

**MERRITT COLLEGE**  
**Minutes of the College Council Meeting**  
**April 17, 2013, 3:00 p.m., Room R23**

**Attendees:** T. Park, A. Trotter, C. Olsen, R. Allen, D. Hankins, S. Harding, T. Brice, A. Tomas, A. Black, ~~S. Brown~~, J. Murphy, B. Drazen, N. Ambriz-Galaviz, D. Del Rosario

**Absent:** M. Sealund, E. Gravenberg, S. Thompson, S. Anderson, J. Del Torro, A. Rodriguez, A. Alexander, S. Brown, M.L. Zernicke, ~~B. Drazen~~

**Guests:** Gina La Monica, William Love

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
	D. Hankins called the meeting to order at 3:25 p.m. without quorum present. Quorum met during Agenda Item I.	
<p><b>I. Action Items / Presentations</b></p> <ul style="list-style-type: none"> <li>▪ Review &amp; Approve Proposed Merritt College 2013-14 Fiscal Year Budget</li> </ul>	<p>D. Del Rosario distributed two handouts:</p> <ol style="list-style-type: none"> <li>1. Summary of Discretionary Funds by Priority</li> <li>2. Merritt Discretionary Funds for the Fiscal Year 2013-14</li> </ol> <p>The following was shared and discussed regarding the Merritt College 2013-14 Fiscal Year Budget:</p> <ul style="list-style-type: none"> <li>▪ Templates were created.</li> <li>▪ At the April 10<sup>th</sup> Budget Committee meeting, D. Del Rosario was informed that certain departments were missing from the proposed budget.</li> <li>▪ Proposed budget total amounted to \$1.9 million.</li> <li>▪ .4 million will be taken from restoration of funds.</li> <li>▪ Fixed costs are listed at the top which total \$1.7 million.</li> <li>▪ Any overages will be funded by VTEA or other budgets.</li> <li>▪ 15% restoration was provided back to the college in the amount of \$170,000.</li> <li>▪ No itemized record of restoration – Council requesting for written report by the May meeting.</li> <li>▪ Budget to be monitored on a quarterly basis so as new funding comes in, the college can reallocate.</li> <li>▪ District is requesting a preliminary report of the colleges 2013-14 Fiscal Year Budget by Friday, April 19, 2013.</li> </ul> <p>M/S/P (Trotter/Brice) to approve the Proposed Merritt College 2013-14 Fiscal Year Budget as presented in order to adhere to the District’s deadline of April 19<sup>th</sup>.</p>	<p>Council requested an itemized record of the restored funds by the May meeting.</p> <p>M/S/P (Trotter/Brice) to approve the Proposed Merritt College 2013-14 Fiscal Year Budget as presented in order to adhere to the District’s deadline of April 19<sup>th</sup>.</p>

<b>II. Agenda Review, Changes and Adoption</b>	M/S/P (Park/Murphy) to approve the agenda with no changes.	
<b>III. Approval of <del>April 17</del> <u>March 13</u>, 2013 Minutes</b>	M/S/P (Black/Park) to approve the <del>April 17<sup>th</sup></del> - <u>March 13<sup>th</sup></u> minutes with no corrections.	
<b>IV. Accreditation Update (Black)</b>	No update to provide.	
<b>V. Committee Reports</b>		
A) CEMPC (Black)	A. Black shared that CEMPC is planning for <u>their breakout session at the</u> Merritt College Retreat.	
B) Budget Committee (Murphy/Del Rosario)	See above discussion under Action Items/Presentations.	
C) Facilities (Drazen)	<p>B. Drazen reported the following:</p> <ul style="list-style-type: none"> <li>▪ The Facilities Committee last met on April 9<sup>th</sup>.</li> <li>▪ District Facilities Committee meeting will be held on April 12, 2013.</li> <li>▪ Chiller Plant scheduled to be completed Spring 2014.</li> <li>▪ Emergency repairs are a major issue for the District.</li> <li>▪ A presentation will be provided to the PBI on April 26, 2013 regarding emergency repairs. General Services is asking for a line item to fund all maintenance related repairs. Council members questioned where the Solar Panel dollar savings were being spent and how much was being collected.</li> </ul> <p>The following was discussed regarding the campus Computer Refresh:</p> <ul style="list-style-type: none"> <li>▪ President asking for a more definitive plan</li> <li>▪ It was questioned if the orders have been placed. Requires verification.</li> <li>▪ Labs were the first priority for install only. All orders to be placed at once staggering delivery dates.</li> <li>▪ It was requested that a Merritt-FAS notification be sent when orders are received.</li> <li>▪ Trotter requested that install occur regardless of where the Learning Center is located.</li> <li>▪ Topic tabled for further discussion at the May College Council meeting. Council asked for a detailed report.</li> </ul>	Computer Refresh topic tabled for further discussion at the May College Council meeting. Council asked for a detailed report.
D) CDCPD (Brown)	Not present at time of report.	
E) CIC (Alexander)	Not present to report.	
F) Technology (Zernicke)	Not present to report.	
<b>VI. Presidential Updates</b>		
A) College (Ambriz-Galaviz)	<p>N. Ambriz-Galaviz shared the following:</p> <ul style="list-style-type: none"> <li>▪ Several emails have been sent regarding the PeopleSoft</li> </ul>	

	<p>upgrades and the dates selected. Dates selected in the Presidents absence. Decision to have the PeopleSoft upgrades occur during May 15-20, 2013, were made around Financial Aid.</p> <ul style="list-style-type: none"> <li>▪ The PBC will be meeting on April 26, 2013. Not able to attend. This meeting will confirm the allocation on the quantity of positions. AFRAM faculty position already on board and the Counseling position is in the works.</li> <li>▪ D. Moulton submitted letter of retirement enabling the college to submit an additional hire. Selection will be made from the recommended list to the President as presented to the PBC. New list to be developed in October 2013.</li> </ul>	
B) Academic Senate (Park)	<p>T. Park reported the following:</p> <ul style="list-style-type: none"> <li>▪ Academic Senate elections are taking place. Deadline is April 22<del>3</del>, 2013. Need to fill six full time and two part time <u>Faculty Senate</u> seats.</li> <li>▪ Department Chair elections are also taking place. Deadline is April 26, 2013. List of elected chairs will be given to the college President to approve.</li> <li>▪ Appointments have been made for the Vice President of Instruction and Business and Administrative Services Manager hiring committees.</li> <li>▪ Scholarship deadline was April 8, 2013. Currently selecting a winner.</li> <li>▪ Student Scholarship Awards Reception will be held on May 10, 2013 from 3:00 p.m. - 6:00 p.m.</li> </ul>	
C) Classified Senate (Sealund)	<p>D. Hankins on behalf of the Classified staff asked for clarification on the Classified Hiring Priorities List, specifically the Club Advisor/Student Activities Coordinator Position. It was stated that this position listed as number three in the President's memorandum submitted to the PBC was not a Classified position, thus it was requested to list another position in its stead. It was shared that an allocation was never given to the college on the quantity of positions being requested.</p>	
D) ASMC (Anderson)	<p>Not present to provide a report.</p>	
<b>VII. Upcoming Events</b>	<p>D. Hankins asked the Council to take a minute to review the list of upcoming events noted on the agenda.</p>	
	<p>Meeting adjourned at 5:00 p.m.</p>	