)	C. Olsen reported the following: <ul style="list-style-type: none"> <li>▪ Nominations of department chairs currently in process.</li> <li>▪ Reviewed the proposed student services reorganization at the last meeting.</li> <li>▪ Department reorganization currently being reviewed by the College President.</li> </ul>	
C) CEMPC (Elliott)	<ul style="list-style-type: none"> <li>▪ It was reported that the Student Services Proposed Reorganization and the EMP were discussed at the last meeting.</li> <li>▪ A draft of the EMP will be reviewed in May. Currently following the proposed table of content presented by the District.</li> </ul>	
D) CFC (Drazen)	<ul style="list-style-type: none"> <li>▪ COVAH provided a presentation at the last meeting. It was questioned where to house them if granted rental space.</li> <li>▪ Currently reviewing outstanding work orders.</li> </ul>	
E) CIC (McCray)	A. McCray shared the following: <ul style="list-style-type: none"> <li>▪ Some of Merritt's programs are not recognized by the State.</li> <li>▪ Need to work with department chairs on programs. Currently questioning what defines these programs.</li> <li>▪ 44 programs are approved.</li> </ul>	
F) MTC (Zernicke)	A written report was provided and has been attached to the minutes.	
<b>VII. Upcoming Events/Announcements</b>		
<ul style="list-style-type: none"> <li>• PRT Follow-Up Site Visit</li> <li>• MC 7<sup>th</sup> Annual Achievement Awards</li> <li>• ASMC Scholarship Awards</li> <li>• Bi-Annual Spring Summit</li> <li>• MC Commencement Ceremony</li> </ul>	Events listed on the agenda were announced. Below are some additional events not identified on the agenda: <ul style="list-style-type: none"> <li>▪ African/African American Graduation – May 21, 2016, 11:00 a.m. – 1:00 p.m., Mission Baptist Church.</li> <li>▪ Landscape Horticulture Spring Plant Sale – April 30, 2016, 9:00 a.m. -3:00 p.m. and May 1, 2016, 12-3 p.m.</li> </ul>	
	Meeting adjourned.	



**Budget Committee Report to  
Merritt College Council  
Prepared By: Linnea N. Willis, Co-Chair  
April 20, 2016  
3:00 p.m. – 5:00 p.m.**

College Budget  
Committee Members

VP Instruction

Cedillo, Arnulfo

Del Rosario, Dettie

Ilarde, Tanya

Lawson, Daniel

Park, Tae-Soon

Perez, Maria

Perez, Ron

Rivas, Mario

Sidzinska, Kinga

Victorian, Charlotte

Willis, Linnea

ASMC Student Rep

- **Budget Committee Met April 12, 2016 from 1:30-5:30 and also April 13, 2016 from 3-5pm**

**I. PURPOSE OF THE APRIL 12 and 13, 2016 MEETINGS**

- **The purpose of the April 12, 2016 and April 13, 2016 meetings was to hear presentations from all managers, to review their proposed budgets, to ask questions, to gather additional information, and to ultimately approve the Budget for FY 2016-2017**

**II. INTEGRATED PLANNING & BUDGETING PROCESS**

- **The process laid out in the Integrated Planning & Budgeting Handbook was followed**
- **Program Reviews were completed campus-wide, and Managers met with staff while completing Program Reviews and afterwards to determine needs**
- **Department Chairs, Program Leads, Staff etc. met with Deans, Vice Presidents and President in order to determine budgetary needs for FY 2016-2017, while reviewing Program Reviews**
- **Deans, Vice Presidents and President used Program Reviews in determining their budgetary needs.**
- **After reviewing Program Reviews and meeting with Department Chairs, Program Leads, Staff etc., the Managers prepared a Proposed Budget for each cost center, each unit, each program, etc.**
- **Managers presented their budgets to the budget committee on April 12, 2016**
- **Questions were asked during the presentation, and also additional documents/information were requested from the Managers**
- **Budget Committee reviewed the additional information and final proposals and APPROVED the budget proposals on April 13, 2016**

**III. WHO DID THE PRESENTATIONS**

- 1. President: Norma Ambriz-Galaviz**
- 2. VP of Student Services: Arnulfo Cedillo**
- 3. Office of VP of Instruction: Doris Hankins presented**
- 4. Dean of Division 1: Tina Vasconcellos**
- 5. Dean of Division 2: Rosemary Delia**
- 6. Dean of Special Programs and Grants: Rachel Antrobus**

Also, separate special presentations were given by:

7. SLOAC – Jennifer Shanoski
8. Sankofa

#### **IV. DOCUMENTS/INFORMATION REQUESTED FROM THE MANAGERS IN ADVANCE OF MEETING ETC.**

- **Each Manager (Deans, VP's, President) was requested to prepare a Binder for their Unit/Division/Cost Center, which included the following information:**
  1. **Summary of Budget Proposal**
  2. **Breakdown of What Was Requested in Itemized fashion for each Program, Cost Center, Object Code etc.**
  3. **Program Review Appendix A regarding Resource Requests (and explain how their requests aligned with Program Review)**
  4. **Confirmation as to whether Student Learning Outcome/Assessment Work was performed**
  5. **Information regarding when the Managers met with Department Chairs, Program Leads, Staff, Faculty etc. in order to review Program Reviews and come up with their Proposals**
- **When any items were incomplete or if additional information was needed, or if new proposals needed to be submitted based on the actual target allocation rather than what they “wanted”, this information was requested by Chair Dr. Willis and provided by the April 13, 2016 second meeting**
- **Dr. Del Rosario stayed in constant communication with the Managers, in addition to Chair Dr. Willis, throughout this process**

#### **V. FINAL OUTCOME**

- **After all of the Presentations were presented, Binders were presented, Questions were asked, Additional Information was provided, and after two meetings, the Budget Committee Adopted and Approved the Proposed Budget for FY 2016-2017 being presented here today to College Council.**
- **It is requested that College Council also recommend and approve the Proposed Budget**
- ***See Final Budget Proposal Presented To College Council Today 4/20***

**Merritt College Academic Senate Report to College Council,  
Wednesday, April 20, 2016  
Submitted by Mario Rivas, PhD, MCAS President**

**Merritt College Academic Senate**

1. The Senate accepted a CDCPD proposal for reorganization of some academic departments, but forwarded the action to CDCPD and administration with recommendations for how to approve the process;
2. Elections to replace exiting senators for 2016-17 are being completed;
3. The Senate/CDCPD workgroup of faculty prioritization is nearing completion of its work to improve the process regarding the prioritization of new faculty positions on campus. The group has developed a numerical basis for prioritizing the consideration of new faculty positions, including a rubric to define the distribution of points when deciding on a new faculty position;
4. Using Rivas' 0-100% Competence Method, the Senate reviewed its effectiveness in modeling effective communication to the campus in its meetings. Senators rated their effectiveness at 65.8 and said they would like to improve to a level of 82.5. Senators noted passion, diversity of perspectives and willingness to be open to diverse perspectives as strengths in their communication, and want to work lessening personalizing of agendas, being more concise and brief in meetings, and using technology to communicate information to campus constituencies.
5. The Senate reviewed the IEIPRT Summary of Initial Observations and recommended to the college leadership team that Area foci A, B, and E should be incorporated into any plan to improve institutional effectiveness: A. Establish an integrated planning process with linkages to program review, assessment and resource allocation; B. Establish a culture of assessment for student learning outcomes; E. Establish clear lines of communication throughout the college to increase engagement by all constituencies;
6. The Senate passed a Resolution to support the use of Open Education Resources on campus to reduce textbook costs for students. Senate President Rivas will be forming a planning team to submit a proposal for funding (\$55K) by June 30, 2016.

**District Academic Senate**

7. The DAS workgroup on Academic Program Update revision is in the process of completing its work. The new proposed APU form will be reviewed by DAS and then forward to campuses for suggestions prior to arriving at a final product;
8. The DAS proposed a district-wide Initiative Planning Team composed of administrators, senate presidents, CTE Liaisons, and district representatives to meet during the summer to review, organize, and make recommendations for how to best implement the many cross-district initiatives that we are presently facing, e.g., dual enrollment, CTE Pathways, common assessment, SSSP, Equity, foster youth, etc. The goal is to ensure comprehensive participation by faculty in organizing response to initiatives.
9. DAS has collected Program Review information from all colleges related to faculty need for professional development, and will look to incorporate key themes in district-wide flex day programming. A similar endeavor is being suggested to colleges;
10. The DAS passed a resolution suggesting that Department Chairs and Curriculum Instruction Councils at the colleges collaborate to recommend a process to increase class caps that is educationally sound for students, including ensuring sufficient support for faculty and students when class caps are increased.

**Written Update to College Council**

**Meeting Date: Wednesday April 20, 2017**  
**Committee: Merritt Technology Committee**  
**Submitted by: Mary Louise Zernicke**

Please reference below updates:

- Canvas (vs moodle) continues to be a topic of discussion at the MTC and DTC meetings- still no resolution at this time.
- Our committee has drafted a letter to the chancellor describing our positive experiences with VP Madlock. It is our understanding that the contract with Ferrilli to provide contract services for the district was approved by the board of trustees.
- The new Merritt College budget includes line items for technology—exciting news. Our committee will review the proposed budget at our meeting tomorrow April 20.

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