

MERRITT COLLEGE
Minutes of the College Council Meeting
January 28, 2015, 3:00 p.m., Room R23

Attendees: T. Park, S. Harding, D. Hankins, T. Brice, W. Karim, E. Bugg, A. Cedillo, A. Mansur, M. Leung, A. McCray, J. Drinnon, L. Willis, B. Drazen, N. Ambriz-Galaviz, D. Del Rosario,

Absent: A. Trotter, J. Hampton, R. Allen, M. Sealund, T. Christian, A. Jackson, M.L. Zernicke

Guests: W. Love

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
	D. Hankins called the meeting to order at 3:10 p.m.	
I. Action Items/Presentations: Added Item: Appreciation Events	Discount packages are available for everyone and will be on sale Tuesday, February 3, 2015 from 11:30 a.m. – 1:30 p.m.	
II. Agenda Review, Changes and Adoption	M/S/P (Bugg/Drazen) to approve the agenda with noted modification to add a two minute presentation from Appreciation Events.	M/S/P (Bugg/Drazen) to approve the agenda with noted modification to add a two minute presentation from Appreciation Events.
III. Review and Approval of Minutes: <ul style="list-style-type: none"> • September 24, 2014 • October 22, 2014 • November 19, 2014 • December 10, 2014 	M/S/P (Drinnon/Bugg) to approve September 24, 2014 minutes with no corrections. M/S/P (Drinnon/Bugg) to approve October 22, 2014 minutes with no corrections. M/S/P (Drinnon/Mansur) to approve November 19, 2014 minutes with no corrections. M/S/P (Cedillo/Willis) to approve December 10, 2014 minutes with no corrections.	M/S/P (Drinnon/Bugg) to approve September 24, 2014 minutes with no corrections. M/S/P (Drinnon/Bugg) to approve October 22, 2014 minutes with no corrections. M/S/P (Drinnon/Mansur) to approve November 19, 2014 minutes with no corrections. M/S/P (Cedillo/Willis) to approve December 10, 2014 minutes with no corrections.
IV. Accreditation Update (Ambriz-Galaviz)	N. Ambriz-Galaviz shared the following: <ul style="list-style-type: none"> ▪ Self-Evaluation was sent to ACCJC three weeks ago and to the identified team one week ago. ▪ President will provide a summary as a quick reference. ▪ The Council was advised to review Standard IV. ▪ Governance Handbook still under revision. ▪ An Accreditation Steering Committee meeting will be held at the District Office on February 3, 2015. ▪ Our Team Chair, Dr. Adrian, will be making a preliminary visit to Merritt on February 6, 2015. ▪ A logistics calendar is currently being prepared. 	

	<ul style="list-style-type: none"> ▪ Our Accreditation Team is scheduled to visit Merritt March 9-11, 2015. ▪ Everyone's scheduled should remain flexible during the visit. ▪ Two public forums with the team will be held on campus during their visit. ▪ The team will have complete access to the College. ▪ An exit interview with the College President will be held on the last day of their visit to assist our Team Chair in forming a response to the ACCJC. ▪ Bios and pictures have been requested of our Team to post on the Merritt website. ▪ Names of our team members were read out loud. 	
V. Committee Reports		
A) CBC (Willis)	L. Willis provided a written report which has been attached to the minutes. Budget recommendations will be addressed at the March meeting.	
B) CEMPC (Bugg)	E. Bugg reviewed the progress being made on the CEMPC goals.	
C) CFC (Drazen)	<p>B. Drazen provided the following report:</p> <ul style="list-style-type: none"> ▪ Criteria for facility use requests were developed. ▪ Three facility use requests were received, Admin of Justice, Nutrition and the MLK Freedom Center. Recommendations based on the criteria developed will be discussed at the February College Council meeting. ▪ Atheria Smith assisted in holding a workshop on Flex Day regarding the 5 Year Facilities Master Plan for Merritt College. ▪ Many questions are being asked regarding the use of the D building once the new science building is occupied. ▪ No funding is being provided by the State for Capital Outlay projects. ▪ List regarding emergency repairs was provided to DFC. ▪ A budget line was created for maintenance/repair. Still working towards how it will be funded. ▪ Next CFC meeting will be held on February 12, 2015. ▪ Next DFC meeting will be held on February 20, 2015. <p>An additional conversation regarding the science building was held. Below are highlights of the conversation:</p> <ul style="list-style-type: none"> ▪ Use of the new science building has not been discussed at the CFC. ▪ President and Dean welcomed anyone to attend the 	

	<p>science building meetings that occur every second and fourth Mondays of each month.</p> <ul style="list-style-type: none"> ▪ There are no additional dollars to demolish or renovate any buildings therefor we have to decommission the D building and keep the A building active. ▪ There is 11,000 square feet of shell space on the first floor of the new science building. ▪ Concerns were raised about the future location of Math and English classes currently taught in the D building. President is currently addressing classroom space. 	
D) CDCPD (Drinnon)	A written report was provided to the Council and is attached to the minutes. J. Drinnon provided a status update on the CDCPD goals.	
E) CIC (McCray)	A. McCray provided a written report which was shared and attached to the minutes. Progress on the CIC goals was also shared.	
F) Technology (Zernicke)	Written report was shared by A. Mansur on behalf of M.L. Zernicke. A copy of the report was distributed and has been attached to the minutes. A. Mansur also reviewed progress on the MTC goals.	
VI. Presidential Updates		
A) ASMC (Christian)	<p>M. Leung provided the following report on behalf of T. Christian:</p> <ul style="list-style-type: none"> ▪ ASMC reviewed their budget at the last meeting. ▪ ASMC is supporting Black History month events that are being planned by BSU. ▪ Club Rush was held yesterday. 13 clubs were present. Approximately 205 students signed up. 	
B) Academic Senate (Park)	T. Park distributed a copy of the Academic Senate goals.	
C) Classified Senate (Harding)	<p>S. Harding highlighted and distributed the following three documents:</p> <ol style="list-style-type: none"> 1. Classified Staff 2014/15 Hiring Prioritization Recommendation 2. MCCS 2014/15 Goals 3. The Classified Voice Newsletter 	
D) College (Ambriz-Galaviz)	Tabled her report due to time.	
VII. Upcoming Events/Announcements		
	No discussion held.	
	Adjourned @ 5:25 p.m.	



**Budget Committee Report to
Merritt College Council
Prepared By: Linnea N. Willis, Co-Chair
January 28, 2014
3:00 p.m. – 5:00 p.m.**

College Budget
Committee Members

Brice, Timothy

Bugg, Elmer

Cedillo, Arnulfo

Del Rosario, Dettie

Ilarde, Tanya

Lawson, Daniel

Marrero, Tara

McLean, Carlos

Sary Talbot, Megan

Park, Tae-Soon

Thai, Nghiem

Sidzinska, Kinga

Victorian, Charlotte

Willis, Linnea

Woodward, Denise

**- Budget Committee Met December 10, 2014 and Today
January 28, 2014**

DECEMBER 10, 2014 MEETING:

**- Set Timelines & Establish How to Achieve Goals of
Budget Committee**

- Discussed, set and established how to achieve the
Budget Committee Meeting Goals

- Budget Allocation Model

- Discussed times/place/how to present the Budget
Allocation Model at College Hour, Staff
Development etc. so that the campus can understand
the Budget Allocation Model

- Persons from Budget Committee attended the Budget
Allocation Model meeting November 17, 2014 at the
District

**- Budget Processes and Procedures – Incorporating APU
Data Into Budget Planning Process**

- Began discussion on incorporating APU data into
budget planning process

JANUARY 28, 2014 MEETING

- **Discussed Success of Professional Development Day Budget Workshop**
 - Two sessions were Conducted by Dettie del Rosario, Linnea Willis and Dr. Elmer Bugg on January 15, 2015
 - Met mostly with Department Chairs
 - Accessed the Specific Budgets for those who attended (who had budget access) and discussed monies left to be spent and informed everyone that those monies need to be spent ASAP
 - Discussed the Budget Allocation Model
 - Discussed 80/20 Rule for 2014-2015 – 80% of budget loaded, balance 20% was to be allocated after demonstrating evidence of Assessment
 - Based on feedback, it was determined that there should be exclusions for mandatory dues and other required fees that are not discretionary/that there is no control over
 - These line items need to be designated from the outset
 - Discussed the fact that many do not know they have monies to spend – ***EVERYONE NEEDS TO SPEND THEIR MONIES ASAP!***
 - Discussed the fact that many Program Chairs do not have access to their Budgets, and we need to increase access to the Budgets

- **Budget Status Report given by Dettie**

- **Established/Revised Budget Calendar**
 - Went over the Fiscal Budget Calendar and Deadlines Campus wide – to be distributed to everyone
 - This information will be shared with Department Chairs at the next February meeting, and needs to be conveyed to everyone on campus

- **Creation of Budget Request Template with SLOAC Column for 2015-2016 Fiscal Year**
 - The new Budget Request Template to be given to Department Chairs at the February 2014 meeting. It will have the items requested, which items are required (ex. Licenses, dues etc.), and require information for justification. Will also have column for SLOAC to sign off that the program has assessed all outcomes for all courses and all program outcomes. Bottom line – if assessment not done, no budget allocation for discretionary items
 - Recommended that Divisions have basic supply budgets (like Div 1)

- **Discussed Budget Development and Guideline Instructions Per CDCPD Bylaws**



MERRITT COLLEGE

REPORT TO COLLEGE COUNCIL FROM CDCPD
WEDNESDAY, DECEMBER 9, 2014



1. Class schedules due to your Division Dean by December 12.
2. APUs should have been submitted to your Division Dean by this time
3. CDCPD position on governance structure: Under College Council or Academic Senate?
The CDCPD discussed where the council belongs under the hierarchy, under the College Council or under the Academic Senate. The end result of the discussion was to leave it the way it was with the CDCPD having a unique position in relation to the other college governance structures.
4. Discussion and Approval of by-laws revision: The revision to the By-laws was discussed and approved.
5. Discussion of supplies funds distribution and process. The CDCPD passed a motion calling for supplies allocation to go back to the way it was with a meeting at which supplies allocation could be discussed and adjusted according to need. Part of the motion was to recommend repeal of the 20% reduction in budgets if departments did not tie assessment to their budgets.

The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society and a global economy.

Curriculum Committee Report for January 28, 2015 College Council Meeting

Since the last report of CIC to the College Council:

1. The College reached its goal of six (6) Associate Degrees for Transfer (ADT) approved.
2. The CIC reviewed and approved these courses or course changes:
 - BIOL 61G (New Course)
 - BIOL 61M (New Course)
 - LIS 85 (Change in Catalog Info - DE addendum)
3. The CIC reviewed and approved these program or program changes:
 - Family Child Care Certificate of Proficiency (New Program)
 - Infant/Toddler Certificate of Proficiency (New Program)
 - Spanish AA (Program Deactivation)
 - Histotechnology (Program Correction: Histotechnician)
4. The CIC now requires at least 1 representative textbook to be included in the course outline for credit courses.
5. The CIC is looking at ways to better review DE (Distance Education) addenda for appropriateness and content.
6. The Chair of CIC and the Curriculum Specialist met with department chairs and faculty to identify work that needs to be done to clean up CurricUNET and prepare for the new Merritt 2016-18 College Catalog.

2015-2017

Written Update to College Council

Meeting Date: December 10, 2014

Committee: Technology Committee

Submitted by: Mary Louise Zernicke

Updates:

1. Merritt and COA have not turned in technology budgets to the district. Mary Louise and Patricia Rom attended a subcommittee meeting to discuss the expectations for local college budgets. Calvin Madlock stated that he wants an operational budget with all Fund 1 costs that are controllable by IT staff. Patricia and Mary Louise will work with our finance department to create a local budget before the February DTC meeting.

2. MTC by-laws changes recommended will go to College Council again 12/14.

3. Patricia is working hard with accreditation to ensure that tech details are correct.

4. Updates from Patricia Rom:

- One UPS Uninterruptible Power Supply unit has failed in R-Bldg and two large switches are relying on just one. If that one goes out, the north side of the building will be without network & internet.
- New dual core switch upgrade being purchased for MPOE-D161 to handle new science building needs. The core switches manage network traffic for entire campus so it will be a campus-wide upgrade in service. Next we need to upgrade all the aging cisco switches in other buildings.
- SAH Bldg will have 6 MDF/IDF network rooms containing enough network switches to accommodate every network port, wireless, etc.
- Wireless access points throughout the building which will be managed by wireless controller.
- VoIP – Voice over Internet Protocol phone system for new building, with then to be expanded campus-wide. VoIP requires new equipment in MPOE-D161 where connections will be made to new SAH building.
- Technology-Enhanced “smart” classrooms for all classrooms, some are being customized for department needs such as nursing and biology. All will be variations of “Level 1” smart classrooms, however, equipment will be next generation.