

MERRITT COLLEGE
Minutes of the College Council Meeting
November 18, 2015, 3:00 p.m., Room R23

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

Absent: A. Trotter, J. Shanoski, W. Allen, A. Cedillo, T. Vasconcellos, C. Olsen, L. Willis, D. Del Rosario

Guests: T. Brice, 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 (Zernicke/Rivas) to approve agenda with noted additions under action items/presentations.	
II. Action Items/Presentations: <ul style="list-style-type: none"> • Election of Vice Chair • CEMPC Recommendation • Facilities Recommendation • Program Review Validation Team 	<p>M/S/U (Rivas/Price) to elect A. McCray as Vice Chair of the College Council for the 2015-16 academic year.</p> <p>CEMPC Recommendation A recommendation to approve the CEMPC By-Laws and the Planning and Budgeting Flow Chart was presented. The following are highlights from the conversation:</p> <ul style="list-style-type: none"> ▪ Flow chart will become part of the Governance Handbook. ▪ Concerns were raised about the direct flow to the District and the sustainability of the chart. ▪ It was suggested to have the box containing CEMPC and Strategic Direction/EMP combined and placed at the top of the flow chart. ▪ Due to the tweak in the flow chart the by-laws will need to be amended to capture this change. <p>No further action was taken. Recommendation deferred until suggested changes are made.</p> <p>Facilities Recommendation B. Drazen presented two recommendations:</p> <ol style="list-style-type: none"> 1. Recommendation Template 2. Space Allocation Request for Kinesiology/Athletics <p>M/S/U (Sealund/Brice) to approve CFC recommendation template and to have template included within written report to the College Council.</p>	<p>M/S/U (Sealund/Brice) to approve CFC recommendation template and to have template included within written report to the College Council.</p>

	<p>It was suggested to postpone action on the space allocation until the D-Building is closed indefinitely.</p> <p>Program Review Validation Team The following are highlights of the conversation held regarding this topic:</p> <ul style="list-style-type: none"> ▪ A 2015 Merritt College Program Review Timeline and Rubric were distributed and discussed. ▪ It was recommended by the District to develop a Validation Team. ▪ No strong objection was made towards the validation team process. ▪ Some of the dates listed within the timeline are questionable. 	
<p>III. Review and Approval of Minutes:</p> <ul style="list-style-type: none"> • May 13, 2015 • September 23, 2015 • October 21, 2015 	<p>Quorum not present at the time of approval. Deferred until December.</p>	
<p>IV. Accreditation (Trotter)</p>	<p>A. Trotter not present to provide an update.</p>	
<p>V. Presidential Updates</p>		
<p>A) ASMC (Price)</p>	<p>M. Price provided a written update which has been attached to the minutes. Below is an additional highlight not shared in the written report:</p> <ul style="list-style-type: none"> ▪ The BOT presentation of the SSCCC Fall General Assembly visit is on YouTube. M. Price to share the link. It was proposed that the presentation be shared at the Spring 2016 Flex Day. 	
<p>C) Academic Senate (Rivas)</p>	<p>M. Rivas provided a written update which has been attached to the minutes. Below is an additional highlight not shared in the written report:</p> <ul style="list-style-type: none"> ▪ M. Rivas attended the Senate Plenary where resolutions are in the development process. M. Rivas is a part of the faculty hiring resolution. 	
<p>B) Classified Senate (Harding)</p>	<p>S. Harding shared the following:</p> <ul style="list-style-type: none"> ▪ Commended Merritt Classified Staff for their participation during campus/district-wide events (i.e., Chancellor's Visit, IEPI-PRT Visit, BOT meetings, Classified Matters III). ▪ A resolution was developed by the M CCS, signed by 2/3 of the Merritt Classified Staff and provided to the Chancellor upon his October visit to the campus. No response has been provided. M CCS will be following-up with the Chancellor. 	

D) College (Ambriz-Galaviz)	<p>N. Ambriz-Galaviz shared the following:</p> <ul style="list-style-type: none"> ▪ At least five full time faculty have been hired. Still going through the process. ▪ There is extreme interest in the D Building from the community. Already four interested parties have come forward with request to rent the space. One of the interested parties is the Oakland Adult School. No decisions will be made until the D-Building is fully vacated. Concerns were expressed about the condition of the G-Parking Lot with the additional traffic. ▪ Attended a housing presentation. Students, Faculty and Student Support Staff were present. Project will be paid entirely by the developers with a lease to own option. ▪ High interest in STEM especially with the Grand Opening of the S Building. More opportunities are being developed because of a successful Grand Opening Celebration. Classified Staff were thanked for their high participation and involvement in the event. ▪ The College was commended by the Chancellor on his visit. Visit was well organized and well attended. 	
VI. Committee Reports		
A) CBC (Willis)	L. Willis and D. Del Rosario not present to report. A written update 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 (Chamberlain)	M. Rivas provided a written report which has been attached to the minutes.	
C) CFC (Drazen)	B. Drazen provided a written report which has been attached to the minutes.	
E) CIC (McCray)	<p>A. McCray shared the following:</p> <ul style="list-style-type: none"> ▪ Requested to have the council read the email sent by C. Coleman regarding CurricUNET META updates and asked that she or C. Colman be emailed in order to track proposals. 	
F) MTC (Zernicke)	M.L. Zernicke was not present at the time of the report. No written report was provided.	
VII. Upcoming Events/Announcements		
	Adjourned @ 5 p.m.	

Written Update to College Council

Meeting Date: 11/18/15

Committee: ASMC

Submitted by: Marquita Price

Please reference below updates:

ASMC

- **10/27 The ASMC council and students had a meeting with our chancellor** to discuss about his survey results. We also discuss about students issues. The student and the ASMC council were able to engaged and enjoy his visit and we hope to meet with him again in January for a follow-up visit.
- **10/28 ASMC also met with the PRT team** in regards to accreditation. We were able to express our concerns, issues, and methods of how we plan to unify the campus in order to increase the integrity.
- **11/13 Classified Matters**
- **SSCCC Fall General Assembly** was attended by three members of our council and Dr. Chavez. We networked with many schools across different regions. Peralta created a strong presence as a united four sister front.

ICC

- On October 31st Merritt College had a **Bio-Fest** in the Barbara Lee Science Center in which Student Clubs along with College departments collaborated to share with students and the community about the different programs that are offered. Children from the community came to trick or treat and visited the haunted house.
- **The Real Estate Forum** is engages in city politics by attending city council meetings and advocating for students. They have frequent meetings and provide resourceful housing information.
- **11/2 Puente Club** hosted a Dia De Los Muertos honor ceremony.

- **11/2 Street Scholars** had a speaker Tracey Jenkins, a film maker. Ms. Jenkins presented a movie called "Pull your pants".
- **11/3- Fellowship of Christian Students Club** at Merritt College presented a movie "Do you believe". The purpose of the film was to remind students to have faith and hope when faced with life challenges. The club provided pop-corn and refreshments.
- **11/9 Altazor Club** hosted a Transfer student panel for those students who are planning to transfer to a 4 year institution. The panel speakers were able to share their story about their journey and transition from community college to a Four year institution.
- **The Student Success & Equity Committee along with the Office of Student Activities & Campus Life** kicked off their equity speaker series.

Merritt College Academic Senate Update to College Council, November, 18, 2015

1. The Senate is reviewing Merritt College's new faculty prioritization process to determine the possibility of adding a numerically-based rubric to make the prioritization process more objective.
2. The Senate will be planning to hold a special election to replace Mary Ciddio who is leaving the adjunct Senator position because she has obtained a full-time position at Merritt College. Congratulations, Mary!
3. The Senate is reviewing the College's Educational Master Planning Process to determine the faculty's role in this important process.
4. The Senate is working with the SSP/Equity Committee to ensure that the college Equity Plan is completed in early December.



**Budget Committee Report to
Merritt College Council
Prepared By: Dr. Dettie Del Rosario
November, 18, 2015 and October 14, 2015
3:00 p.m. – 5:00 p.m.**

- **Budget Committee Met on November 4th 2015**

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

1. October 28th PRT visit:

- The PRT team wants to write a plan, to assess the development of the college. In order to ensure that faculty and staff can name the processes and be able to describe how they unfold.
- The PRT will submit a summary report to the president.

The four recommendations:

- Planning process, program review, master plan, assessment, budget (integrated planning budget process) 4th is the delineation of roles between the college and district.

2. 72 hr. Brown Act Compliance

- PRT stated the budget committee does not have to comply with the 72hr notification.

3. Review Draft of Program Review Timeline

Program Review Timeline Draft (handout)

- The draft of program review timeline was presented to the budget committee and is yet to be approved by the College President. The timeline was a step by step process from each program discussion to team validation. The president expressed that it has to go through the leadership team and the shared governance process.
- Revisions are being made.

4. Budget Procedure Handbook 2015-2016

- Budget committee chair presented an updated version of the Budget Procedure Handbook. The handbook is one of the objectives that the committee hoped to accomplish this year. The budget handbook includes an integrated planning budgeting process. The handbook is prepared as a guide for faculty and staff to better understand the budgeting process, beginning with understanding the accounting codes in the budget and accessing budget inquiries from the PROMPT system.

Budget Committee Meeting Dates Set Forth in Master Calendar	
September 16, 2015	3:00pm – 5:00pm
October 14, 2015	3:00pm – 5:00pm
November 4, 2015	3:00pm – 5:00pm
December 9, 2015	3:00pm – 5:00pm
January 28, 2016	3:00pm – 5:00pm
February 17, 2016	3:00pm – 5:00pm
March 16, 2016	1:00pm – 3:00pm
April 13, 2016	3:00pm – 5:00pm
May 11, 2016	3:00pm – 5:00pm

College Educational Master Planning Committee (CEMPC)
Update to College Council, November 18, 2015

1. CEMPC is in the process of completing Merritt College's Collegial Governance Handbook, including a flowchart delineating the participatory governance decision-making process used at Merritt College.
2. CEMPC is finalizing a process for completing the update of Merritt College's Educational Master Plan in Spring 2016. The process will include recruiting and establishing a college-wide committee and a timeline for completing the task.

Written Update to College Council

Meeting Date: CFC-November 3, 2015

Committee: Facilities

Submitted by: Brock Drazen

- Gary Banks and Bennett McClaughlin came to the meeting and updated on the S building and landscaping project. Faculty have recommended several little items that were not included in the original contract (i.e. blinds for the classroom windows) but are being contracted out using project budget. Landscape and hardscape are progressing as can be seen on campus.
- Elevator issues in the R building will cost approximately 140K for elevator and 40-50k for lift.
- 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.
- CFC reviewed bylaws of CC and CFC and recommends a format change to these written reports in order to better document information flow and decision making processes. See below.
- CFC reaffirmed recommendation made last spring, 2015 (4/28/15 in CFC) on Kinesiology/Athletics office space request in the vacated MLK Freedom center suite in F building
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College Council Action Options:

RECOMMENDATION

That the College Council recommend to the president the use of a 'Recommendation' template (this submission as an example) inside the regular committee written updates in order to reflect the flow of information between committees and College Council and as clear documentation of the decision making process in Merritt's shared governance model.

COLLEGE COUNCIL ACTION TAKEN: 1 2 3 4 EXPLANATION IF NECESSARY:

RECOMMENDATION

That College Council recommend to the president the space allocation request of Kinesiology/Athletics to move into the vacated MLK Freedom Center office suite in F201-203 adjacent to the two offices already used by the department (F205 and F206).

COLLEGE COUNCIL ACTION TAKEN 1 2 3 4 EXPLANATION IF NECESSARY:

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.