

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	<p>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:</p> <ul style="list-style-type: none"> ▪ 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: <ul style="list-style-type: none"> • 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.

	<p>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.</p> <p>Motion was made/seconded to have the Standard I. Committee conduct a survey considering the changes. Motion was withdrawn.</p> <p>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.</p>	
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. 23 rd minutes with no corrections.
IV. Accreditation Update (Bugg) ▪ Standards Update	<p>E. Bugg reported the following:</p> <ul style="list-style-type: none"> ▪ 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)	<p>N. Ambriz-Galaviz shared the following:</p> <p>Staff Development</p> <ul style="list-style-type: none"> ▪ 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. 	

	<ul style="list-style-type: none"> ▪ 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. <p>Title III Extension</p> <ul style="list-style-type: none"> ▪ 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. <p>Carry-over Status</p> <ul style="list-style-type: none"> ▪ 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: <ul style="list-style-type: none"> • Web Design • Citizens for Education • Outreach Materials • Staff Development ▪ Reports will be provided on how dollars are spent. <p>Faculty Hiring</p> <ul style="list-style-type: none"> ▪ 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. 	
<p>B) Academic Senate (Park)</p>	<p>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:</p> <p>Item 3)</p> <ul style="list-style-type: none"> ▪ 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. <p>Item 4)</p>	

	<ul style="list-style-type: none"> ▪ 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)	<p>D. Hankins reported the following:</p> <ul style="list-style-type: none"> ▪ 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)	<p>T. Christian reported the following:</p> <ul style="list-style-type: none"> ▪ 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)	<p>E. Bugg reported the following:</p> <ul style="list-style-type: none"> ▪ 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: <ul style="list-style-type: none"> • 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)	<p>D. Del Rosario reported the following:</p> <ul style="list-style-type: none"> ▪ 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)	<p>ML Zernicke provided the following report:</p> <ul style="list-style-type: none"> ▪ 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