

MERRITT COLLEGE
Minutes of the College Council Meeting
March 22, 2017, 3:00 p.m., Room R29

Attendees: M. Rivas, A. McCray, R. Allen W. Karim, D. Hankins, S. Kessler, J. Lamb, L. Willis, A. Elliott, ML Zernicke, M.E. Burns (ex-officio), D. Del Rosario (ex-officio)

Absent: E. Ng-Chin, M. Perez, J. Saleh, A. Cedillo, S. Brown, A. Johnson

Guests:

Minute Taker: S. Harding

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
	Meeting called to order by L. Willis at 3:12 p.m. w/o quorum. Quorum obtained prior to voting.	
I. Agenda Review, Changes and Adoption	The following items were added to the agenda: <ul style="list-style-type: none"> • Spring Planning Summit • CCSSE Survey • SLOAC Update 	M/S/U (Elliott/McCray) to approve agenda with additions.
II. Review and Approval of Minutes: <ul style="list-style-type: none"> • February 22, 2017 	Noted corrections were identified.	M/S/U (Rivas/Elliott) to approve the February 22, 2017 meeting minutes with noted corrections to attendees, item III and CEMPC report.
III. Action Items/Presentations: <ul style="list-style-type: none"> • April CC Meeting Date • Accreditation Update • IEPI Update • Succession Planning • Governance Participation • College Planning Summit • CCSSE Survey • SLOAC 	Change to April CC Meeting Date: Date for submission of proposed FY 2017-18 College Budget not provided until late last week. Will need to re-align our committee dates to align with the Districts deadlines. In order for the CBC and Council to meet on April 19 th CEMPC will need to find alternate date and time. IEPI <ul style="list-style-type: none"> • IEPI broken up into several focus groups; Focus Area A, B, C and E. • Focus Area A working on increased training for APU's. • Focus Area E is currently working with an outside party to assist the college in reviewing the Governance Handbook for inconsistencies and asking for standard 	

	<p>templates to be created for our by-laws.</p> <ul style="list-style-type: none"> • Focus Area E is also in the process of creating training videos regarding governance. <p>CCSSE/SLOAC</p> <ul style="list-style-type: none"> • April is assessment month. Assessment week is planned for April 3-7, 2017. • College participating in CCSSE Survey. • Major push to have all department/courses assessed. • Need to integrate ILO assessment. • All CTE courses require 100% assessment completion. • Assessment plans have been entered into Taskstream but the ACCJC wants the assessment completed. • One outcome for every course being taught should be completely assessed by June 2017. <p>Accreditation</p> <ul style="list-style-type: none"> • AFR committee re-convened. Membership includes M. Kelly, N. Thai, M. Bull, D. Truong. J. Lamb asking for a member of SLOAC to participate on the AFR. AFR committee will only be active until the end of the fiscal year. • SLOAC assisting in the efforts to complete the work necessary. AFR tasked with writing the response and collecting the evidence. • First draft of our follow-up report due May 2017. Report will be small as we are only answering to one recommendation. • Report will need to go through the governance process and is due to the Commission October 2017. • Midterm report due March 2018. • President was thanked for her commitment and support. <p>Succession Planning</p> <ul style="list-style-type: none"> • IEPI Focus Area E asking for members of committees to be identified in advance of the Fall 2017 semester. • The focus area is also requesting to be a standing item on the CC agenda. • Committees should begin mapping out plans at least one year in advance. The CBC has already addressed this. 	
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	<ul style="list-style-type: none"> • Committing to a plan and identifying our leads will help support the efforts to sustain our practices. <p>Governance Participation</p> <ul style="list-style-type: none"> • Memberships of the various committees should be reviewed and possibly reduced in order to meet quorum. Items cannot be vetted if action cannot be taken. • The faculty/staff engagement survey ties into this topic. • Committee Chair training and standard templates are needed. • Senates should be responsible for ensuring that their representatives are attending committee meetings regularly. • It was questioned why alternates were not allowed. • Committees should be serving the campus for their intended purpose and should be woven into institutional effectiveness. • What's written should be practiced. What's practiced should be written. 	
IV. Presidential Updates		
A) College (Burns)	<p>The Alameda County Foodbank has been contracted with Merritt. Food delivery is made every second and fourth Friday of each month. The classroom closest to the gymnasium has been designated to this service. 200+ individuals were in attendance of their first visit. Vegetables, fruit and bread were provided.</p> <p>The Leadership Council has developed the Courageous Conversation series. Notes from the last conversation were distributed.</p>	
B) ASMC (Johnson)	No report provided.	
C) Academic Senate (Rivas)	M. Rivas asked that the Council refer to the written report provided which has been attached to the minutes.	
D) Classified Senate (Karim)	No report provided.	
V. Committee Reports		
A) CBC (Willis)	Binders with FY 2017-18 proposed budgets from each cost center manager are due to the committee on April 3, 2017 by 12 noon. Presentations will be heard on April 4 th with formal committee dialogue on April 5 th . The proposed College Budget will carry forward to the Council on April 19 th .	
C) CEMPC (Elliott)	A written report was provided and has been attached to the	

	minutes.	
D) CFC (Del Rosario)	Two groups attended the last meeting to propose work on the Five Year Master Plan. Effective March 1, 2017, State Law requires that all single stall restrooms need to have a gender neutral sign placed on the door. The District is already responding to this new law and is in the process of making new signs. Merritt College has a total of 19 single stall restrooms.	
F) MTC (Zernicke)	A written report was provided and has been attached to the minutes.	
VI. Upcoming Events/Announcements		
	Meeting adjourned.	

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4/25/2017