

**MERRITT COLLEGE**  
**Minutes of the College Council Meeting**  
**February 25, 2015, 3:00 p.m., Room R23**

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

**Absent:** J. Hampton, M. Sealund, W. Karim, A. Mansur, T. Christian, A. Jackson, M.L. Zernicke

**Guests:** M. Hurd, A. Jackson, W. Love

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
	D. Hankins called the meeting to order at 3:06 p.m.	
<b>I. Action Items/Presentations:</b> <ul style="list-style-type: none"> <li>• Governance Handbook (Hankins)</li> <li>• Governance Survey (Ambriz-Galaviz)</li> </ul>	Handbook: Below are highlights of the discussion held regarding the Governance Handbook: <ul style="list-style-type: none"> <li>▪ D. Hankins and S. Harding both expressed the need to update the College's Governance Handbook.</li> <li>▪ The version created in December 2010 only consisted of the committee's by-laws.</li> <li>▪ The last comprehensive handbook was completed in December 2005.</li> <li>▪ CEMPC taking the lead on creating the revised structure of our handbook. First and second reading to take place between March and April.</li> <li>▪ A revision of our Handbook will be presented to the Council in April by CEMPC.</li> </ul> Survey: N. Ambriz-Galaviz shared the following: <ul style="list-style-type: none"> <li>▪ We are required by the ACCJC to review/assess our governance process annually thus a survey was created and sent to Merritt-FAS using SurveyMonkey.</li> <li>▪ The results of the survey were collected and presented to the council.</li> <li>▪ A. Trotter and R. Allen both expressed concern that the comments shared within the survey were not captured.</li> <li>▪ Survey responses show that communication is the largest concern.</li> <li>▪ M. Leung, L. Willis, B. Drazen volunteered to assist in analyzing the results of the survey.</li> <li>▪ A. Jackson posed the question as to why students were not included in this survey. S. Harding shared that students were not included in the electronic survey due</li> </ul>	

	to the lack of a student email data base but were provided a hard copy of the survey. Those survey results have yet to be summarized.	
<b>II. Agenda Review, Changes and Adoption</b>	M/S/U (Park/Bugg) to approve the agenda.	M/S/U (Park/Bugg) to approve the agenda.
<b>III. Review and Approval of Minutes:</b> • January 28, 2015	M/S/P (Willis/Leung) to approve the January 28, 2015 minutes with two grammatical corrections noted under CFC report. A. Trotter abstained.	M/S/P (Willis/Leung) to approve the January 28, 2015 minutes with two grammatical corrections noted under CFC report. A. Trotter abstained.
<b>IV. Accreditation Update (Bugg)</b>	E. Bugg shared the following: <ul style="list-style-type: none"> <li>▪ Moving rapidly in preparation of the Accreditation Team Visit March 9-12, 2015.</li> <li>▪ A forum regarding Accreditation is being held today at 5:30 p.m. in the Student Lounge.</li> <li>▪ Two presentations regarding planning process and budget were requested by the team. Both CEMPC and CBC are responding to these requests.</li> </ul>	
<b>V. Presidential Updates</b>		
A) ASMC (Christian)	M. Leung indicated that T. Christian did not provide a report to share with the council.	
B) Classified Senate (Harding)	S. Harding referred to her written report which has been attached to the minutes.	
C) Academic Senate (Park)	T. Park referred to her written report which has been attached to the minutes.	
D) College (Ambriz-Galaviz)	N. Ambriz-Galaviz shared the following: <ul style="list-style-type: none"> <li>▪ Announced PCF Scholarship Dinner March 5, 2015. Merritt is sponsoring a table. All constituency groups have been invited.</li> <li>▪ Communication is a tool. Does not want to foster mistrust. Intends to provide more information in the following year.</li> <li>▪ Positive responses have been received regarding the President's Newsletter. If anyone wishes to highlight someone or something, please forward to the President and/or Susan May.</li> <li>▪ Currently preparing for the Accreditation Site Visit.</li> </ul>	
<b>VI. Committee Reports</b>		
A) CBC (Willis)	L. Willis provided a written report which was shared and has been attached to the minutes. Budget recommendations will be presented at the March CC meeting.	
B) CEMPC (Bugg)	E. Bugg provided a written report which was shared and has been attached to the minutes. E. Bugg highlighted that CEMPC	

	removed themselves from the Budget Development Process this year as the discussion only pertained to the discretionary allocation.	
C) CFC (Drazen)	<p>B. Drazen shared the CFC written report and committee goals. The written report has been attached to the minutes. Below are additional highlights not mentioned in the written report:</p> <ul style="list-style-type: none"> <li>▪ Smart Classroom technology that is currently in the D building can be removed. If the technology is left in place, the College must train anyone using the space on how to use the equipment. Leaving the technology in place will allow the college to rent to the community at a higher rate.</li> <li>▪ Funding for the Child Development Center is on the State Books.</li> <li>▪ Funds collected from student parking fees are used to pay the Alameda County Sherriff's Department. This fund is not provided to the campus.</li> </ul>	
D) CDCPD (Drinnon)	J. Drinnon not present to report. D. Hankins asked the Council members to reference written report which has been attached to the minutes.	
E) CIC (McCray)	A. McCray provided a written report which was shared and has been attached to the minutes. She also publically recognized C. Coleman who has been instrumental to CIC.	
F) Technology (Zernicke)	M.L. Zernicke not present to report. D. Hankins asked the Council members to reference written report which has been attached to the minutes.	
<b>VII. Upcoming Events/Announcements</b>		
<ul style="list-style-type: none"> <li>• PCF Scholarship Dinner, March 5, 2015</li> <li>• Accreditation Team Visit, March 9-12, 2015</li> </ul>	<p>D. Hankins read the events listed on the agenda. T. Park announced the following:</p> <ul style="list-style-type: none"> <li>▪ Merritt's Graduation will be held on May 20, 2015.</li> <li>▪ The deadline to petition for Graduation is March 20, 2015.</li> <li>▪ The PFT office is having an open house since the renovations due to flooding have been completed.</li> </ul>	
	M/S/P (Bugg/Willis) to adjourn @ 5:06 p.m.	

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3/20/2015

**Written Report to College Council**  
**February 25, 2015**

**Committee: Merritt College Classified Senate (MCCS)**

**Meeting Date: February 25, 2015**

**Submitted by: Stefanie Harding**

Please reference below updates:

- ALO Bugg provided an Accreditation update at our last meeting held Tuesday, February 17, 2015. Participation was highly encouraged for all meetings/events related to accreditation in preparation of and during the team visit.
- 7 Senators expressed interest in attending the Classified Leadership Institute being held June 4-6, 2015 in Tahoe, CA. Professional Development travel requests were submitted to the PD Committee and approved on February 24, 2015.
- Two Classified Staff, Molly Sealund and Sahra Omar, were identified to attend the Peralta Colleges Foundation dinner on March 5, 2015 as the President's guests.
- Per the suggestion of our VP, Nghiem Thai, we are now tying our agenda items to our goals. The Senate plans to assess/evaluate itself in April or May.
- A Moodle Shell was created for the Senate however; we are revisiting this goal to accommodate for the Canvas system.
- The senate is in the process of developing questions/criteria in highlighting a classified individual on our Classified Spotlight webpage.
- Senators agreed to change the dates of our meetings for the remainder of this fiscal year due to the number of conflicts. We will continue to meet every third Tuesday of each month rather than every third Wednesday. This will allow for increased participation on other committees we currently serve on.

## Written Update to College Council for 2/25/2015 meeting

**Committee: Academic Senate**

**Meeting Date: February 5, 2015 and February 19, 2015**

**Submitted by: Tae-Soon Park**

Please reference below updates:

- **Appointed Tanya Harde to Interim Dean of Enrollment Services hiring committee.**

- The Academic Senate concurred with the prioritized list by the CDCPD and that is the Academic Senate recommendation. The recommendations were forwarded to the VPI/VPSS and College President.

**Non Fund 1 positions (6 positions) ranked order is as follows.**

1. Mental Health
2. DSP&S Coordinator/counselor
3. Counselor I
4. DSP&S Counselor
5. Counselor II
6. Counselor III

**Fund I positions (4 positions) ranked order is as follows.**

1. Kinesiology/Athletics,
2. Business, CIS, and Music (tie)

- The Academic Senate is building up faculty mentor/mentee list.
- The Academic Senate had the SLOAC/Assessment workshop during Academic Senate meeting on 2/19/15.
- The Peralta Colleges Foundation Scholarships (including Eve St. Martin Wallenstein Scholarship and Norbert S. Bischof Memorial Scholarship) deadline is still on 3/9/2015.
- The Academic Senate is having fundraising for Academic Senate Scholarships Fund.
- The Academic Senate Scholarships will be announced in March 2015 and the Scholarship application deadline is Friday, April 10, 2015.
- Academic Senate Election will be held in March/April 2015.

Thank you.



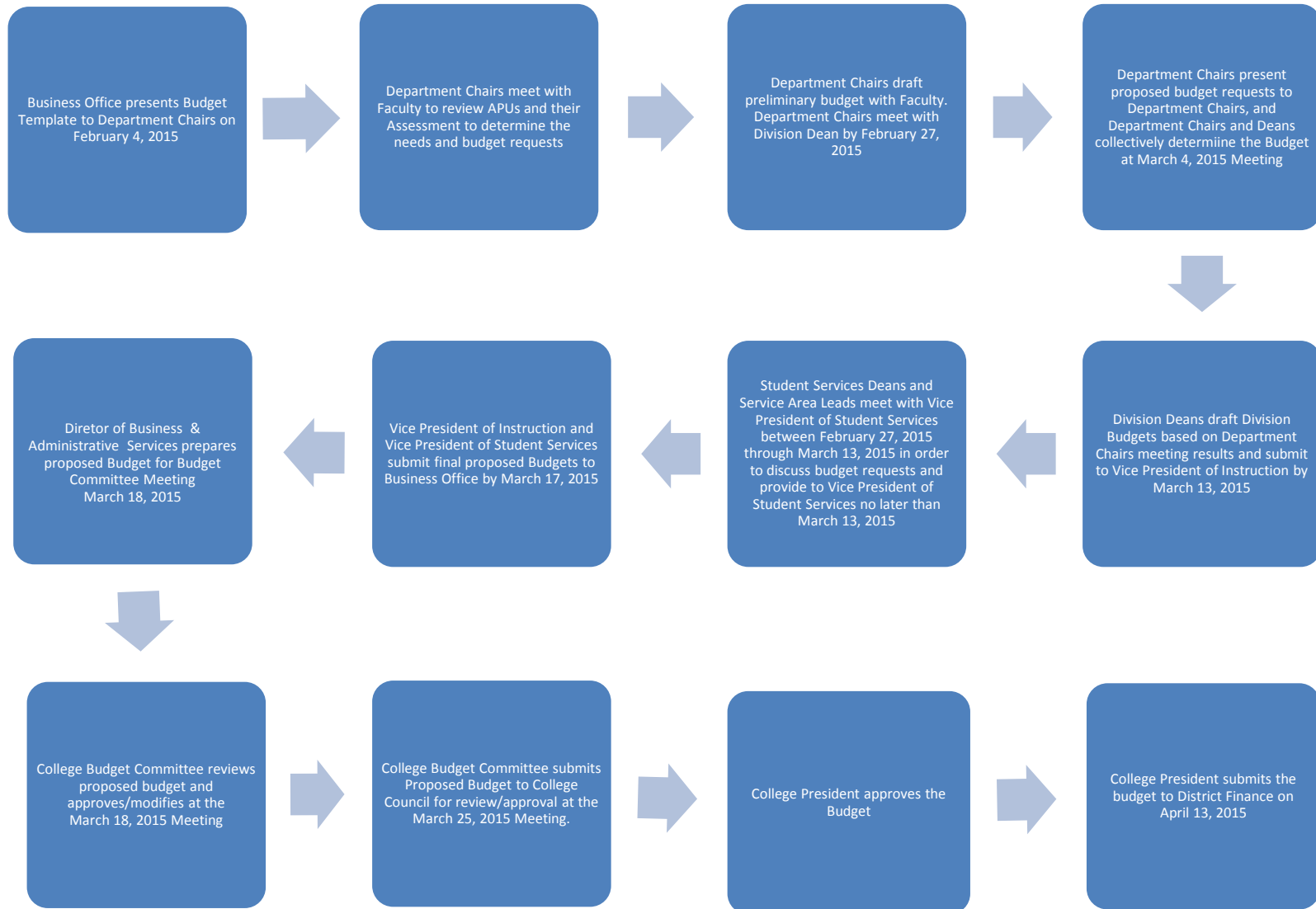
**Budget Committee Report to  
Merritt College Council  
Prepared By: Linnea N. Willis, Co-Chair  
February 25, 2015  
3:00 p.m. – 5:00 p.m.**

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  
ASMC Student Rep

- **Budget Committee Met February 18, 2015**
- **Accreditation Duties**
  - Discussed Expectations of Accreditation Team for Budget Committee
  - Budget Committee (Chair Linnea Willis) will be doing a Presentation on Tuesday March 10, 2015 at 10am per the Accreditation Team's request, mostly with regard to the BAM Model
  - All of Budget Committee will be present for the March 10, 2015 Meeting
  - All Budget Committee Members are reading Standard III re Budget, and also Standard I re how budget incorporates into the planning process, to have basic information/summary of information needed to answer questions regarding the Budget/budgeting process if asked by the Accreditation Committee
  - ***Budget Committee will have a Special Committee Meeting for Thursday February 26, 2015 at 3:30pm,*** so that we could prepare for presentation and budget committee questions
- **Discussed Revised Budget Process Timelines and included Student Services in the Flow Chart (See Attached Budget Timeline Flow Chart for Discretionary Funds)**
- **Met With Department Chairs on February 4, 2015 to discuss Budget Process Timelines/Deadlines (See Attached Budget Timeline Flow Chart) and shared with Divisional Deans so everyone now aware of process/timelines**
- **Discussed/Reviewed Budget Request Templates for 2015-2016 Fiscal Year for Fund I and Other Funds**

# COLLEGE BUDGET PROCESS FLOW CHART For Discretionary Funds



## REPORT FROM CEMPC

CEMPC met on February 11, 2015 from 3:00pm – 5:00pm. The agenda included the adoption of “meeting principles” (M/S/U), a review of the committee’s annual goals, and a discussion of how to approach the formatting recommendations regarding the Collegial Governance Handbook and the Education Master Plan. A sub-group of CEMPC was convened to prepare a draft of the Collegial Governance Handbook and the committee took action to table the question of how to format the Education Master Plan that will need to be readopted by December 2015.

A Special Meeting of CEMPC was held on February 24, 2015 at 2:00pm to (1) review the draft proposal for the Planning Presentation being prepared for the Visiting Team, and (2) to review the proposed format for the Collegial Governance Handbook. The draft presentation was approved (M/S/U) and the proposed format was also approved. Regarding the latter, CEMPC will be discussing the proposed format for the Collegial Governance Handbook on March 11, 2015 (first reading) with the expectation of submitting the Handbook to College Council in April of 2015 following a second reading in April 2015.



## Written Update to College Council for February, 25, 2015 Meeting

**CFC/DFC Meeting Dates: Tuesday February 10, 2015 and Friday February 20, 2015.**

**Committee: Facilities**

**Submitted by: Brock Drazen**

Please reference below updates:

- Reviewed progress on committee goals and decided that Goal A, C, D and E remain in process while Goal B is complete. The rest of this report discusses issues that are reflective of where we stand in each goal area.
- Regarding Goal A—maintenance repair and emergency needs lists have been submitted to the district and costs of repair have been estimated at \$1,749,000. District wide the total estimate including Merritt repairs is \$5,354,900. Last year, the DFC was able to lobby for a budget line in the BAM. Currently unfunded, this Friday morning 2/27/15, the DFC will be lobbying the Planning and Budget Council to actually fund that budget line at 2% of the district adopted general fund budget annually beginning with the 2015-2016 school year.
- On April 9, 2015 Merritt will be hosting a meeting of the California Community College Coalition from 10AM-2:30PM to discuss funding for deferred maintenance statewide for aging community college infrastructures.
- Regarding Goal B—the committee did establish objective criteria addressing facilities space allocation requests and recommends today that in order of preference Administration of Justice, the Alameda County Food Bank and the MLK Freedom Center requests for space be granted and that the most effective space available on campus as determined by the president be authorized based on the needs of the requesting parties and the college.
- Regarding Goal C—The committee recognizes that more classified staff are required to achieve the goal of maintaining the physical environment. The Barbara Lee Center Landscape project design process has begun.
- Regarding Goal D—The CFC has a strong visible presence at the DFC and College Council and continues to work on communicating issues of import among all bodies. A flex day opportunity was offered in January to address the 5 year plan.
- Regarding Goal E—There has been a lot of discussion about the 5 year facilities master plan for Merritt. there is no doubt that when the new building opens, Merritt will be in 'overbuilt' status. What happens to buildings D and A at that point is the question. The flex day program addressed the issue through district representative Atheria Smith. Questions submitted to her went to Dr. Ikharo who has expressed various points of view—one in a letter to President Ambriz-Galaviz and a more nuanced one at the latest DFC meeting on 2/20/15. It seems clear that the D building will be taken offline. This means that there will be no instruction taking place in that building or faculty office space available. It can be rented for community use but tough scrutiny as to who that may be is recommended by the district and this committee.



## MERRITT COLLEGE

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### COUNCIL OF DEPARTMENT CHAIRS & PROGRAM DIRECTORS

WEDNESDAY, FEBRUARY 4, 2015

3:00 TO 5:00 PM – ROOM R23

REPORT TO COLLEGE COUNCIL WEDNESDAY, FEBRUARY 25, 2015

1. Chair Announcements
  - 1.1. Report on approval status of revised by-laws
  - 1.2. Problems with smart classrooms
2. Budget report from business office.
3. Office of Instruction (Vice President Elmer Bugg)
  - 3.1. Accreditation update
  - 3.2. Common Assessment Initiative
  - 3.3. Improvement of communication channels
  - 3.4. Late start submissions
  - 3.5. FTES and faculty evals
4. Report on tasks for Chairs and Directors from assessment summit
5. SLOAC Update (Jennifer Shanoski)

#### GOALS REPORT

I attempted to create goals workgroups at this meeting but we did not have time. I am bringing this to the next meeting at the beginning so that enough people will be present to create the workgroups. The idea is for workgroups of 3 to 4 members to tackle one of our goals to ascertain if it is a viable goal for the CDCPD to undertake. If it is determined to be viable, the workgroups needs to come back to the council with some ideas on what we can do to accomplish the goal.

*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 February 26, 2015 College Council Meeting

Prepared by A. McCray, Chair of CIC.

Since the last report of CIC to the College Council:

1. We are making progress on our Council Goals by continuing to provide support for the Merritt College faculty members in their efforts to create and modify courses and programs.
2. The Chair of CIC and the Curriculum Specialist continue to work toward cleaning up CNET and are working to assemble a team for creating the new Merritt College Catalog.
3. Our CIC meeting on 2/12/2015, the last opportunity to consider items to affect the new catalog, was extended to allow review of a record number of proposals (160!) 1:00pm start time instead of 1:30 usual start time. We are grateful for the diligence and excellent work of the faculty originators and for the efficiency of CIC committee members, to accomplish this massive work.
4. The CIC reviewed and approved these new courses, and will send these to CIPD (District curriculum committee) for approval consideration:
  - ADJUS 200 Law Enforcement Pre-Academy
  - BIOSCI 42 Mining GenBank
  - BIO 865A Natural History of Taiwan – Field Studies (Fee based, not going to CIPD)
  - CHDEV 61 Advanced Curriculum Development
  - COUN 207 Career Exploration
  - KIN 100C, 100D, 103D, 110C, 110D, 74D, 86C, 86D (new activity courses, due to the new repeatability regulations)
5. The CIC reviewed course changes in catalog information for these courses: ADJUS 25, ART 39, ART 54, ART 64, ART 88, BIOSC 30, LANHT 29, LIS 85, RLEST 3.
6. The CIC reviewed course reactivation for one course: ART 86 Special Projects: Alternative Firing Techniques.
7. The CIC reviewed and approved DE Addenda for 3 courses (AFRAM 30, 14A, & CHDEV 53)
8. The CIC reviewed and approved 75 course deactivations. For a complete list, contact Arja McCray or view the meeting minutes on the CIC website.
9. The CIC reviewed and approved these program or program changes, and will send these to CIPD (District curriculum committee) for approval consideration:
  - Fire Science CA (New Program)
  - Anthropology AA (Program modification: description, electives and recommended preparation)
  - Art Foundation CP (Program modification: new course numbers)
  - Botanical Illustration CP (Program modification: new course numbers)
  - Ceramics CP (Program modification: new course numbers)
  - Child Development AA (Program modification: new courses, current offerings and deactivation of courses)
  - Community Social Services/Substance Abuse AA & CA (Program modification: changed PE courses to KIN courses)

- Dietary Manager CA (Program modification: courses, units, description)
- Dietetic Technology AS (Program modification: courses, units, description)
- Emergency Medical Technician (EMT) CP (Program modification: new course numbers)
- Mathematics AS-T (Program modification: reflect deactivation of Math 3D)
- Nursing AS (Program modification: admissions requirements)
- Pathway II Certificate CP (Program modification: description, unit values for courses)
- Real Estate AA & CA (Program modification: electives and new offerings)
- Sociology AA-T (Program modification: course requirements)
- Teacher CA (Program modification: new courses)

10. The CIC has invited the DE Coordinator (Distance Education) to attend our 2/26/2015 meeting to discuss the DE addendum review process.

## Written Update to College Council

**Meeting Date: February 12, 2014**

**Committee: Technology Committee**

**Submitted by: Mary Louise Zernicke**

### **Updates:**

1. Merritt still has not turned in an operational annual Fund 1 technology budgets to the district. Patricia Rom agreed to create a draft budget and send it to the committee for review. Patricia will meet with Dettie so ensure a budget code is created. This was supposed to be completed in December so the college needs to complete this.
2. There were several significant updates from the district, including the fact that they will be migrating to gmail likely by the end of the fiscal year, the finance people soft module is being updated, and two campuses are using lynda.com for staff training. The privacy issues with google were noted at the Merritt meeting, and have been discussed at length at the district.
3. A demonstration of Google Classrooms was done at the district. Some instructors at BCC are using it instead of moodle. It offers more apps and many options not available in moodle.
4. We heard updates from Patricia Rom on the science building. Discussion ensued regarding the MPOE location in the D Building and how this critical juncture would be retained/moved/modified once the D Building had been "decommissioned". Patricia is attempting to get more information about what the parameters of "decommissioning" mean for this issue, and whether MPOE can remain on a decommissioned site.
5. Discussion about the need for a written cyber disaster plan was discussed.

**NOTE: Windows XP is no longer being supported. Staff and faculty should not be using Windows XP for any reason, as it leaves all of us open to getting hacked.**