

MERRITT COLLEGE
Minutes of the College Council Meeting
October 23, 2013, 3:00 p.m., Room R23

Attendees: T. Park, A. Trotter, C. Olsen, D. Hankins, S. Harding, T. Brice, A. Tomas, E. Bugg, A. Alexander, J. Murphy, B. Drazen, D. Del Rosario, N. Ambriz-Galaviz

Absent: R. Allen, M. Sealund, B. Cordero, S. Thompson, T. Christian, T. Henry, D. Morales, M.L. Zernicke

Guests: R. O. Garcia, W. Love, J. Smith

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
	D. Hankins called the meeting to order at 3:36 p.m. Construction report was provided prior to having a quorum.	
I. Action Items / Presentations	<p>Construction Recap J. Smith shared the following on the construction of the New Science Bldg:</p> <ul style="list-style-type: none"> ▪ Construction flyers regarding area closures have been posted. ▪ Ensured pathways are clear of trip hazards and additional lighting has been provided. ▪ Web cam has been established to watch the continuous progress of the project. ▪ DSPS has voiced areas of concern due to hazards or high risk areas created by the construction. ▪ The D parking lot currently has six (6) ADA parking spots that are being relocated to the front of the gymnasium (F parking lot) due to the construction closure. ▪ The G parking lot will also have additional ADA parking added. <p>The following are highlights from the information shared:</p> <ul style="list-style-type: none"> ▪ E. Bugg requested that the printed flyers be enlarged. If not possible, current signs should be placed against brightly colored paper. ▪ More detour signs are needed. ▪ It was requested that all future reports be in writing. ▪ It was suggested that a map referencing the ADA parking be available. 	
II. Agenda Review, Changes and Adoption	M/S/P (Tomas/Bugg) to approve the agenda with no changes.	M/S/P (Park/Tomas) to approve agenda with no changes.
III. Approval of September 25, 2013 Minutes	M/S/P (Tomas/Brice) to approve the September 25, 2013 minutes with no corrections.	M/S/P (Tomas/Bugg) to approve the Sept. 25 th minutes.

		with no corrections.
IV. Accreditation Update (Bugg)	<p>See attached written report. E. Bugg shared the following:</p> <ul style="list-style-type: none"> ▪ Finalizing details about what needs to be done and how to proceed in completing the Self Study. ▪ Will be launching the plan to complete the self study to the college and is asking for volunteers. ▪ Need to finalize individuals assigned to the standards. ▪ It was asked that meeting information and updates be shared via Merritt-FAS. ▪ Trying to hold all meetings in the Student Lounge. ▪ Meetings are open to as many individuals as necessary. ▪ ALO's met Monday evening. ▪ Requesting a two (2) year budget from the District by Friday. Still requires Executive Cabinet review. ▪ The timeline has been finalized and has been organized by standard and sub-standard and will be placed in dropbox for everyone to have access. ▪ Reminded those involved in the completion of this Self Study complete the certification training. ▪ In need of a college researcher to solely assist with this report. 	
V. Committee Reports		
A) CEMPC (Bugg)	<p>See attached written report.</p> <p>The following are highlights from the discussion held at CEMPC regarding the College Mission Statement:</p> <ul style="list-style-type: none"> ▪ Currently reviewing Standard I which visits our College Mission Statement. ▪ Drafting a recommendation to update our College Mission Statement that will be brought to the Council. ▪ Need to develop a faculty/staff survey regarding our College Mission statement. ▪ Updates to the mission statement must be reviewed in conjunction with Standard I. ▪ CEMPC is currently reviewing its charge as it relates to the Mission Statement. 	
B) Budget (Murphy/Del Rosario)	<p>See attached written report. Additional items shared:</p> <ul style="list-style-type: none"> ▪ Our new interim VPSS, Laurie Silver, will be in attendance at future CBC meetings. ▪ T. Park is currently working on finding a replacement for A. Elliott who resigned from the committee. ▪ A budget template will be provided to everyone in November for completion. ▪ SLO's are to be incorporated in the college budget requests. 	

C) Facilities (Drazen)	<p>See attached written report.</p> <p>M/S/P (Bugg/ Tomas) to approve the CFC's request to amend their by-laws by adding the IT Coordinator as an ex-officio member.</p> <p>Below are comments/concerns related to the attached written report:</p> <ul style="list-style-type: none"> ▪ Council members questioned if the topic of solar panel savings was placed on the October PBI agenda for discussion. ▪ A suggestion was shared to have all construction project areas inspected before final sign-off to ensure areas are as they were before construction began. Any communication regarding disturbances/potential hazards should be sent to our Business Manager. <p>Health and Safety committee provided a written report to the council. It was noted that additional pathways need to be identified for those with disabilities to improve our success of the Great CA Shake Out Emergency Drill in the future.</p>	M/S/P (Bugg/ Tomas) to approve the CFC's request to amend their by-laws by adding the IT Coordinator as an ex-officio member.
D) CDCPD (Morales)	<p>See attached written report. D. Morales not present to elaborate. T. Park noted a correction in the first paragraph, last sentence. The hiring process is outline as an Administrative Procedure, not within the PFT contract.</p>	
E) CIC (Alexander)	<p>See attached written report. Below are additional items/comments that were shared:</p> <ul style="list-style-type: none"> ▪ Trainings to use Curricunet will decrease the number of errors made. ▪ Shifting to a new version of Curricunet. Additional trainings will be provided. ▪ Currently in the process of replacing the Curriculum and Systems Technology Analyst for Educational Services at the District Office. ▪ It was questioned how outstanding approved courses are tracked. 	
F) Technology (Zernicke)	<p>Not present to report and no written report was provided.</p>	
VI. Presidential Updates		
A) College (Ambriz-Galaviz)	<p>N. Ambriz-Galaviz shared the following:</p> <ul style="list-style-type: none"> ▪ The DFC reviewed the created facilities needs list. This list will be revisited at the CFC. Was requested to rank the importance of each need. Additional items were requested to be listed; however, the college is unable to do so until 	

	<p>this initial list is executed.</p> <ul style="list-style-type: none"> ▪ A Student Services meeting will be held this Friday to introduce our new interim VPSS, Laurie Silver. A SWOT analysis exercise will be conducted at this meeting/orientation. All are welcome. ▪ The College will be purchasing a table at the PCF Scholarship Dinner. A Merritt student will be speaking at the event. 	
B) Academic Senate (Park)	See attached written report.	
C) Classified Senate (Hankins)	<p>See attached written report.</p> <p>The following are highlights from an additional conversation pertaining to staff development:</p> <ul style="list-style-type: none"> ▪ S. Harding questioned why Classified staff were not included in the allocation of funds provided to the college. It was stated that faculty are receiving these funds per the PFT contract and that the funds provided are not state funds. In the past \$120k was provided to the District yearly; however, since 2007 PCCD has not been in receipt of these funds. ▪ The role of the staff development committee which includes participants from the Faculty, Classified staff and Administrators was also questioned. 	
D) ASMC (Christian)	Not present to report.	
VII. Upcoming Events		
	D. Hankins asked that the council review the list of upcoming events listed at the bottom of the agenda.	
	Meeting adjourned at 5:00 p.m.	

SH
11/26/2013

Written Update to College Council

Meeting Date: October 23, 2013
Committee: Classified Senate
Submitted by: Doris Hankins/Stefanie Harding

Please reference below updates:

- Establishing Hiring Priorities
 - Strategic Goals
 - Program Reviews
 - Curriculum Specialist
 - Past
 - Present
- Staff Development
 - Classified Senate Fund Raiser

Academic Senate Report for October 23, 2013 College Council meeting

The followings are the Academic Senate reports.

1) **Merritt Academic Senate appointed vacant Shared Governance Committees memberships, hiring committees & Accreditation self-evaluation Committee members.**

2) **Professional Development Committee update**

The Professional Development funding for 4 colleges is \$120,000 for 2013-2014 academic year for faculty professional development activities (see the PFT contract Article 25, A on page 61 line 9).

Merritt College allocation is \$24,000 for 2013-2014.

For the sabbatical allocation for faculty for 4 colleges from Spring 2014 - Spring 2015 (3 semesters) is 4.5 FTEF (Laney:1.5 FTEF, Merritt/BCC/COA:1.0 FTEF each).

Merritt College allocation for sabbatical is 1.0 FTEF from Fall 2014 to Spring 2015 (It is too late to complete the application/ranking process fairly for Spring 2014).

In other words, one (1) faculty may take a one year sabbatical with 2/3 of the annual year's salary or two (2) faculty members may take one semester with 100% of one-half year's salary (see the PFT contract Article 26, I on page 78 lines 3-5).

Once all details are worked out with the District/administration/budget, there will be a workshop for any and all faculty members interested in applying for a sabbatical.

The next College Professional Development Committee meeting has been scheduled on Friday, November 1, 2013 at 10:30 a.m. in Q311.

CIC Report to College Council October 2013

MC Course Changes in Catalog Info	SPAN	001A	Elementary Spanish
MC Deactivate Course	ART	30	Beginning Figure Drawing: Anatomy
MC Deactivate Course	ART	31	Continuing Figure Drawing: Anatomy
MC Deactivate Course	ART	32	Intermediate Figure Drawing: Anatomy
MC Deactivate Course	ART	33	Advanced Figure Drawing: Anatomy
MC Deactivate Course	ART	034A-D	Freehand Perspective Drawing
MC Deactivate Course	ART	048NC	Introduction to Painting (Oil and Acrylic)
MC Deactivate Course	ART	048NJ	Community Mural Making
MC Deactivate Course	ART	048OA	Alternative Firing Methods (Ceramics)
MC Deactivate Course	ART	048OD	Concepts of Three-Dimensional Design
MC Deactivate Course	ART	048O G	Art Presentation: Portfolio Development and Gallery Installation
MC Deactivate Course	ART	048OK	Women, Art and Society
MC Deactivate Course	ART	048OL	Digital Art I
MC Deactivate Course	ART	048O O	Basic Monoprinting
MC Deactivate Course	ART	048OP	Digital Photography I
MC Deactivate Course	ART	048O Q	Digital Photography II
MC Deactivate Course	ART	048VN	Mural Design and Creation
MC Deactivate Course	ART	085A-D	Raku and Alternative Firings
MC Deactivate Course	ART	89	Kiln Design/Construction and Primitive Firing Methods
MC Deactivate Course	ART	093A-C	Art Presentation: Portfolio Development and Gallery Installation
MC Deactivate Course	ART	142AB	Beginning Digital Art
MC Deactivate Course	CHDEV	79	Anti-Bias Curriculum
MC Deactivate Course	GEOL	5	Introduction to Oceanography
MC Deactivate Course	MUSIC	001A	Musicianship
MC Deactivate Course	MUSIC	001B	Musicianship
MC Deactivate Course	MUSIC	9	Introduction to World Music
MC Deactivate Course	MUSIC	026A-D	Choral Ensemble
MC Deactivate Course	NUTR	220	Cultural Foods in Education and Health Care
MC Deactivate Course	NUTR	223	The Culinary Art of Modified Diets
MC Deactivate Course	NUTR	240A	Career Education in Dietary Management

MC Deactivate Course	NUTR	240B	Career Education in Dietetic Technology I
MC Deactivate Course	NUTR	241C	Occupational Work Experience in Dietetic Technology II

Process Title	Discipline	Course #	Full Course Title	Prerequisites	Catalog Description
Merritt DE Addendum	HIST	7a	History of the United States to 1877		Survey and interpretation of political, social, and economic factors contributing to the growth of the nation from colonial days to Reconstruction (1877).
Merritt DE Addendum	HIST	7b	History of the United States Since 1865		Survey and interpretation of political, social, and economic factors contributing to the growth of the nation from the end of the Civil War to the present.
Merritt New Course	ART	202	Fundamentals of Drawing		Drawing techniques in relation to drawing as a fine art: Study of shape, form, and space in black and white.

New Courses

PSYCH	28	Introduction to Research Methods in Psychology	Fall 2014	3
PSYCH	31	Introduction to understanding the psychology of Latinos/as in the United States: study of biological, psychological, environmental, and cultural factors that impact and shape the behavior of Latino/a groups living in the U.S.	Fall 2014	3

CUrricunet training on October 22nd was well attended. There is one more training November 19th.

October 23, 2013

TO: College Council

FROM: CDCPD

RE: October 2, 2013 Report

The key agenda items from our October meeting focused on reports and presentations to be completed by faculty this fall. They will include Program Review updates and Faculty Hiring prioritization. The DEC has yet to come forward with deadlines and articulated processes for either. CDCPD formed a sub-committee consisting of Siri Brown, Jennifer Shanowski and Jennifer Yates to determine faculty hire criteria to be used at Merritt as the District no longer requires the criteria items they previously established in 2001. They will bring their results to our November meeting. Union reps and Faculty Senate President will meet with the President and VPI to determine the hiring process, which is contract.

Several handouts were distributed regarding enrollment procedures for S14 along with FTES target numbers and procedures for cancelling low enrolled classes. We identified a need for A&R to remain open in the evenings during the early weeks of the semester to enable students to clear up the challenges of registering for classes. Accreditation procedures were also discussed and an 18 month process outlined. We are looking to secure a college researcher as well.

Dr. Bugg is pursuing CTE District allocation funds to Merritt as our allotment appears low.

Two major areas requiring faculty compliance are evaluation of contract and part-time faculty and completion of SLO assessments in Taskstream. Failure to complete these tasks are serious enough to put our accreditation at risk.

Faculty need to develop a faculty pool in each discipline from which to draw competent part-time teachers, sometimes with little warning.

David Morales
Chair of CDCPD

**Written Updates to College Council
October 23, 2013**

Meeting Date: October 17, 2013

Committee: Health and Safety – Great California Shake Out Emergency Drill

Submitted by: Dr. Dettie C. Del Rosario, Co-chair

Please reference below updates:

- **Radio Check: 10:00am**
- **Merritt Incident Command, to Engineering, Pull Alarms 10:16am**

I. Building Monitors:

- **Building A**

Building was all clear at 10:25am. There were issues with instructors getting out of their classrooms. There was an instructor that stood in his classroom due to a foot disability. Newt McDonald had a broken radio, therefore received information through the Safety Aide Radio.

- **Building P**

Building was all clear at 10:21am. Instructor was not sure if there was a drill due to alarm not going off. Instructor did not want to leave as the instructor claimed no notification. The alarm at the P building was not working, which became a facility issue. Instructors cannot use as an excuse - not receiving a notice email due to signage that was posted. Half of the students from the P building evacuated towards the bus stop, while the other half evacuated towards the C lot. There was a disabled woman who evacuated towards the C lot. In the future disabled persons must be advised to stay where they are.

- **Building R**

Building was all clear at 10:21am. Debra Jacks cleared the Financial Aid department and the PAC office. Safety Aides assisted in clearing the R building. Stefani DeVito cleared the R-building at 10:24am. Parking lot C was crowded due to impact of construction. Stefani's radio not working so Safety Aides radio was used to relay information.

- **Building D**

Building was all clear at 10:21am. Alarms and strobes went off, without a problem. Few instructors were testing. Waaduda informed instructors to evacuate to the A- parking lot. A few students came from building A to building D, as directed from the A building monitors. Handy cap ramp located near the D building was blocked by construction.

- **Buildings E & F**

Building was all clear at 10:21am. Strobes and lights went off without a problem. Everyone evacuated from the building without any problem.

- **Building H & Childcare Center**

Building H evacuated within a minute at 10:01am. Ericka from Child Care Center did not have a radio. The Children Center communicated through safety aide radio.

- **Building Q**

Building was all clear at 10:21am. There were no problems that occurred in the evacuation of the Q building.

- Quad area was monitored by safety aides. There were two disabled people at the quad, who were attended by the safety aides the entire time.

II. Radios

Four of the Merritt radios were not working. All safety aides had working radios and were used significantly during the drill.

Update: Advised Greg Valentine to provide us with working radios.

III. Engineers

Three engineers sent by the District helped us during the drill. There were issues with some buildings in regards to the alarms. Vitus reported the issues that were going on in the P-building. There were a few buildings where there was difficulty with the alarms not deactivating. Feedback for next drill, please have chief engineer available to give an all clear when pulling all alarms and deactivating alarms. Alarms were reset between 10:30 A.M. to 10:34 AM. At 10:39 AM, everybody is back to the classroom.

IV. President's Overall Goal – to reduce the evacuation drill by 10 minutes.

Last year, the Great Shake Out drill took 34 minutes from evacuation to return. This time, the overall drill took 22 minutes in total (from 10:17 A.M. to 10:39 A.M.), thus far exceeding the President's goal of 10 minutes reduction.

Written Update to College Council for October 23, 2013 Meeting

Meeting Date: Tuesday October 8, 2013

Committee: Facilities

Submitted by: Brock Drazen

Please reference below updates:

- The College Facilities Committee (CFC) is requesting the College Council and the College President mutually agree to amend the CFC bylaws to add an IT Coordinator as an ex-officio committee member.
- The Committee also discussed the need for a complete infrastructure report from our campus engineer Clint Robbins and/or the district's Kurt Schuler so that we gain a fuller understanding of our facility needs and can submit those needs to the District Facilities Committee (DFC).
- Dr. Ikharo was made aware of our concern regarding Merritt's solar panel savings, was invited to the 10/23/13 CC meeting but proposed we invite him again in November after he has met with College Cabinet to discuss the issue.
- The track project begins 10/23/13 with an anticipated completion date of November 30, 2013.
- The committee continues to monitor campus construction projects to make sure there is open communication, proper safety precautions are taken and campus access/signage is maintained
- the effort to achieve funding for emergency repairs and regular budgeted funding for maintenance of facilities continues at the district level with an active proposal in front of the Planning and Budgeting Committee (PBC) on their 10/25/13 agenda.
- The committee submitted a ranking of priorities on the current emergency repairs list for the campus.

**College Budget Committee
Written Updates to College Council
October 23, 2013**

Meeting Date: October 16, 2013

Committee: College Budget Committee

Submitted by: Dr. Dettie C. Del Rosario, Dr. John Murphy (Co-chairs)

Updates from the Committee:

1. Review of memberships and new appointments. Per the by-laws, the 14-member committee consist of:
 - a. Three (3) administrators consisting of VPI, VPSS & Business Manager
 - i. Dr. Elmer Bugg - VPI
 - ii. New VPSS
 - iii. Del Rosario
 - b. Six (6) Faculty Representatives:
 - i. John Murphy
 - ii. Jon Drinnon
 - iii. Tae-Soon Park
 - iv. Ann Elliot – resigned (need new appointment)
 - v. Tanya Ilarde
 - vi. Linnea Willis
 - c. One (1) ASMC Representative
 - d. Four (4) Classified staff:
 - i. Kinga Zidsinka – replaced Janet Zepel retiring in December
 - ii. Nghiem Thai
 - iii. Margaret Howell
 - iv. Tim Brice
2. Review of Charges – Two sub committees were formed to revisit the self-directed study to meet the regulatory provisions of Title V.
3. Recommend classified training to be half day that would involve requisitions, purchasing, epaf, btrs with IT representative from the District to address the routing status. Classified representatives will bring it up to their Classified Senate and will seek President's approval for release time.
4. Accreditation – explained the involvement of the committee and will be always be part of the agenda.
5. Budget Development Calendar & Process – review the calendar - continuation from last fiscal year where October & November are months to develop the next fiscal year's budget – FY 2014-15. Template to be used is the same as last year. Deadlines will be sent to the College to conform with the District's dates for January to June's deadlines.

Written Update to College Council

Meeting Date: October 23, 2013
Committee: CEMPC
Submitted by: Dr. Elmer Bugg

Please reference below updates:

- ❖ Reviewing the Merritt College Mission Statement
 - Standard 1 and the Santa Monica College Example
 - Drafting the Recommendation to College Council, inclusive of a schedule for annual review
- ❖ Developing Strategic Objectives FY '13 - '14 through FY '15-'16 (cont'd)

Written Update to College Council

Meeting Date: October 23, 2013
Committee: Accreditation Committee
Submitted by: Dr. Elmer Bugg

Please reference below updates:

- Audit Instrument
- Budget and Allocation Priorities
- Research data needs
- College “Launch” Event
 - Establishing the Self-Evaluation Mindset
 - Team Membership Established
 - Assigning Initial Tasks to Standard and Sub-Section Teams