

MERRITT COLLEGE
Minutes of the College Council Meeting
March 26, 2014, 3:00 p.m., Room R112A

Attendees: T. Park, M. Zielke, R. Allen, D. Hankins, S. Harding, T. Brice, M. Sealund, A. Tomas, E. Bugg, A. Trotter, T. Henry, A. Alexander, J. Drinnon, M.L. Zernicke, B. Drazen, N. Ambriz-Galaviz

Absent: C. Olsen, S. Thompson, T. Christian, D. Morales, D. Del Rosario,

Guests: S. Brown, C. Grampp, G. La Monica, W. Love

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
	D. Hankins called the meeting to order at 3:09 p.m.	
I. Action Items/Presentations: <ul style="list-style-type: none"> • Demo of Moodle Shell Online Student Orientation • Approval of CBC Revised By-Laws • CEMPC Resolution re Merritt College Mission Statement 	<p>Demo of Moodle Shell Online Orientation The following are highlights from A. Alexander’s presentation:</p> <ul style="list-style-type: none"> ▪ The orientation can be a graded exercise. ▪ The orientation is being offered to instructors to incorporate directly into their shells. ▪ It was suggested that the orientation be mandated. ▪ Inquiries were made to an orientation instructional guide and surveys on the use of this tool. ▪ Questions arose regarding the productivity of online classes and how they are being evaluated. ▪ M. Zielke thanked A. Alexander for this orientation. <p>CBC Revised By-Laws Copies of the revised CBC by-laws were distributed. J. Drinnon shared the following:</p> <ul style="list-style-type: none"> ▪ Fund numbers were removed. ▪ By-Laws were simplified for clarity. <p>M/S/P (Trotter/Bugg) to approve CBC by-laws as revised. 3 abstentions.</p> <p>CEMPC Resolution re Merritt College Mission Statement The CEMPC Resolution regarding the Merritt College Mission Statement was reviewed by the Council. M/S/P (Allen/Sealund) to approve the Resolution made by CEMPC regarding the Merritt College Mission Statement.</p>	<p>M/S/P (Trotter/Bugg) to approve CBC by-laws as revised. 3 abstentions.</p> <p>M/S/P (Allen/Sealund) to approve the Resolution made by CEMPC regarding the Merritt College Mission Statement.</p>
II. Agenda Review, Changes and Adoption	<p>M/S/P (Allen/Zernicke) to approve the agenda with one modification; add Title III Update after Agenda Item V. T. Park abstained.</p>	<p>M/S/P (Allen/Zernicke) to approve the agenda with one modification; add Title III Update after Agenda Item V. T. Park abstained.</p>

	Note: Many last minute agenda items have been submitted lately. Current College Council By-laws state that items are to be received in writing one week prior to the preparation of the agenda.	Agenda items must be submitted in writing one week prior to the preparation of the agenda.
III. Approval of February 26, 2014 Minutes	M/S/P (Bugg/Drinnon) to approve the February 26, 2014 minutes with no corrections.	M/S/P (Bugg/Drinnon) to approve the February 26, 2014 minutes with no corrections.
IV. Accreditation Update (Bugg)	E. Bugg shared the following: <ul style="list-style-type: none"> ▪ Attempting to produce the first draft of Self Study before Spring break. ▪ VPI is refraining from meetings to ensure that the draft is finished. T. Brice requested to meet with the Accreditation writer.	
V. Committee Reports		
A) CEMPC (Bugg)	E. Bugg reported the following: <ul style="list-style-type: none"> ▪ CEMPC Resolution regarding the Merritt College Mission Statement is moving forward in the approval process. ▪ A draft of the strategic plan/goals is currently being worked on. ▪ A two-day session regarding our strategic goals as related to APU's will be held on August 11-12, 2014. The session will be conducted by an outside facilitator. ▪ Currently reviewing our by-laws and processes. 	
B) Budget (Del Rosario)	See attached written report. A discussion was held regarding changes to the times of the April and May meetings. S. Harding shared that a Governance Calendar was created and shared at the beginning of the academic year to avoid these conflicts. It was suggested that the Committee Chairs address their calendars at the end of the academic year to prepare for the following. CEMPC to make it a closing action to discuss next year's academic Governance Calendar.	CEMPC to make it a closing action to discuss next year's academic Governance Calendar.
C) Facilities (Drazen)	B. Drazen provided a written report which was shared and has been attached to the minutes. The following are highlights of discussion regarding the report: <ul style="list-style-type: none"> ▪ The proposed safety options for the B parking lot include: <ul style="list-style-type: none"> ▪ Upgrades to crosswalks ▪ Pedestrian barricades ▪ Rapid Flash Beacon System ▪ The mysterious cat lady is Lynn Bell who is under a TTVAR MOU. ▪ Regular updates are being provided on solar rebates. A handout regarding these rebates was distributed. The previously discussed \$400k savings will be used for emergency repairs throughout the district. The "savings" 	

	Merritt College received was the reduced utility bill the college is responsible for paying.	
D) CDCPD (Morales)	D. Hankins asked the Council to review the written report that was provided. D. Morales not present to discuss. Report is attached to the minutes.	
E) CIC (Alexander)	A. Alexander provided the attached written report and shared the following: <ul style="list-style-type: none"> ▪ Anthro degree will be discussed at tomorrow’s meeting. ▪ The President is obligated to report Transfer degrees. There are six in total. Three are completed. ▪ The State Chancellor’s Curriculum Inventory needs to match our college catalog. ▪ More volunteers are needed to attend the Curriculum Institute Training however, attending this training does not prepare you to be the CIC Chair. 	
F) Technology (Zernicke)	M. Zernicke provided the attached written report. The following are additional highlights: <ul style="list-style-type: none"> ▪ Extra help was hired to assist IT. ▪ Allocating existing staff to assist with the Measure A upgrades. ▪ No official process has been created in modifying Merritt’s new website. ▪ DTC to address plan for e-waste if not recirculated on the campus. 	
Added Agenda Item: Title III Update	S. Brown shared the following: <ul style="list-style-type: none"> ▪ Looking at what is being institutionalized. ▪ Learning communities is going well. 70% complete. ▪ Summer Bridge is moving forward. Coordinating with the Fruitvale Center and Math Jams. ▪ Assisting in Food Matters event. ▪ Mini-grants are still being accepted. ▪ External evaluator visit is scheduled for April 8-9, 2014. 	Title III to remain a standing item on the agenda this academic year.
VI. Presidential Updates		
A) ASMC (Christian)	T. Henry reported the following: <ul style="list-style-type: none"> ▪ Women’s History Month was a success. Merritt College was the only college within Peralta to host activities. ▪ Preparing for end of year Scholarship Dinner on May 14, 2014. ▪ Elections will be held on April 8, 2014. ▪ Appreciation day is also on April 8, 2014. ▪ Looking to purchase bike racks for the students. Topic was discussed at the last CFC meeting. ▪ Results of the Hunger survey were shared. 77% of those who participated in the survey skipped meals, did not eat 	

	<p>healthy and ran low or out of food by the end of the month.</p> <ul style="list-style-type: none"> ▪ ASMC pushing to implement a program to get food to our students. Plan will be solidified this year but implementation will not occur until next year. 	
B) College (Ambriz-Galaviz)	<p>Faculty Hiring Prioritization List: N. Ambriz-Galaviz provided a copy of the memorandum written to the DEC regarding the Faculty Hiring Prioritization. Below are highlights of the discussion:</p> <ul style="list-style-type: none"> ▪ Full time departments without leads make it difficult to run the program. ▪ Sociology has been led by S. Brown on extra service time. ▪ Expand CDCPD to get stakeholders to address categorical programs. ▪ Strategic direction is tied in with the process. Results are driven by data. <p>Facilities Educational Master Plan: N. Ambriz-Galaviz shared the following:</p> <ul style="list-style-type: none"> ▪ Was asked to update. Calling on campus for input. ▪ Request was first received last year during finals week. ▪ Must ask ourselves “What kind of campus do we want Merritt to be?” ▪ After current occupants of the D Building are moved to the new Science Facility we may have to offer use of the building to our community. <p>Classified Prioritization Updates:</p> <ul style="list-style-type: none"> ▪ Refer to the February minutes of the College Council. ▪ The following are questions being raised regarding the submitted list: <ul style="list-style-type: none"> • How were the decisions made? • How did we arrive at what was needed? • What rational is being provided? 	
C) Academic Senate (Park)	<p>Below are highlights from the discussion held regarding the proposed revisions to the Division Structure:</p> <ul style="list-style-type: none"> ▪ In the past, revisions to the Division Structure were sent from the CDCPD to the College President for approval. ▪ In 2010, the recommendation was sent to the College Council. ▪ The approval process was questioned. Clarity on process is needed. 	
	M/S/P (Park/Brice) to extend meeting time to 5:30 p.m. to allow all reports to be made.	

<p>D) Classified Senate (Hankins)</p>	<p>S. Harding shared the following discussed at the last meeting:</p> <ul style="list-style-type: none"> ▪ The MCCS is planning an appreciation event to take place during Spring Break. ▪ An update was provided on filling the number of vacant classified positions. ▪ Currently holding nominations for the Classified Award given at the Merritt College Annual Achievement Awards Celebration. ▪ Use of staff development funds. 	
<p>VII. Upcoming Events/Announcements</p>		
<ul style="list-style-type: none"> ▪ Barbara Lee & Elihu Harris Lecture Series ▪ Ninth Annual Cesar Chavez Celebration ▪ “Food Matters” Culminating Event ▪ Annual Achievement Awards Celebration ▪ Phi Theta Kappa Spring Induction Ceremony ▪ Landscape Horticulture Semi-Annual Plant Sale ▪ Merritt College Commencement Ceremony 	<p>D. Hankins read off the events listed on the agenda. Below are additional comments:</p> <ul style="list-style-type: none"> ▪ Only seven Faculty responded to regalia order. Responses are needed now. ▪ A. Trotter asked that administrators and Faculty support the classified by sponsoring them to attend the Merritt College Annual Achievement Awards Celebration. ▪ Martin Luther King III will be on campus to speak in the ASMC Chambers tomorrow. 	
<p>M/S/P (Bugg/Park) to adjourn at 5:30 p.m.</p>		

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4/23/2014



MERRITT COLLEGE
Report From College Budget Committee
Meeting held on March 19, 2014 3:00 p.m., Q218

- **Committee Co-Chair Del Rosario in on vacation**
- **Due to schedule conflicts the April and May meeting dates and times were changed to April 9 at 3:00 and May 14 at 2:30**
- **The need for more meetings during the semester was discussed and the committee decided to attempt to meet the first month of each semester to add at least one meeting to the schedule (3rd Wednesday)**
- **The committee passed the revised by-laws which it sent to the college council for approval**
- **Jennifer Shanoski came to the meeting to discuss how planning and assessment could better drive the budget. She brought the new college plan to put that in place.**
- **Purchase cut-off dates were announced: Fund 01, March 21; and Fund 11 and all other funds April 21**
- **Dr. Trotter reported on staffing shortages in her area due to transfers to Laney.**

Written Update to College Council for March 26, 2014 Meeting

CFC/DFC Meeting Dates: Tuesday March 11, 2014 and Friday March 14, 2014

Committee: Facilities

Submitted by: Brock Drazen

Please reference below updates:

- Gary Banks and Brian Adair attended; in a wide ranging meeting, we were updated about many campus projects.
- Gary has been in communication with the City of Oakland traffic engineers regarding safety issues around parking lot B and access to and from campus. Several options are on the table including several no cost to Merritt options that we are pursuing.
- The last major library issue revolves around IT
- Keys to the smart classrooms cause damage. The committee is encouraging a top down policy from the district. The district discussed the matter but no solutions seem forthcoming
- Damage to the E/F quad will not be sodded although Molly Sealund had some possibility of free sod. However, Gary believes the original water leak and sprinkler have been fixed. The area has been seeded. The construction company helped return the area to its current state but blames Merritt for leaks that made the surface soft.
- The chilled water project is scheduled to be substantially done April 24.
- There will be a landscape design for the new allied health and science building that should help beautify the campus at least in that area. Gary will try to extend the range of this landscaping to cover as much of the nearby campus as possible.
- There is a mysterious cat lady who has fed and spayed/neutered the cats on campus for many years. Gary believes she has caused some damage by leaving food bowls too close to buildings on campus. Cats keep the rodent population down. No action taken except to take note of the situation for further discussion
- There is money allotted for the 'blue phones' repair but new technology evaluation is taking place to determine what the most efficient methods are for emergency preparedness and notification. The process of determining s direction to go in is laborious.
- The electric vehicle charging stations were approved by the board of trustees on Tuesday March 11. Merritt is due to get 5 charging stations and 10 parking spaces dedicated to these chargers.
- The DFC was presented with a full summary of rebates received from the solar panel initiative. This is one small concession made so that we can follow the money after the dispute as to what was promised in 2009.
- The heating project that was conducted in Building A was inadequately designed and now is under review in areas where the project has failed.
- Bus stop benches are deteriorated and Gary Banks plans to address the issue at some point in the coming months of 2014.
- The D building stairs on the A building side and leading to E/F are a current project soon to be repaired. Adequate lighting in the area hasn't been adequately addressed.
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CDCPD
March Summary Report

Our focus was on adding classes this spring to increase the FTES deficit position we currently hold. Proposals are to be submitted to deans for both late start and intercession (2 wks) courses. Funding has been made available through non-residential FTES funds.

Summer and Fall Schedules have been submitted but noted that no administrative directive was provided.

Title III will be asking various classes to participate in surveying students for their personal reflections on the effectiveness of Merritt College. This will happen beginning March 31.

ACCJC SLO Status Report was presented and interpreted. We are deficient in many areas, which puts the college in jeopardy. No specific plan of action was offered other than a continuance to encourage faculty to comply to completing assessments in Taskstream.

A recommendation to the Faculty Senate was passed to divide create two departments: Ethnic Studies and Social Sciences, out of what is currently one department.

CIC Report to College Council March 26th, 2014

MC New Course	ART	169	Special Projects Botanical Drawing	Spring 2016	2	1 hours lecture, 3 hours laboratory
MC Course Changes in Non-Catalog Info	BUS	54	Small Business Management	Spring 2015	3	3.00 Lec
MC Course Changes in Catalog Info	LANHT	206	Landscape Business Practices	Spring 2015	3	3.00 Lec
MC New Fee Based Course	BIOL	865A	Natural History of Taiwan-Field Studies	Spring 2015		112

New Programs

New Program	Administrative Medical Assisting Certificate of Proficiency	Approved with Revisions to Admissions Criteria
New Program	Clinical Medical Assisting Certificate of Proficiency	Approved with Revisions to Admissions Criteria

Lifted from the minutes, 3/13/2014

A. Alexander reported having a meeting with Dr. Norma Ambriz-Galaviz, President, and Dr. Elmer Bugg, Vice President of Instruction. During the meeting, A. Alexander agreed to serve as the Chair of the CIC for another semester. The administrators also agreed to provide her 0.2 reassigned time and 0.1 reassigned time for the Vice Chair of the CIC. However none of these were in writing. After the conversation, Dr. Elmer Bugg apparently approached Jon Drinnon, Chair of the English Department, and asked if he is interested in being the next CIC Chair. After much consideration, he declined the offer.

It was noted that up to this point, the 0.1 reassigned time has not been allocated.

Social and Behavioral Sciences degree update has been re-submitted to the state with all requested changes

Report to College Council

Technology Committee

March 26, 2014

The Technology Committee is reviewing its bylaws, with the idea of reducing the size of the committee in mind. It is too hard to get a quorum and not realistic, given the current staff numbers and current duties at Merritt.

Some good technology news is that 90+ desktop computers have arrived on campus, keeping Patricia and Tony busy! They want to remind faculty that their old laptop must be turned in before they may get a new one.

Two dates have been scheduled to provide WordPress training to faculty.

Merritt Technology submitted their needs/requests to the district, with a total over \$2.4 M; total requests from the colleges to the district was over \$10 M, mostly for upgrading network systems at all the colleges. There is currently no budget available for technology at the district. Calvin is working to update Peoplesoft. In some cases, it has been over 7 years since the system has been updated and therefore updates could potentially crash the system. Attached here is the last report to the Board from Senate President Karolyn van Putten.

District Academic Senate President's Report to the Peralta CCD Board of Trustees

February 25, 2014

Karolyn van Putten

Thank you Mr. President, and good evening trustees, district administration center staff, college presidents, colleagues and members of the public.

Tonight my report focuses on a topic that is near if not dear to the hearts of many of you as trustees.

I was recently asked what was a primary faculty issue or concern at Peralta, a question to which I unhesitatingly responded, "technology and the training faculty need to use it effectively."

Last academic year the District Technology Committee carefully and thoroughly defined technology in the process of beginning to document both the costs and the need for technology enhancements across the district. In Peralta, technology means, "Any device that is intended to connect to the network and for which staff is required to install, maintain, and operate said devices as it applies to the use of computer and/or telecommunication equipment in order to retrieve, store, transmit, process, maintain or manipulate data."

Using that definition, all of the colleges are currently completing their prioritization of technology needs in preparation for making budgeting recommendations that will ultimately be forwarded to the chancellor and to you for approval and financial support. While doing that work, we are acutely aware that the funding currently available to meet these needs is, at best so limited that it is almost invisible. Needless to say, whatever funding is available is totally inadequate.

When students are not required to or supported in using technology our efforts to educate them are out of alignment with the demands of the workplace. When faculty are ununiformed about or unsupported in using technology we are unable to require it of or provide it to our students. A primary mission of our colleges is career technical education. Most CTE programs require and use technology to prepare students for jobs that are increasingly dependent on technology and the employee's ability to use it effectively. In a recent news item, posted on the Singularity Hub web site, Foxconn chairman.

Terry Gou told reporters at a press event, “Automation, software and technology innovation will be our key focus in the US in the coming few years.”¹ Foxconn is the Taiwanese company that manufactures Apple iPhones in China.

Digital manufacturing, computer-aided design, graphic arts, construction management, architecture, engineering, machine technology, business, computer information systems, media, multimedia arts, and probably another half dozen or more programs of study all rely on up-to-date computer-enhanced instruction. Given the pace at which technology advances, delays in updating our technology automatically leave us behind in serving student instructional needs. This lag is unacceptable. Technology, in all its manifestations, must become a priority in our budgeting and institutional planning processes.

I realize that many of you and us need a better understanding of technology and how we use it as well as how it facilitates our work as staff and faculty. Given this, much more about this topic must be shared and learned than I am able to address now. In as many ways as possible, we will continue to educate and advocate for continuously updated and improved instructional technology until it is no longer necessary to do so. That concludes my report for tonight.

¹ <http://singularityhub.com/2014/02/23/foxconn-pivot-to-america-reverse-outsourcing-with-robots/>. In 2011 Foxconn announced its plan to replace a million Chinese workers with robots within three years (<http://singularityhub.com/2012/11/12/1-million-robots-to-replace-1-million-human-jobs-at-foxconn-first-robots-have-arrived/>).