MERRITT COLLEGE
Minutes of the College Council Meeting
November 27, 2013, 3:00 p.m., Room R23

Attendees: T. Park, A. Trotter, C. Olsen, R. Allen, D. Hankins, S. Harding, T. Brice, M. Sealund, E. Bugg, S. Thompson, T. Christian, T. Henry, J. Murphy, M.L. Zernicke, B. Drazen, D. Del Rosario, N. Ambriz-Galaviz

Absent: A. Tomas, L. Silver, A. Alexander, D. Morales

Guests: L. Hotep, W. Love

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
	D. Hankins called the meeting to order at 3:05 p.m.	
I. Action Items / Presentations	**CEMPC Resolution** CEMPC Chair, VPI Bugg, distributed a handout (see attached) that included a memo of CEMPC's Charge and draft of the proposed revision to College Mission Statement. E. Bugg requested the Council review and consider sending a survey to the campus community asking for their input on the proposed change. The following are highlights from this discussion: ▪ The College Mission Statement taken from the website differs from that of the printed College Mission Statement that is posted around the campus. ▪ The Mission Statement that was asked to be considered is the version pulled directly from the Merritt Website with the following words added: <u>and a global economy</u>. ▪ CEMPC did not edit what existed, just added to it, in an effort to have it aligned with the District's strategic direction. ▪ It was suggested that the recommended change be taken back to each of the constituency groups that make up the College Council for review and discussion. The decision of these groups to accept or deny the change would then be reported back to the council. ▪ The following are questions asked as to how these four (4) words were added: • What data was obtained to support these words being added? • What did the campus review to come up with these words? ▪ It was stated that the College Mission Statement should identify with its student population.	M/S/P (Trotter/Park) to approve the charge of having the Standard I. Committee review and provide evidence supporting the proposed addition to the College Mission Statement. E. Bugg opposed.

	Motion was made/seconded to accept a resolution to have the College Council conduct a survey on the proposed changes to the College Mission Statement. 4 in favor. 4 opposed. Motion not carried. Motion was made/seconded to have the Standard I. Committee conduct a survey considering the changes. Motion was withdrawn. M/S/P (Trotter/Park) to approve the charge of having the Standard I. Committee review and provide evidence supporting the proposed addition to the College Mission Statement. E. Bugg opposed.	
II. Agenda Review, Changes and Adoption	M/S/P (Thompson/Trotter) to approve the agenda with the suggestion to have item VI. Presidential Updates moved before Item V. Committee Reports.	M/S/P (Thompson/Trotter) to approve the agenda with the suggestion to have item VI. Presidential Updates moved before Item V. Committee Reports.
III. Approval of October 23, 2013 Minutes	M/S/P (Allen/Trotter) to approve the October 23, 2013 minutes with no corrections.	M/S/P (Tomas/Bugg) to approve the Oct. 23rd minutes with no corrections.
IV. Accreditation Update (Bugg) ▪ Standards Update	E. Bugg reported the following: ▪ Substantial progress is being made on some of the Standards Committees. ▪ Some confusion has been relayed regarding some of the committees' assignments. ▪ Each of the standards were appointed to the various Shared Governance Committees. ▪ Audit results will be reviewed at the College-wide retreat.	
V. Presidential Updates		
A) College (Ambriz-Galaviz)	N. Ambriz-Galaviz shared the following: **Staff Development** ▪ Staff Development committee met November 15th. A proposal was made to have an all college activity on Thursday, January 16, 2014 as part of Flex day. The activity is scheduled to take place off campus. ▪ Merritt will also be closed to the public on January 17th but Flex day activities will be held on campus. ▪ SLO's not at proficiency. J. Shanoski provided a plan of action. E. Bugg in support of plan and will tie it in with Accreditation. ▪ President to collect data tracked on student enrollment for those two days of closure.	

	▪ Student ambassadors will be present to assist any students that may come to the campus.
	▪ Listing of available classes will be posted.
	▪ Accreditation Self Study has to be written by Spring 2014. There is a necessity to close the campus to assist in its progress.
	Title III Extension
	▪ Additional funds will be made available to Merritt for use within the next nine (9) months.
	▪ Student success is the primary focus of all additional funds.
	▪ Trotter was thanked for her work in ensuring that the college received these funds.
	Carry-over Status
	▪ No carry-over dollars have been made available to Merritt so far this fiscal year.
	▪ Requested for the use of salary savings to be used on the various items:
	    • Web Design
	    • Citizens for Education
	    • Outreach Materials
	    • Staff Development
	▪ Reports will be provided on how dollars are spent.
	Faculty Hiring
	▪ Refrained from further discussion regarding the required faculty priority hiring list. One will need to be provided regardless.
	▪ The new Counselor position has just been finalized.
	▪ 2nd level interviews for the Math Instructor position will occur next week.
	▪ Merritt vacancies are almost filled.
	▪ Forums for the VPSS position are scheduled for Wednesday, December 11, 2013.	

B) Academic Senate (Park)	T. Park provided a written report which is attached. The following are highlights from the discussion held regarding item 3 and 4 of her report: **Item 3)** ▪ Faculty are concerned by the impact on enrollment due to the closure. Faculty wish to see targeted enrollment reports. ▪ Action to inform students of the closure needs to be taken before the close of the Fall 2013 Semester. ▪ Questioned if there was an alternate plan if enrollment goals were not met. **Item 4)**	

	▪ VC Largent presented the position at the PBC. The Chancellor was not present at this meeting. ▪ Many abstained from the vote at the PBC due to the unfamiliarity of the position. ▪ An Interim Deputy Chancellor position has never existed within Peralta. ▪ Questions arose regarding the cost to obtain the position, the hiring process and the rationale for the position. ▪ Position vetted through the District Academic Senate.	
C) Classified Senate (Hankins)	D. Hankins reported the following: ▪ The senate met last week. ▪ Union reps and senators were invited to attend an Oz Principle training which teaches you to think above the line and take ownership. Seeking direction on how the training can and will be implemented throughout the District. ▪ A survey was sent to the classified body regarding hiring prioritization. If very few responses are received, the senate may proceed with an in-person survey.	
D) ASMC (Christian)	T. Christian reported the following: ▪ The swearing in ceremony for new officers was held on November 19, 2013 and was well attended. ▪ Attended the last Board meeting. Unclear of the dates for future meetings. D. Hankins to send T. Christian a Board Meeting schedule. Next meeting scheduled to be held December 10, 2013.	D. Hankins to send T. Christian the 2013/14 Board Meeting schedule.
VI. Committee Reports		

A) CEMPC (Bugg)	E. Bugg reported the following:
	▪ CEMPC is currently reviewing its charge. There is a need to revisit it.
	▪ The committee is responsible for setting both long term and short term goals.
	▪ Currently working with our web-site developer to have an archive page created.
	▪ None of the four colleges have been provided a two (2) year accreditation budget. Currently asking for $140,000 which covers some of the following cost:
	  • Dues
	  • Report expense (i.e. data collection, printing, etc…)
	  • Visiting team expense
	▪ It was asked if there was a Plan B in place should we not receive the dollars requested. The answer to this question was no.	

B) Budget (Murphy/Del Rosario)	D. Del Rosario reported the following: • Charge of the committee was reviewed at the last meeting. Cross referencing the committees charge with Title V regulations. • Looking at conducting a training workshop the first week of January for classified staff to recap on the process for purchasing/requisitions, budget transfers, epafs, etc…	
C) Facilities (Drazen)	See attached written report.	
D) CDCPD (Morales)	See attached written report.	
E) CIC (Alexander)	Not present to report. No written report provided.	
F) Technology (Zernicke)	ML Zernicke provided the following report: • The MTC has been meeting regularly. • The District has reached out to each campus asking for an IT Strategic plan. The committee has developed one and it is attached to the minutes. • D. Beesley attended the last MTC meeting. Currently trying to streamline the online enrollment process by minimizing the number of mouse clicks. Using BCC as a model. • R. Perez serves on the MTC and is a point person for all Measure A inquiries. • Measure A Computer Refresh project has been a very cumbersome process but all labs have been addressed and only the offices of the faculty, classified and administrators are left. The last requisitions corresponding to the Measure A requests were just approved today in order to release a PO number to have the products delivered. • Administrative representation at the DTC meetings has become a concern. The President assured ML Zernicke that this would not be an issue moving forward.	
VII. Upcoming Events	Item VII. Upcoming Events was not discussed.	
	Meeting adjourned at 5:03 p.m.	

SH
12/5/2013

Memo

The College Educational Master Planning Committee (CEMPC), a subcommittee of the College Council, serves as the college's planning body that identifies the strategies and processes the College will use to fulfill its mission AND that facilitates the integration of institutional planning and budgeting. The role of CEMPC is to conduct a situational analysis every five years, with annual updates as needed; recommend long term strategic directions for the College; recommend annual institutional priorities; and review, analyze and comment on UNIT Annual Action Plans.

CEMPC recently met and passed the attached resolution for your consideration, deliberation and recommendation to the College President for adoption

Please let me know if you have any questions about the intent and purpose of these motions.

WHEREAS, the College Education Master Planning Committee (CEMPC) is charged to annually review the College's mission statement and to recommend revisions where appropriate; and

WHEREAS, CEMPC understands the mission statement for an institution accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC) must define the institution's broad educational purposes, its intended student population, and its commitment to achieving student learning; and

WHEREAS, CEMPC understands the mission statement to play a pivotal role in establishing long-term and short-term strategic goals for the college and in improving institutional effectiveness; and

WHEREAS, CEMPC recognizes the copy of the mission statement, posted to the College's website, as the "official copy" of the Merritt College Mission Statement,

THEREFORE BE IT RESOLVED, following a review of the College's mission statement, at a Special Meeting held November 4, 2013, CEMPC requests the College Council receive recommendation that the Merritt College Mission Statement be revised as follows:

Merritt College Mission Statement

The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society and a global economy.

To accomplish its mission the College provides open access to excellent instructional programs and comprehensive support services in a culturally rich, caring and supportive learning environment. Our purpose is to provide opportunities for lifelong learning, contribute to the economic growth of our communities while assisting students to attain degrees and certificates, earn credits to transfer and develop the skills necessary to complete their educational goals.

BE IT FURTHER RESOLVED, CEMPC recommends to College Council that a reprint of the revised copy of the college's mission statement be posted throughout the campus and on the website.

BE IT FINNALLY RESOLVED, CEMPC recommends to College Council that a reprint of the revised copy of the college's mission statement be forwarded to the Accreditation Liaison Officer to serve as evidence in the Accreditation Self-Evaluation now underway at the College.

Academic Senate Report for November 27, 2013 College Council meeting

The followings are the Academic Senate reports.

1) 11/7/2013 Academic Senate meeting MOTION:
   The Merritt College Academic Senate (MCAS) strongly recommends that there be an all-inclusive process in reviewing and changing the mission statement.

2) I brought to the College Council on 10/31/2012 before, I would like to request 0.1 FTEF release time for the Curriculum and Instructional Council (CIC) Vice Chair Position.

3) There are concerns for closing Merritt College for January Professional College Days (1/16/2014 and 1/17/2014).

   If Merritt College will be closed on 1/16/2014 and 1/17/2014, we need to work hard to inform students and the community of the closures.

4) At the Planning and Budgeting Council (PBC) meeting last Friday (11/22/2013), Interim Deputy Chancellor position (piloting at this point) was endorsed by the PBC. The person will be appointed by the Chancellor (See AP 7125) and it will go to the Board of Trustees meeting on 12/10/13. New Interim Deputy Chancellor's starting date will be 1/10/2014 and it will be about 6 months appointment.

Thank you.
Tae-Soon Park
Academic Senate President

CDCPD SUMMARY REPORT
Nov 6, 2013

CDCPD reviewed the timely assignments that need to be completed in November 28, prior to the Thanksgiving holidays. They include Action Plan Updates for all disciplines including budget requests. Proposals for Contract Faculty hires for 2013-14 are also to be vetted with Instructional Deans in preparation for our December meeting.

Co-chairs Stacy Thompson and Ann Elliott identified and assigned department chairs to assess critical components of Accreditation Standards I, IIA, IIB, III in preparation for completing their report.

The implementation of support staff on an interim basis to assist with curriculum details will be enacted shortly.

David Morales
Chair of CDCPD

Written Update to College Council for November 27, 2013 Meeting

Meeting Date: Tuesday November 5, 2013
Committee: Facilities
Submitted by: Brock Drazen

Please reference below updates:

· The College Facilities Committee (CFC) notes the importance of construction project clean up post completion in order to return disturbed areas to acceptable conditions (i.e. grassy area where graduation is held is severely damaged and should be restored before companies performing work permanently leave site)
· The Committee also discussed prop 39 and CCC/IOU rebate energy retrofit project possibilities at Merritt ultimately settling on Monitor Based Commissioning (MBC), a sub metering method to gain a clear understanding of energy usage building by building on campus. The district has $658,748 to use district wide for such projects. The committee agreed to prioritize buildings in the following order: A, P, R, E/F and D. At a district meeting the following day, Wednesday, November 6, 2013, Dr. Ambriz-Galaviz was present and offered several ideas regarding possible projects campus-wide while emphasizing the importance of having a district-wide vision of where the limited dollars could be spent most wisely to achieve the most overall savings thus benefitting each district school in the long run.
· Merritt's solar panel savings have accumulated in the district's coffers since the completion of the project and have never specifically been earmarked for return to this campus. The committee awaits direction from the council on recommended further action now that it is clear there has been a misunderstanding as to what entity would receive the benefits of the Merritt panel installations.
· The track resurfacing project began 10/23/13 with an anticipated completion date of December 9, 2013.
· The committee voted to forward the ADA access concerns of Ron Nelson to President Ambriz-Galaviz and Greg Valentine at Risk Management for action.
· The committee discussed the importance of opening our campus library given the lengthy vacancy and the current campus construction that creates an even greater need for a central point on campus for our students.

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Merritt College Core Values

Student Success - We provide challenging and rigorous learning experiences that support the academic and personal success of our students.

Caring Spirit - We genuinely care about every member of our campus community. Teamwork and Inclusion - We encourage everyone to participate in college governance and assume responsibility for acting on our shared commitment to provide exceptional learning experiences.

Campus Climate - We strive to create a student-centered learning environment that leads to student retention, persistence and success.

Diversity - We honor and respect the different backgrounds, experiences, languages, values and cultures of everyone at the college

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Planning and Budget Integration
Strategic Goals & Institutional Outcomes 2013-2014
July, 2013

The following are the Peralta Community College District's strategic goals and institutional outcomes for the Academic Year 2013-14 (July 1, 2013 – June 30, 2014) that will be evaluated in Summer 2014.

Strategic Focus for 2013-2014: Our focus this year will be on student success in the core educational functions of basic skills, transfer, and CTE (Career Technical Education) by encouraging structural innovation, implementation of the IT Strategy, user-friendly student enrollment process, transparency, and communication in the context of spending within an established budget. **Strategic Goals**

2013-2014 Institutional Outcomes

A: Advance Student Access, Equity, and Success

A.1 Student Access: Focus access on programs and course offerings in the essential areas of basic skills, CTE (Career Technical Education), and transfer; and stay within range of the state-funded allocation by achieving resident enrollment of 18,830 FTES (Full-Time Equivalent Students). Provide educational opportunities by increasing local student outreach, distance education, and international education.

A.2 Student Success: Support Student Success Act of 2012 (SB 1456), including requiring students to complete core matriculation services; to declare a course of study early; and to provide orientation, assessment, counseling, advising and other student education planning services. Increase coordination among colleges and align course offerings to meet student needs.

A.3 Student Success: Continue to implement institutional, instructional, assessment, and student support to improve the successful progress of students through basic skills/foundation course sequences by 2014-2015. Implement new assessment methods to maximize the number of students who can skip basic skills and go directly to college-level courses.

A.4 Student Equity: Implement colleges' student equity plans and improve completion rates and fall-to-fall persistence among major ethnic groups by 2014-15.

A.5 Quality Student Support Services: Help ensure that students remain enrolled and succeed by improving the enrollment and financial aid processes in ways that produce measurable and desired outcomes.

B: Engage and Leverage Partners

B.1 Partnerships: Align and strengthen external partnerships (i.e., community, business, and K-12) to improve student learning, transfer, career readiness, and job placement.

C: Build Programs of Distinction

C.1 Uniquely Designed Programs: Continue to support programs and services that are exemplary, innovative designs to substantially improve student success.

Department/Division: **Merritt College**

Program Review provides a systematic review that is primary in influencing resource allocation, determining improvement for student learning, and strengthening programs and divisions with ongoing dialogue for improvement. Describe briefly your department/division goals and objectives for fiscal year 13-14 and how they align with your budget request/allocation and the institutional learning outcome (ILO)/operational outcomes (OO) of Peralta Community College District.

Overview of 2013-2014 Goals

Vision: To provide reliable, accessible, high quality information technology services supporting the district's instructional and operational needs.

Mission: Information Technology (IT) provides a stable information technology (IT) infrastructure and protects the accessibility, integrity and availability of the district's IT resources for our students, employees, alumni and community members. ITS applies our technical expertise toward effective management and efficient utilization of these resources, while exploring and appropriately developing emerging technologies to meet the challenges of the district's changing instructional and operational IT needs.

Operational Outcome 1: (_Institutional ability to deliver_) - Respond to district needs by improving processes, procedures, and project management skills by establishing well-defined methods that facilitate effectiveness in all IT services. (Example: provide professional training, establish PMO, implementing ITIL Lite, etc.)

Operational Outcome 2: (_Sustainable IT infrastructure_) – Ensure standards or economies of scale and procurement of IT assets are collaborated in a secure, transparent, and reliable manner. (*Example: standards-based procurement, IT asset and device management (big fix), Web-based e-mail, upgrade to PeopleSoft 9.1, etc.*)

Operational Outcome 3: (_Reduce back-office costs_) – Provide an acceptable level of system support for administrative and operational systems to reduce the cost of transitional processing. (**Example:** *electronic personnel assignment form (EPAFS), document management, student financial aid, time/labor/attendance management, etc*.)

Operational Outcome 4: (_Business intelligence_) – Proactively pursue opportunities to develop strategies for gaining insights on emerging IT data initiatives that support the district instructional and administrative needs. (Example: financial data warehouse, student data warehouse, HR data warehouse, etc.)

Operational Outcome 5: (Mobil learning) – Embrace the digital divide by continuously developing strategies for emerging non-traditional technologies that enhance student success learning outcomes. (*Examples: increase campus wireless bandwidth, innovate smart classrooms with mobile devices, mobile templates for passport, etc.*).

Alignment of IT Operational Outcomes with Institutional Learning Outcomes
Information Technology is an "enabling" function of the institution, supporting progress toward PCCD's ILOs through each operational objective described above. Reliable, accessible, high quality information technology services enable an environment for lifelong learning, problem-solving and teamwork, while supporting an atmosphere where diversity can flourish and the variety of knowledge and experience at AVC can contribute to community well-being.

Merritt College 2013-14 Priority Needs and Requests

1. Merritt College Network Infrastructure
Network infrastructure is needed. Upgrades and maintenance, including routers, switches, firewalls, uninterruptible power supply (UPS) and other network components must be funded. Wi-Fi network maintenance and equipment are needed to keep up the high-level of wireless and network usage.
   Supports ITS Operational Outcomes 2, 3

2. Classroom P218 Fix
 Classroom P218 was upgraded to a smart classroom, but the orientation of the switches, fixtures and general classroom operations was incorrect. This has made the use of smart classroom functions inoperable. District support is needed to fix the issues and make proper use of this busy classroom space.

   Supports ITS Operational Outcomes 2, 3 and 5

3. Webmaster Consultant Position

Merritt College has no webmaster available to assist with migration of the website to Wordpress or to provide ongoing support of the website.

   Supports ITS Operational Outcomes 1, 2, 3

4. Merritt College Campus-Wide and Department-Specific Licenses and Software
Adobe Acrobat across the campus is needed. The Technology and Distance Education Committees, among others, have requested campus-wide purchase of "Turnitin" to support all instructors and departments thwart cheating. Software is needed to support operations and instruction. Microscopy, biology, the learning center and the library need specific licenses.

   Supports ITS Operational Outcomes 2, 3 and 5

5. Servers
Existing servers need to be refreshed and/or upgraded for critical operations.

   Supports ITS Operational Outcomes 2, 3, and 5

6 A. Merritt Laptop/ tablets for adjuncts
2012-13 computer refresh limited the kinds and numbers of computers and tablets available for faculty and staff, and adjuncts were not included in the refresh. Some, not all, adjuncts need laptops and/or tablets for their teaching obligations at Merritt, particularly online instructors. Estimates are that 30 tablets, cases, and/or laptops are needed.

   Supports ITS Operational Outcomes 2, 3 and 5

6B. Instructional Equipment Unfunded by Current Computer Refresh

   Supports ITS Operational Outcomes 2, 3 and 5

Draft Updated Information Technology Goals 2013-14/ Aligned with District PBIC Goals

I.   **Effectively utilize technology to advance student academic success**

II.   **Effectively utilize technology to support student access**

III.   **Collaborate Internally and Externally**
- **DE**
- **Facilities**
- **Planning and Budget**

IV.   **Maintain Fiscally Responsible**
- **Consider Cost Effectiveness of proposed technologies**

Draft Merritt IT Plan/Strategy for 2013-14

I.   **Resources**
   a. **Staffing**

   IT/DE/ develop and maintain website and provide one-stop website for students
   b. **Budget**

   Measure A/Fund 1/CTE/other?

II.   **Infrastructure/ IT included in planning and cost analysis to ensure state of the art technology**
   1. a. **Library**
      b. **Allied Health Building**
      c. **Computer Refresh**
      d. **P-216 Fix**
      e. **"Total Cost of Ownership Checklist" for all purchases**
   B.   **Specifically include IT in all Unit Plans and Program Reviews**

III.   **Communication and Collaboration**
   a. **Education Committee**
   b. **Online orientation--role of Merritt vs district**
   c. **Distance Education--systems and polices**
   d. **Facilities**

IV.   **Evaluation**
   A.   **How can IT support student success?**
      1. **Smart Classrooms**
         a. **Access**
         b. **Utilization**
      2. **Financial Aid**
      3. **Orientation**