

MERRITT COLLEGE
Minutes of the College Council Meeting
September 25, 2013, 3:00 p.m., Room R23

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

Absent: R. Allen, D. Morales, M.L. Zernicke

Guests: G. Banks, A. Black, J. Braeu, S. Brown, L. Cabodi, R. O. Garcia, D. Jacks, A. Kennedy, G. La Monica, W. Love, S. Morie, J. Smith

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
	S. Thompson called the meeting to order at 3:12 p.m.	
I. Action Items / Presentations	<p>Election of College Council Chair and Vice Chair M/S/P (Thompson/Park) to approve D. Hankins as Chair of the College Council. M/S/P (Park/Thompson) to approve B. Drazen as Vice Chair of the College Council.</p> <p>Discussion and Approval of Committee Reports D. Hankins reminded all council members that committee reports must be submitted in writing prior to the meetings.</p> <p>Approval of College Governance Calendar A draft of the Shared Governance Calendar for the 2013/14 fiscal year was distributed. N. Ambriz-Galaviz shared that feedback from the committee chairs was not received therefore, the decision to correct the committee meeting dates affected by holidays, finals week, spring break, etc., would be made by the President. An email will be sent to all Committee Chairs/Co-Chairs confirming the dates and times of all meetings to take place this fiscal year.</p> <p>Construction Updates D. Del Rosario introduced Gary Banks, District Facilities Project Manager and distributed the following handouts: <ul style="list-style-type: none"> ▪ Update on the Mobilization for the Construction Team for the Merritt Science Project ▪ Campus Directory ▪ Center for Science and Allied Health Campus Plan G. Banks led the conversation pertaining to the construction of the new Science and Allied Health Building. He introduced the following team of individuals assigned to the project:</p>	

	<ul style="list-style-type: none"> ▪ Project Manager, Justin Smith (Kitchell) – District Hire ▪ Senior Superintendent, Larry Cabodi (Clark And Sullivan / Walsh Construction Company) ▪ Superintendent, Josef Braeu (Clark And Sullivan / Walsh Construction Company) ▪ Project Manager, Sarah Morie (Clark And Sullivan / Walsh Construction Company) ▪ Asst. Project Manager, Anna Kennedy (Clark And Sullivan / Walsh Construction Company) <p>Currently on campus Monday – Friday from 7:00 p.m. – 3:30 p.m.</p> <p>Below are some concerns that were shared regarding the construction:</p> <ul style="list-style-type: none"> ▪ Poor lighting on redirected pathways from A Building. ▪ Uneven surfaces on redirected pathways from A Building. ▪ Noise level. <p>Below are some highlights from the conversation:</p> <ul style="list-style-type: none"> ▪ VPI and Deans to look at classrooms affected by the construction. ▪ It was suggested to have a public forum regarding the construction during college hour. ▪ D. Del Rosario was identified as the campus liaison for all construction matters. 	
II. Agenda Review, Changes and Adoption	M/S/P (Park/Bugg) to approve the agenda with one change. Construction Projects listed under V. Committee Reports C) Facilities was placed under I. Action Items/Presentations.	M/S/P (Park/Tomas) to approve with the noted change.
III. Approval of May 22, 2013 Minutes	<p>M/S/P (Tomas/Bugg) to approve the May 22, 2013 minutes with no corrections.</p> <p>Follow-up from May 2013 College Council meeting: Both the Dean of Special Programs and Grants (Student Services) and the Dean of Workforce Development and Applied Sciences (Division II) are now funded through General Funds (Fund 01).</p>	M/S/P (Tomas/Bugg) to approve the May 22 nd minutes with no corrections.
IV. Accreditation Timelines and Training (Bugg)	<p>E. Bugg distributed a draft of the Merritt College 2015 Accreditation Self Evaluation Timeline and reported the following:</p> <ul style="list-style-type: none"> ▪ Tool to assist in the self evaluation process will be completed by this Friday. ▪ Merritt College will be sending a team to the ACCJC training in October. ▪ The weight of the project will occur during Spring 2014. 	

V. Committee Reports		
A) CEMPC (Bugg)	<p>The following are highlights from the last CEMPC meeting:</p> <ul style="list-style-type: none"> ▪ Discussed the enrollment management process. ▪ Currently analyzing the needs of the college against the Mission Statement. ▪ A draft of long term goals and objectives will be carried forward to the next College Council. ▪ Looking at both instructional and non-instructional goals led by the departments. ▪ A work plan for the Student Success Initiative must be completed by 2014. Implementation and funding must be in place by 2015. ▪ Establishing student success (data driven) as a goal that will carry forward to CEMPC. ▪ The Student Success Committee is currently forming their membership and meeting timelines. Still in the process of determining what role the committee will have within the College's Shared Governance Structure. Will also have to address within the Accreditation process. 	
B) Budget (Murphy/Del Rosario)	<p>The following are highlights from the last CBC meeting:</p> <ul style="list-style-type: none"> ▪ The CBC calendar of scheduled meetings for this academic year was reviewed. ▪ The committee reviewed their by-laws. ▪ An ad-hoc committee was formed to review any errors in this fiscal year's budget approved by the Board. ▪ The committee's meeting time of 3:00 – 5:00 p.m. was questioned. ▪ The following budgets have been loaded: <ul style="list-style-type: none"> • Fund 01 – General • Fund 03 – Fee Based • Fund 07 – Bookstore Commission • Fund 10 – Facility Rentals • Fund 30 – Contract Ed ▪ The carryover of funds occurs at the closing of the prior year's budget. To date, this has not occurred. D. Del Rosario is requesting for a partial carryover. The cause of this delay was due to late ePAFs. 	
C) Facilities (Drazen)	<p>B. Drazen distributed a written update which is attached to the minutes. The following was an additional item discussed: The Merritt solar panel savings are being used District-wide for emergency repairs and facility related needs. It was strongly suggested to fight against the spending of these dollars given that they were promised to the Merritt campus. The District</p>	

	reported \$9 million in expenditures that must be reconciled. It was questioned what portion of this expense was Merritt's.	
D) CDCPD (Morales)	Not present to report.	
E) CIC (Alexander)	<p>A. Alexander reported the following:</p> <ul style="list-style-type: none"> ▪ There will be a CurricUNET training during College hour on Tuesday, October 22, 2013 and Tuesday, November 19, 2013. ▪ Experiencing glitches within CurricUNET. Having to proceed discipline by discipline. ▪ Currently waiting for Curriculum Specialist to come on board. ▪ There is no alternative system to CurricUNET. The system was implemented five years ago. The state only has this program and the District only uses our current version. 	
F) Technology (Zernicke)	Not present to report.	
VI. Presidential Updates		
A) College (Ambriz-Galaviz)	<p>The President shared the following:</p> <ul style="list-style-type: none"> ▪ An assessment of operations was asked of the managers to determine the structural working needs of their respective areas. ▪ Currently working on filling vacant classified positions due to retirements/resignations within the Business Office and the Office of Instruction. Below is additional information shared: <ul style="list-style-type: none"> • The Facilities Specialist position that was vacated in the Business Office is currently funding a 1.0 Staff Assistant/Business Services position and .29 of the salary needed to fund a Staff Assistant/Facilities position. The remaining .71 of this position will be funded through Facility Rental dollars. • The Switchboard/Mailroom clerk is currently in the process of being advertised. • The retirement that occurred within the Office of Instruction prompted the need to evaluate the current position. Currently looking at upgrading the position to one of two options which are modeled after BCC, COA and Laney. This individual hired would need to be responsible for accreditation, college catalog, fee based and SLO work, curriculum needs and administrative support. 	
B) Academic Senate (Park)	<p>T. Park shared the following:</p> <ul style="list-style-type: none"> ▪ W. Love filled the vacant senate position. 	

	<ul style="list-style-type: none"> ▪ Currently reviewing the Shared Governance Structure. 	
C) Classified Senate (Hankins)	<p>D. Hankins shared the following:</p> <ul style="list-style-type: none"> ▪ All Shared Governance appointments have been made. ▪ A classified representative was appointed by the senate to the VPSS hiring committee. ▪ The classified are wishing to be a part of the self-study. ▪ An updated MCCS is forthcoming. ▪ L1021 have ratified their contract. L39 still need to meet to discuss. 	
D) ASMC (Christian)	<p>T. Christian shared the following:</p> <ul style="list-style-type: none"> ▪ The Student Appreciation day was a success. ▪ Many of the students are unclear on the types of services that are available to them. ▪ Acknowledged faculty that are very student driven. ▪ The ASMC meets every Monday at 2:00 p.m. It was asked to have their meetings placed on the Shared Governance Calendar. ▪ Hesitant to pay outstanding bills that should have been paid through last year's budget. Argued that funding for this year would be depleted trying to reconcile last year. 	
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 5:04 p.m.	

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10/23/2013

Facilities Committee Report **For College Council Meeting 9/25/13**

The Facilities committee met on Tuesday, September 10, 2013 and will continue to meet monthly on each Tuesday before the 2nd Friday district facilities meeting. We started off this year's meetings right with an open line of communication to the district. Dr. Sadiq Ikharo, Vice Chancellor of General Services spoke at the well attended meeting and addressed a wide array of items on the agenda including the science and allied health building, the library, other projects impacting travel throughout campus--chiller project, parking lot work, portables--work flow notification, signage, Peralta tracks project, status of work on short term (6 month) projects list (signed in Dec. 2011) and emergency projects list.

Dr. Ikharo suggested the committee begin the discussion regarding the facilities master plan that must be refined by the 2015 accreditation visit. Since Merritt College will be overbuilt, there was a preliminary discussion regarding the future of the A, D and E/F buildings with many suggestions bandied about.

The committee will be taking up this issue immediately and provide updates to the council on options and ultimately recommendations as to how to proceed. I will be present at today's meeting to fill in details and answer any questions or concerns.

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