

MERRITT COLLEGE
Minutes of the College Council Meeting
September 24, 2014, 3:00 p.m., Room R23

Attendees: T. Park, A. Trotter, R. Allen, S. Harding, D. Hankins, T. Brice, M. Sealund, A. Cedillo, A. Mansur, J. Drinnon, L. Willis, M.L. Zernicke, B. Drazen, N. Ambriz-Galaviz, D. Del Rosario,

Absent: C. Olsen, W. Karim, E. Bugg, T. Christian, A. McCray

Guests: W. Love, J. Smith

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
<p>Additional Item – Update on New Science and Allied Health Building</p>	<p>J. Smith of Kitchell provided both a written and verbal construction update on the new Science and Allied Health Building. Below are highlights not mentioned in the written handout:</p> <ul style="list-style-type: none"> ▪ The building was named approximately one month ago as the Barbara Lee Science and Allied Health Building. ▪ Kitchell is in constant communication with IT. ▪ It was recommended that all department chairs moving into the new building sign off on the final decisions made regarding furniture. 	
<p>I. Action Items/Presentations:</p> <ul style="list-style-type: none"> • Election of Chair & Vice Chair • Approval of 14/15 CC Meeting Schedule • Participatory Governance 	<p>D. Hankins called the meeting to order at 3:25 p.m.</p> <p>Election of Chair and Vice Chair M/S/P (Trotter/Zernicke) to unanimously elect Doris Hankins as the Chair of the College Council for the 2014/15 academic year.</p> <p>M/S/P (Trotter/Zernicke) to unanimously elect Brock Drazen as the Vice Chair of the College Council for the 2014/15 academic year.</p> <p>Approval of the 2014/15 College Council Meeting Schedule The council was requested to review the calendar to approve all dates identified. Specific months required further discussion, November, December, January and May.</p> <p>M/S/P (Willis/Drazen) to unanimously approve moving the November 26th College Council meeting to November 19th. L. Willis to take alternate date of November 12th back to the committee for consideration/discussion.</p>	<p>M/S/P (Trotter/Zernicke) to unanimously elect Doris Hankins as the Chair of the College Council for the 2014/15 academic year.</p> <p>M/S/P (Trotter/Zernicke) to unanimously elect Brock Drazen as the Vice Chair of the College Council for the 2014/15 academic year.</p> <p>M/S/P (Harding/Park) to unanimously approve having the CDCPD and CEMPC meetings adjusted in December to allow all Wednesday governance committees to</p>

	<p>M/S/P (Harding/Park) to unanimously approve having the CDCPD and CEMPC meetings adjusted in December to allow all Wednesday governance committees to meet. New schedule is as follows: December 3rd: CDCPD – 3:00-4:00PM CEMPC – 4:00-5:00PM December 10th: CBC – 3:00-4:00PM CC – 4:00-5:00PM</p> <p>Evaluation of Participatory Governance A survey evaluating participatory governance was created in a prior year and should still be housed in Survey Monkey. A. Trotter and College President to research further. Surveys are to be distributed by all committees. Responses are needed by October CC meeting in order to develop a plan of action for the College’s Self-Evaluation.</p>	<p>meet. New schedule is as follows: December 3rd: CDCPD – 3:00-4:00PM CEMPC – 4:00-5:00PM December 10th: CBC – 3:00-4:00PM CC – 4:00-5:00PM</p> <p>Council to further review April meetings due to Spring Break at the October meeting.</p> <p>Survey regarding participatory governance to be distributed. Results to be collected by October CC meeting to incorporate into the College’s Self Evaluation.</p>
II. Agenda Review, Changes and Adoption	M/S/P (Park/Brice) to unanimously approve the agenda.	M/S/P (Park/Brice) to unanimously approve the agenda.
III. Approval of April 23, 2014 Minutes and review of May 14, 2014 Notes	M/S/P (Brice/Willis) to approve the April 23, 2014 minutes with no corrections. A. Cedillo, J. Drinnon, A. Mansur abstained.	M/S/P (Brice/Willis) to approve the April 23, 2014 minutes with no corrections.
IV. Accreditation Update (Bugg)	<p>N. Ambriz-Galaviz shared the following:</p> <ul style="list-style-type: none"> ▪ Institutional profile still needs to be generated. ▪ From May until now there has been very little participation surrounding the Self Evaluation. ▪ A draft of the Self Evaluation needs to go to all governance committees. ▪ Standard I and II require further review. ▪ Standard I has been reviewed by CEMPC. Council was asked to now review this standard along with Standard IV and provide feedback. ▪ Objective is to have a full composite of the Self Evaluation by October 1, 2014. 	
V. Conclusion of Title III (Trotter)	<p>A. Trotter shared the following:</p> <ul style="list-style-type: none"> ▪ A Noel Levitz/CCSSE webinar was just conducted. ▪ To bring closure to the grant, all individuals involved in Title III have been invited to a Summit on October 	

	24, 2014 from noon to 4:00 p.m. Lunch will be provided from noon – 1:00 p.m.	
VI. Committee Reports		
A) CEMPC (Bugg)	N. Ambriz-Galaviz provided a written report which was shared and has been attached to the minutes. Title III provided funding to have the newly Board approved College Mission Statement printed.	
B) Budget (Willis)	L. Willis provided a written report which was shared and has been attached to the minutes.	
C) Facilities (Drazen)	B. Drazen provided a written report which was shared and has been attached to the minutes. The following are additional items not addressed in the report: <ul style="list-style-type: none"> ▪ Suggestion was made to address parking issues prior to the Science and Allied Health Building opening. ▪ A space allocation request was received by the Dietetics department to operate a food bank distribution center within the D-Building. ▪ A space allocation request was also received by the Administration of Justice program for additional space in A129. ▪ Eight meters to plug in electric vehicles have been approved to be installed in Parking Lot C. 	
D) CDCPD (Drinnon)	J. Drinnon not present at the time of report. No written report was provided.	
E) CIC (McCray)	A. McCray was not present. No written report was provided. T. Park shared that three AS degrees are in the pipeline for approval; Math, Psychology and Child Development and three others have been fully approved; Communication, Administration of Justice and Business.	
F) Technology (Zernicke)	M.L. Zernicke not present at the time of her report. A written report was provided and has been attached to the minutes. Below is additional information shared: <ul style="list-style-type: none"> ▪ Mansur was elected Co-Chair ▪ Committee goals will be shared at the October Council meeting. ▪ Webmaster position still being discussed. ▪ Currently have 2 faculty vacancies on the committee. ▪ MTC agendas are consistent with the DTC. 	
VII. Presidential Updates		
A) ASMC (Christian)	T. Christian was not present. No written report was provided.	

B) College (Ambriz-Galaviz)	<p>N. Ambriz-Galaviz provided the following report:</p> <p>PBC:</p> <ul style="list-style-type: none"> ▪ The College overspent and will not be receiving any additional funding for faculty hires. <p>PASS Allocation:</p> <ul style="list-style-type: none"> ▪ Refer to CBC written report. <p>Faculty Evaluations: Follow-up is required. Evaluations are finalized Spring 2015.</p> <p>N. Ambriz-Galaviz asked from A. Cedillo that student participation be increased on governance committees.</p>	Cedillo was asked to assist in increasing student participation in the College's governance committees.
C) Academic Senate (Park)	T. Park provided a written report which was shared and has been attached to the minutes.	
D) Classified Senate (Harding)	S. Harding provided a written report which was shared and has been attached to the minutes.	
VIII. Feedback of Self Evaluation	Item discussed under Accreditation Update.	
IX. Upcoming Events/Announcements		
<ul style="list-style-type: none"> • Oakland Mayoral Candidates Forum • PCF Gala Celebration 	<p>D. Hankins read off the events listed on the agenda. Below is an additional event not listed:</p> <ul style="list-style-type: none"> ▪ Crab Feed - Men's Basketball Fundraiser, Saturday 9/27 ▪ Land/Hort Plant Sale, October 11-12, 2014 	

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**Written Update to College Council
September 24, 2014**

Committee: College Educational Master Planning Committee (CEMPC)
Submitted by: President Ambriz-Galaviz on behalf of VPI Bugg

Please reference below updates:

- Not all faculty members were in attendance of the first meeting therefore the committee postponed the election of a new co-chair and will revisit in October.
- By-Laws drafted in May 2013 were reviewed and approved as a committee with minor edits. Will revisit in October 2014 to complete missing information (i.e. Co-Chair's responsibilities, Committee procedures, amendments, etc...) and bring to the Council for approval.
- Committee reviewed its goals and will be revisiting again in October. Requires alignment with College and District goals.
- A sub-committee will be formed to review and summarize annual program updates.
- Committee was asked to review Standard I and provide any corrections or comments by September 23, 2014.

Written Update to College Council

Meeting Date: August 20, 2014 & September 17, 2014

Committee: College Budget Committee

Submitted by: Linnea Willis – Chair

Dettie Del Rosario – Co-chair

Please reference below updates:

- Met on August 20, 2014 & September 17, 2014
- August 20, 2014 notes
 - Reviewed charges and memberships
 - First update of approved PASS proposals presented by the President
 - The Chancellor cut original awarded amount by \$177,500.
 - New amount awarded to Merritt College - \$435,700
 - Reduction amount will be pooled with other college cuts to fund the Chancellors district program.
 - Phase I of PASS Proposals were awarded to the following:
 - DSPS – SAM Program - \$4,500.00
 - Learning Center - \$16,000
 - Student Services Classified Hourly - \$55,000
 - Dr. Bugg presented the FTES Budget Allocation Model and the Revenue Based Model with general consensus that further discussion is needed due to fixed costs and non-fixed costs factors.
- September 17, 2014 notes
 - Election of Co-Chair -Linnea Willis
 - Update on Phase II of PASS Proposals presented by the President
 - Update on Accreditation Standard III-D status and the need for the committee to be involved

Written Update to College Council for Sept. 24, 2014 Meeting

CFC/DFC Meeting Dates: Tuesday Sept. 9, 2014 and Friday Sept. 12, 2014

Committee: Facilities

Submitted by: Brock Drazen

Please reference below updates:

- Brian Adair was present at CFC and listened/responded to current concerns regarding safety issues while walking to and from campus from parking lots B and C. There is an ongoing discussion regarding crosswalks and walkways to improve safety.
- The school is pursuing parking lot G repairs due to liability concerns. Funding for that project is under review and will cost anywhere from \$150k to \$300k depending on the extent of the repair. Will the district pay the whole cost using some of fund 59 or will they contribute only a portion (50%)?
- It appears the district has adapted the motto 'brown is the new green' as regards the grassy knoll area (graduation area) and limited (or stopped) watering. Committee is trying to find out if there is any other reason beside the drought to explain this. For example, during construction of the chiller plant, construction crews damaged the sprinkler system. The committee will determine if the sprinklers are in working order.
- Committee heard through the grapevine that ASMC is pursuing bike racks. Brian Adair suggested clear communication between CFC/ASMC and district so that standards are defined for appropriate racks and installation costs are determined.
- CFC requests that the graduation committee consult with the CFC before deciding on a graduation location (Paramount, on campus, etc.)
- The committee will invite Justin Smith to next meeting to update regarding Allied Health and Science building. There was concern that communication among parties that should/could contribute to planning are not being included on a regular basis. For example, before it's too late, technology needs and the particular nature of how those needs can be met with available campus resources should be discussed with experienced campus personnel before the building is too far along to make functional changes that may be required.
- Key card access is now a capital project for which the district is hiring a consultant with considerations regarding burglar alarms and motion detectors for tech heavy areas or where other valuables may be installed on campus
- The DFC approved a vote to include 4 new classified voting members on the committee (1 per each campus). This item moves on the PBC for approval.
- The stairway replacement between D and E is in the design phase.
- Many 20 day refresh projects on campus have been completed that included window, carpet, stairwell and bathroom cleaning, brush removal, perimeter freshening and touch up painting.
- A more efficient work order system is a major goal of this year's DFC.

Written Update to College Council

Meeting Date: September 11, 2014

Committee: Technology Committee

Submitted by: Mary Louise Zernicke

Updates:

The technology committee reviewed their charge and membership requirements. The committee discussed their relationship to the district technology committee, and the goals of the district technology committee in advance of their discussion around setting annual priorities for the Merritt Technology Committee and aligning those goals with those of the district. Suggested priorities will be voted on at the next meeting, on October 9, 2014. Priority areas include resources, infrastructure, communication and collaboration and evaluation.

Written Update to College Council

Meeting Date: September 24, 2014

Committee: Academic Senate

Submitted by: Tae-Soon Park

Academic Senate Report for 9/24/2014 College Council meeting

- 1) The Curriculum and Instructional Council (CIC) elected Arja McCray as chair and Ann Elliott as Vice Chair for 2014-2015.
- 2) The Council of Department Chairs and Program Directors (CDCPD) elected Jon Drinnon as Chair and Jennifer Shanoski as Vice Chair for 2014-2015
- 3) The College Budget Committee (CBC) elected Linnea Willis as new faculty co-chair for 2014-2015
- 4) Special Academic Senate Election Update
We are in progress to fill one Contract Faculty Senate seat for Fall 2014 because of on leave.
The election time line is as follows.
Nomination: 9/10/14-9/23/14, break: 9/24/14-9/30/14, Voting: 10/1/14 – 10/14/14
- 5) Academic Senate Retreat
We are planning to have Academic Senate Retreat on Friday, October 10, 2014.

Thank you.

**Written Report to College Council
September 24, 2014**

Committee: Merritt College Classified Senate (MCCS)

Meeting Date: September 17, 2014

Submitted by: Stefanie Harding

Please reference below updates:

- Email announcing Classified Senate Senators and Classified Committee Appointments for the 2014/15 fiscal year was sent to Merritt-FAS on 9/4/2014.
- Addressed the need to meet on an alternate day other than the third Wednesday of each month. Senate Officers agreed to meet on the third Tuesday of each month from 1:30 – 3:00 p.m. on a trial basis until December 2014.
- Currently reviewing our Hiring Prioritization Process.
- In the process of developing a Merritt Classified Senate newsletter to distribute via email and post on merritt.edu under the Classified Senate webpage.
- A Moodle Shell has been developed to provide reference materials to the Classified Staff. Still a work in progress.
- Be on the look-out for a October/November fundraiser promoting healthy snacking.

Classified Hiring Committee Updates:

- Admissions & Records Technician: First level interviews complete.
- Financial Aid Specialist: First level interviews will be conducted tomorrow, 9/25 and Monday, 9/29.
- Staff Assistant/Division II: Currently screening applicants. Interviews scheduled to take place on Tuesday, October 21, 2014.
- Staff Assistant/VPSS: Screening committee has been formed. Initial meeting has not been convened.