

## Meeting Minutes

Merritt College Academic Senate

Thursday, November 18, 2021

12:30-2:00 pm

Zoom URL: <https://cccconfer.zoom.us/j/99184622859>

### MEMBERS:

<b>VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)</b>			
X	Tom Renbarger, President	X	Mary Ciddio, Vice President
X	Jennifer Yates	X	Arja McCray
	Heather Casale		Isela Gonzalez Santana
X	Lowell Bennett	X	Monica Ambalal
X	Ron Moss	X	Stefani de Vito
	Derrick Ross	X	Maria Suarez
X	Anthony Powell	X	Jack Smith
<b>Guests – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)</b>			
X	Feather Ives, CE Liaison/Guided Pathways	X	Marie Amboy, Division III Dean
X	Nghiem Thai, Librarian	X	Nathan Pellegrin, Director of Research
X	Denise Richardson, Vice President of Instruction		
X	Maria Spencer, Outreach/Orientation		

### GUESTS:

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call to Order	12:32 pm	
II. Adoption of Agenda	<b>MOTION</b> (Ciddio): Approve amended agenda, with addition of items 5B and 5D. Unanimous.	Chair – Email to <a href="mailto:merrittgovdocs@peralta.edu">merrittgovdocs@peralta.edu</a>
III. Approval of Minutes	<b>MOTION</b> (Moss): Approve minutes from 11/4/21. Unanimous.	Chair – Email to <a href="mailto:merrittgovdocs@peralta.edu">merrittgovdocs@peralta.edu</a>
IV. Public Comment and/or Announcements	None	
V. Action Items/Presentations	<b>5A: Zero-Cost Textbook grant application</b> (Thai): Using open educational resources (OER) is our ethical responsibility to our students, most of whom are low-income; Thai showed current textbook adoption list with several examples of individual books costing \$300+ AB 798 (2015) encourages CCC faculty to use OER; grants were given to CCC's to help faculty find/use OERs. SB 1359 (2016): Public colleges in CA are required to publish in course schedule if classes use zero-cost textbooks. (Powell): Bookstore can bind materials into a low-cost reader. (Thai): We can	

*Merritt College puts students first. Through our rich educational programs, we foster a culture of equity and inclusion that empowers students to achieve their greatest potential and make meaningful contributions to their respective communities and our global society.*

	<p>apply for grants to create ZTC (zero textbook cost) <i>degree programs</i> so that students can complete a full degree program with no book cost. BCC and Laney are applying for these CCCC grants; COA has already established one. Action items: (1) Designate a faculty member to be OER Liaison to ASCCC; (2) form ZTC Committee or task force; (3) apply for ZTC grant. Renbarger: when CCCC issues RFP, MCAS will take formal action on (3); will also send FAS asking for OER Liaison/task force.</p> <p><b>5B: Issues with Purchasing/Procurement</b> (Ives): Issue arose in CE, but it affects spend-down college-wide. District warehouse is only open 2 days/week; deliveries get sent back. Merritt does NOT have a dedicated AP Staff member at the district, which delays verification and payment of invoices. District delays loading budgets; POs do not cross fiscal years even though funds do. Results in having to send money back to the State. How to address: Merritt administration has <i>already</i> advocated for filling the vacant District Finance position, Accounts Payable Specialist I, with assignment to Merritt College. Spencer: Meet with Chancellor. Suarez: Take to Board of Trustees, Public Comment. Spencer offers to bring this issue to Classified Senate to get Classified buy-in as well. Renbarger: bring to District Academic Senate. Ciddio: Involve Classified Union, since the unfilled position is Classified. Do a motion now and follow-up with Resolution.</p> <p><b>MOTION</b> (Bennett): We direct President Johnson and VPAS Kwiecien to advocate for the immediate filling of the vacant District Finance position, Accounts Payable Specialist I, with assignment to Merritt College.</p> <p><b>5C: Additional Sections for Spring 2022</b> (Bennett): VPI Richardson is meeting with Deans to vet the request for 21 additional Spring 22 sections and produce a final list for VC Brown. Thai: We are still under “hold harmless” funding, i.e. at 2017-18 levels, yet cutting course sections as if “hold harmless” is not in place; meanwhile, District hires more administrators. Suarez brought Resolution for review/approval: <a href="https://docs.google.com/document/d/1qHz4DZpaPSglz4pmS8pXkwnXrjeXJZLnrW8Tv8fNljc/edit">https://docs.google.com/document/d/1qHz4DZpaPSglz4pmS8pXkwnXrjeXJZLnrW8Tv8fNljc/edit</a></p> <p><b>MOTION</b> (Suarez): Approve the Resolution.</p> <p><b>MOTION</b> (Bennett): Extend meeting to 2:15</p> <p><b>5D: DAS Constitution Update</b> (Renbarger): Read emailed Constitution for approval at next MCAS meeting.</p>	<p>Passed unanimously. To be forwarded to President Johnson and VPAS Kwiecien.</p> <p>Passed unanimously. To be forwarded to President Johnson and VPI Richardson</p> <p>Passed unanimously.</p> <p>Information only</p>
VI. Standing Items	None	
VII. New Business	None	

VIII. Old Business	None	
IX. Announcements	None	
X. Adjournment	2:11 pm	