

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

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

Absent: J. Hampton, W. Karim, A. Jackson, M.L. Zernicke

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
	D. Hankins called the meeting to order at 3:06 p.m.	
<p>I. Action Items/Presentations:</p> <ul style="list-style-type: none"> • 2015-16 Budget Requests (Del Rosario) 	<p>2015-16 Budget Requests (Del Rosario/<u>Willis</u>)</p> <ul style="list-style-type: none"> ▪ Two packets were distributed: <ol style="list-style-type: none"> 1. Discretionary Budget Worksheet-Fund 01-FY 2015-16 by Cost Centers 601-653 2. Discretionary Budget Update FY 2014-15-Fund 01-General Unrestricted by department ▪ <u>Budget presentations were made by the Division Deans, VPI, VPSS etc. at the last CBC meeting. The committee reviewed these requests and compared them against APU's/Program Reviews. The CBC unanimously supported the requests.</u> ▪ Concerns were raised about the involvement of assessment in developing the budget. College still developing a process to include this component. Allocations should be based on the outcomes of assessment. APUs are not assessment. SLOs are: ▪ Programs/Planning drive the college not the budget. Outcome analysis defines what the college wishes to do. The budget then gets developed accordingly. ▪ A rubric should be created to identify what evidence has been reviewed in the creation of the budget. ▪ Allocation made to Fund 1 discretionary, object codes 4000 – 6000. ▪ Some budget increases were justified by APUs. ▪ Every action the college makes affects the budget. ▪ Due to the District deadline of April 13, 2015, the budget must be approved at this meeting. ▪ 92% of the budget is used for salaries. 5% is operational/fixed costs. <p>M/S/P (Drinnon/Drazen) to recommend approval of the proposed college budget for the 2015-16 fiscal year to the College President to present at the DEC and PBC. R. Allen and</p>	<p>M/S/P (Drinnon/Drazen) to recommend approval of the proposed college budget for the 2015-16 fiscal year to the College President to present at the DEC and PBC. R. Allen and M. Sealund abstained.</p>

	M. Sealund abstained.	
II. Agenda Review, Changes and Adoption	M/S/U (Drinnon/Park) to approve the agenda with added events.	M/S/U (Drinnon/Park) to approve the agenda with added events.
III. Review and Approval of Minutes: • February 25, 2015	M/S/P (Bugg/Leung) to approve the February 25, 2015 minutes with no corrections.	M/S/P (Bugg/Leung) to approve the February 25, 2015 minutes with no corrections.
IV. Accreditation (Bugg)	E. Bugg shared the following regarding our recent visit: <ul style="list-style-type: none"> ▪ The team took notice of the student participation and involvement in campus life, commended us on our student diversity and acknowledged our Afram and Land Hort programs. ▪ A list of recommendations was compiled that the college must address. The Accreditation Steering Committee was called together to meet on Thursday, March 26, 2015 to discuss these recommendations and develop strategies. ▪ E. Bugg thanked everyone for their participation, teamwork and collegiality. 	
V. Presidential Updates		
A) ASMC (Christian)	T. Christian shared the following: <ul style="list-style-type: none"> ▪ A student appreciation was held yesterday, March 24, 2015 in the Quad. ▪ A Woman's History Month Celebration sponsored by Puente was held today in the Student Lounge. ▪ Elections are underway. Currently there are 19 candidates. ▪ The General Assembly is being held May 1-3 in Ontario, CA. Still deciding on how many senators will be approved to attend. All senators must meet the criteria of their accountability in committee work. 	
C) Academic Senate (Park)	T. Park referred to her written report which has been attached to the minutes. The following are additional items shared: <ul style="list-style-type: none"> ▪ Approximately \$3000 was raised during fundraising efforts. ▪ The amount of campus- AS scholarships was raised <u>reduced</u> to \$500. ▪ Eight (8) senators are up for re-election. ▪ D. Morales (retired) came to the last senate meeting and offered \$1000 toward scholarships if matched by the senators. <p>A. Cedillo shared the following regarding the College Nurse</p>	

	<p>resolution passed by the AS:</p> <ul style="list-style-type: none"> ▪ There were no issues until the MOU was signed on December 23, 2014 to which he was not aware of until today. ▪ Full service has been provided since September 2014. ▪ Healthy Communities was contracted to provide 15 hours of service a week. ▪ Dr. Daniel Blum, Psychologist, was brought on board September 15, 2014. ▪ There is difficulty finding one individual to provide 15 hours of nursing and 15 hours of mental health. Easier to provide one or the other. ▪ J. Murphy was identified and approved to provide 15 hours of medical. 	
B) Classified Senate (Harding)	<p>S. Harding referred to her written report which has been attached to the minutes. The following are additional comments made:</p> <ul style="list-style-type: none"> ▪ McCray questioned why the MCCA is not pursuing a fundraiser providing healthy snacks if having a Professional Development activity in healthy habits. ▪ B. Drazen <u>volunteered to assist in the activities planned.</u> questioned why he was not contacted to assist in providing a workshop for the PD activity scheduled and volunteered to do so. 	
D) College (Ambriz-Galaviz)	<p>N. Ambriz-Galaviz shared the following:</p> <ul style="list-style-type: none"> ▪ Welcomed all to share their creativity and wisdom in developing an accreditation action plan for the upcoming fiscal year. ▪ She and governance survey volunteers agreed to meet after spring break to compile results. ▪ Recently attended the NorCal CEO conference in Yosemite, CA. The accreditation process was confirmed. Past reports will be reviewed and compared to recent report received by the team. The determination of how many years they go back will depend on the recommendations made. ▪ Solicited volunteers to serve on an Accreditation team to gain knowledge on the process. 	
VI. Committee Reports		
A) CBC (Willis)	L. Willis provided a written report which was shared and has been attached to the minutes.	
D) CDCPD (Drinnon)	J. Drinnon shared his written report which has been attached to the minutes. The following are additional comments:	

	<ul style="list-style-type: none"> ▪ If the committee is not governance, standing or sub then what are they? Must dictate what category they fall into <u>A member suggested that they fall into some category.</u> Historically and currently still a governance committee. ▪ S. Harding supported J. Drinnon in his efforts to advocate for completed and timely minutes as it is vital for accreditation. 	
B) CEMPC (Bugg)	E. Bugg provided a written report which was shared and has been attached to the minutes. E. Bugg highlighted that the report identifies itself as working towards one of its goals.	
C) CFC (Drazen)	B. Drazen shared his written report which has been attached to the minutes. Below are additional highlights not mentioned in the written report: <ul style="list-style-type: none"> ▪ Looking at alternatives in assigning a minute taker. ▪ Parking lot G is being added to the deferred maintenance list. 	
E) CIC (McCray)	A. McCray provided a written report which was shared and has been attached to the minutes. The following are additional highlights not included in the report: <ul style="list-style-type: none"> ▪ Not allowed to put content in the College Catalog that is not state approved. The State is mandating that colleges can only print/publish what has been approved. N. Ambriz-Galaviz shared that this is a problem state-wide. The State Chancellor has agreed to look into the matter. ▪ There is currently an eight month back-log. ▪ 80% of our 2015-17 College Catalog will be incorrect if printed in July. ▪ Stipends are being offered to those that wish to volunteer to assist on the CurricUNET META upgrade. 	
F) MTC (Zernicke)	M.L. Zernicke not present to report. No written report was provided.	
VII. Upcoming Events/Announcements		
<ul style="list-style-type: none"> • Cesar Chavez Holiday, 3/30/2015 • Cesar Chavez Celebration, 4/8/2015 • Annual Achievement Awards, 4/24/2015 • PTK Induction Ceremony, 5/1/2015 • MC Commencement Ceremony, 5/20/2015 	D. Hankins read the events listed on the agenda. The following are additional events announced: <ul style="list-style-type: none"> ▪ Peralta's African/African-American Graduation, Saturday, May 16, 2015, 11:00 a.m., North Oakland Baptist Church. ▪ MC Student Scholarship Awards Banquet, Thursday, May 14, 2015, 5:30 – 7:30 p.m., Student Lounge. ▪ Landscape Horticulture is hosting a Field Day on March 27, 2015 starting at 8:00 a.m. 	

	<ul style="list-style-type: none"> ▪ Art Department Showcase will occur this Friday, March 27, 2015 at the District Atrium. ▪ A. Trotter stated that she is going to suggest that the PDC look into providing a training opportunity on “how to take minutes and post in a timely manner”. 	
	Adjourned @ 5:10 p.m.	

SH
4/22/2015

Written Update to College Council for 3/25/2015 meeting

Committee: Academic Senate

Meeting Date: March 5, 2015 and March 19, 2015

Submitted by: Tae-Soon Park

Please reference below updates:

- The Academic Senate is building up faculty mentor/mentee list.
- The Academic Senate is having fundraising for Academic Senate Scholarships Fund.
- The Academic Senate Scholarships have been announced and the Scholarship application deadline is Friday, April 10, 2015.
- The Academic Senate Election will be held in March/April 2015.
Nomination period: 3/11/15 – 3/24/15, voting period: 4/8/15-4/21/15
- The Academic Senate passed a motion to conduct College Leadership Survey in April 2015.
- The Academic Senate passed a resolution regarding College Nurse position.
- I think the Academic Senate achieved about 50% of Academic Senate 2014-15 Goals.

Thank you.

Whereas Karen Bougae retired as Merritt College Nurse in June, 2010, and her position was left vacant, except one semester when Jon Murphy served as part-time college nurse; and

Whereas the PFT and PCCD signed a letter of agreement on October 4, 2011, requiring Merritt College, Laney College, and the College of Alameda to provide 30 hours per week of certified RN nursing services to students, and Merritt College was the only college that failed to comply; and

Whereas on December 23, 2014 the PFT and PCCD signed a MOU that superseded the 2011 letter of agreement and required Merritt, Laney, and the College of Alameda to provide 30 hours per week of certified RN nursing services *or* 30 hours per week of certified, licensed mental health services, *or* a combination of both adding up to 30 hours per week of student health services, and Merritt College was the only college that failed to comply; and

Whereas Merritt College hired an outside contractor to provide 15 hours of mental health services, instead of hiring a faculty member, as required by the MOU; and

Whereas Merritt College offered the mental health technician job to an unlicensed intern instead of a fully licensed professional, as required by the MOU; and

Whereas Merritt College tried to hire a new, never-before in Peralta employee who was not approved by livescan, instead of hiring a current or former Peralta employee who was in the system and already approved by livescan, thereby further delaying the providing of mandated student services until half the spring 2015 semester was over; and

Whereas on March 10, 2015 the PFT filed a grievance against Merritt College and the District for failure to implement the MOU and provide the mandated services by qualified and licensed faculty;

Therefore be it resolved that the Merritt College Faculty Senate hereby admonishes the Merritt College administration for its failure to act swiftly and competently in fulfilling its obligations under the letter of agreement and the MOU to provide Merritt's students with the vital health services they need.

Written Report to College Council
March 25, 2015

Committee: Merritt College Classified Senate (MCCS)

Meeting Date: March 25, 2015

Submitted by: Stefanie Harding

Please reference below updates:

- With the support of Merritt's Administrative Team, the Classified Senate will host a Professional Development Activity on Wednesday, April 1, 2015 highlighting healthy habits (i.e. Nutrition & Ergonomics).
- Eight (8) Senators have received approval to use PD funds to attend the Classified Leadership Institute being held June 4-6, 2015 in Tahoe, CA.
- Three (3) Classified Staff have been approved to attend a 4CS (California Community College Classified Staff) sponsored event this Friday, March 27, 2015 regarding Strategies for Advancing Your Career.
- Senators have gathered once again to work on assembling spring candy arrangements to be sold in support of classified professional development activities. Sale of these arrangements will begin tomorrow.
- At our March meeting, the senate approved revisions to our Election Code revising dates of our annual elections. Nominations for the election will now take place through the month of May with elections being held the first week of June. The purpose is to have the newly elected senators attend the last meeting of the fiscal year to assist in their momentum for the start of the next fiscal year.
- Meeting dates for the remainder of this fiscal year are as follows: 4/21/15, 5/19/15 and 6/16/15.



**Budget Committee Report to
Merritt College Council
Prepared By: Linnea N. Willis, Co-Chair
March 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 Several Times Since Last College Council Meeting, due to Accreditation Visit and also the need for Budget Approval**
- **Budget Committee Conducted Special Meeting on March 3, 2015**
 - Purpose of Meeting was to prepare for Accreditation Presentation and Meeting with Accreditation Team
 - Dr. Linnea Willis practiced Presentation and Committee gave feedback for edits to the powerpoint presentation
 - Budget Committee also given several handouts of important information to study and review for potential Accreditation questions, including but not limited to Standard III re Budget, Standard I re how budget incorporates into the planning process, a custom handout prepared by Dr. Linnea Willis to summarize important key points, Budget Committee Goals, Bylaws etc.
- **Budget Committee Did Presentation to Accreditation Team on March 10, 2015, and had scheduled meeting with Accreditation Team on March 11, 2015**
 - Budget Committee attended the CEMPC and Budget Committee presentations presented on Tuesday March 11, 2015 to the Accreditation Team
 - Dr. Linnea Willis prepared and presented the Budget Committee presentation
 - Dr. Dettie Del Rosario, Dr. Tae Soon Park, Nghiem Thai and several others from the Budget Committee participated in the presentation and fielded many questions – it was a true demonstration of team work
 - Dr. Del Rosario met separately with Standard III Accreditation Team Chair and provided several documents and information on March 10, 2015
 - The March 11, 2015 meeting with Budget Committee was cancelled by Accreditation Team because they already had the information needed from Budget Committee

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.

- **Budget Committee also met for regularly scheduled meeting on March 18, 2015**
 - Discussed Accreditation Visit and expressed appreciation to entire Budget Committee for substantive experience in several Accreditation Visit events/ meetings/forums
 - Main purpose of March 18, 2015 meeting was to approve the Budget
 - Budget Committee heard presentations from Division I Dean Dr. Tina Vasconcellos, Division II Dean Ahmad Mansur, Vice President of Instruction Dr. Elmer Bugg, Vice President of Student Services Dr. Arnulfo Cedillo
 - Budget Committee reviewed budget requests from Division I, Division II, Instruction, Student Services, Business Services, President etc. regarding Fund 1 and Fund 11 discretionary funds
 - Budget Committee also ensured that APU's/Program Reviews and Assessment supported the budget requests
 - Budget Committee passed unanimously a motion to recommend the budget as presented by all Vice Presidents, Deans and President, and to recommend that President Ambriz-Galaviz approve/adopt the Budget
 - Budget Committee also passed unanimously a motion that Student Services adopt the proposed recommendations for the use of Equity Funds by Division I and Division II
 - The Budget therefore is now being presented to College Council for review/recommendation to the President for approval/adoption



MERRITT COLLEGE



REPORT FROM CDCPD TO COLLEGE COUNCIL
(from the following meeting)
WEDNESDAY, MARCH 4, 2015
3:00 TO 5:00 PM – ROOM R23

THE CHAIR DOES NOT HAVE ACCESS TO THE MINUTES OF THE MEETING SO A REPORT IS VERY DIFFICULT TO PREPARE. FOLLOWING IS A PARTIAL REPORT

1. Chair Announcements (10 minutes, to 3:30)
 - 1.1. The council passed a motion to keep the CDCPD where it is on the governance structure, neither a standing, shared governance nor committee under the faculty senate.
 - 1.2. The CDCPD created goals workgroups to work on each goal and report back to the council at the April meeting. The idea is to brainstorm how the council can advance the goals and if they are not appropriate to report that back too.
 - 1.3. Problem with minutes: The chair reported that we are not being given the minutes in a timely manner from the office of instruction. He attempted to have the by-laws changed so that the minutes could be provided earlier so they could be distributed to the campus according to our by-laws and so that he would have a chance to edit them also according to the by-laws. No change was approved.
2. Executive Administrative Reports (15 minutes, to 3:45)
 - 2.1. President (President Ambriz-Galaviz)
 - 2.2. Student Services (Vice President Arnufio Cedillo)
 - 2.3. Business Services (Business Manager Dativa del Rosario)
3. Office of Instruction (Vice President Elmer Bugg) (15 minutes, to 4:00)
 - 3.1. FTES Update We are 90-120 FTES under target. The robo calls did not work. The OI is adding more sections in summer and fall in an attempt to reach the target.
4. Taskstream At a Glance Tutorial plus SLOAC Update (Jennifer Shanoski) (30 minutes, to 4:30)

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MERRITT COLLEGE

Office of the Vice President, Instruction



To: Merritt College Council

From: Dr. Elmer Bugg, Vice President, Instruction

cc: CEMPC

Date: March 25, 2015

Re: Updating Collegial Governance Handbook

REPORT FROM CEMPC

On March 10, 2015, CEMPC made a presentation on the college's planning processes to the ACCJC Visiting Team. Members of the committee were active in formatting the presentation and were available for comment at the presentation and for a committee interview with representatives from the Visiting Team later in the day.

CEMPC met again on March 11, 2015 from 3:00pm – 5:00pm for its regularly scheduled meeting. The agenda included a “first reading” of the draft for the proposed update of the Collegial Governance Handbook at Merritt. The committee had extensive discussion on the format for the document, philosophy, elements to be contained in the document, and tools for report out and improving communication and collaboration between and among governance committees as suggested by the Visiting Team. A “second reading” will be conducted on April 8, 2015. Following that reading, CEMPC expects to forward the draft to the Leadership Council for input and feedback and intends to forward a final revised edition to College Council, following its May 13, 2015 meeting, for action and recommendation to the College President.

Written Update to College Council for March, 25, 2015 Meeting

CFC/DFC Meeting Dates: Tuesday March 10, 2015 and Friday March 13, 2015.

Committee: Facilities

Submitted by: Brock Drazen

Please reference below updates:

- A visiting accreditation team member, Mr. Thomas Jones (History faculty at Imperial Valley College), sat in on the meeting as did a strong student contingent.
- DSPTS recognized that part of our Goal A this year included ADA compliance issues and followed up by filling the vacant position of Campus ADA Coordinator on the committee with Derrick Ross. (Goal A-Maintenance and Repair Process)
- The committee updated its website with this school year's goals and agenda/minutes from the last two years. There are some missing minutes. (Goal D-Communication)
- Justin Smith gave an update on the new building construction and fielded questions regarding completion and move in timing which appears will be coming in phases beginning in late July and extending into early fall. (Goal C-Physical Plant Excellence)
- The committee considered the suggestions brought up at the February College Council meeting regarding a strong and united front when raising the Parking Lot G issue at the district. The committee agreed to push the issue aggressively and then did so at the District Facilities meeting on 3/13/15. Dr. Ikharo has promised a written response to the concerns raised about funding the work and where student parking fees go. (Goal A-Maintenance and Repair Process)
- As raised in the last CFC update, the district facilities committee was seeking budget line funding in the BAM for deferred maintenance and appeared at the Planning and Budgeting Council (PBC) on February 27, 2015 to make the case. After much debate and the strong support of from those representing Merritt, the PBC voted to approve and recommend the funding to Chancellor Ortiz. This funding will help address the approximately 1.7 million dollars of deferred maintenance at Merritt alone (almost 6 million district-wide). Merritt CFC representatives have also asked that Parking Lot G be added to the deferred maintenance list. It was explained that it wasn't included because it was an active project (although unfunded). We were assured it would be added to the list. (Goal A-Maintenance and Repair Process)
- Merritt regularly has a strong presence on the district committee and is working to keep the lines of communication open with other committees and the Merritt campus community as a whole. (Goal D-Communication)
- At the DFC there was continued discussion of 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. Dr. Ikharo continues to carefully word his answers. Our CFC members pressed for clarity and Atheria Smith was assigned as a point person to address concerns with the planning process. The district intends to provide more detail on the process including a timeline so that new planning can take place in a structured way and with clarity for all parties involved.(Goal E-Planning)

Curriculum Committee Report for March 25, 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 had our first meeting for the “wrap-around” content for the new Merritt College Catalog.
3. CurricUNET META upgrade
 - Upgrade is scheduled to occur at the end of Spring 2015 semester. During the summer the system will need to be checked for successful migration of content and proper function of approval work flow.
 - We will need faculty volunteers to do the work mentioned above: to check migration of content is successful and to spot any problems in the upgrade our campus. A stipend will be available to faculty who participate. More details will come from the VPI of our campus (VPI Elmer Bugg) and from the Vice Chancellor of Ed Services (VC Mike Orkin).
 - To prepare for the migration of content, the current CurricUNET will be taken off-line (locked out) to users on APRIL 15, 2015. No new proposals will be entered in the system until after the upgrade to META.
 - Clean up CNET before the migration of content to CNET META: there are 209 proposals in CurricUNET that should not be migrated. These include 159 blank proposals. The rest were never submitted and no new changes have been made since August 2014. Department Chairs and Program Directors will have an opportunity to review these proposals (empty or not modified since 8/1/2014). We would like to delete those problem proposals before the upgrade.
 - The new CurricUNET META version will go “live” and available for faculty originators, and training will be scheduled for Flex week in August 2015.
 - After the migration and upgrade to CNET META, not-submitted or empty proposals will be cleared out on a yearly basis if there is no activity by faculty originators for more than a semester.
4. We reviewed and approved these course modifications during the CIC meetings 2/26 and 3/12/2015, and will send these to CIPD (District curriculum committee) for approval consideration:
 - CHDEV 248 OK (new course)
 - RLEST 250 (new course)
 - EMT 221 (reactivation with catalog changes)
 - LANHT 33A and 33B (course reactivation with catalog changes)
 - LANHT 18B and 18LB (course changes in catalog info)
 - AFRAM 39, AFRAM 41 (DE Addendum, information item to CIPD)
 - ANTHR 3, ANTHR 16 (DE Addendum, information item to CIPD)

- M/LAT 12 (DE Addendum, information item to CIPD)
5. The CIC reviewed and approved the following course deactivations and will send these to CIPD (District curriculum committee) for approval consideration:
- BIOSC 70
 - LANHT 32
 - LANHT 33
 - LANHT 29E
6. The CIC reviewed and approved these program or program changes and will send these to CIPD (District curriculum committee) for approval consideration:
- Anthropology AA-T (new program)
 - Intermediate Landscape Design and Construction CA (modification of course list and description)
 - Landscape Architecture AA (modification of core requirements course list)
 - Landscape Design and Construction Specialist AS (changed electives and description)
 - Landscape Design and Construction Specialist CA (changed course list and catalog description)
 - Nursery Management Specialist AS (changed course list and catalog description)
 - Permaculture Design CP (changed course list)
 - Paralegal Studies AA and CA– AUDIT correction to state inventory – State inventory had incorrect number of units