

MERRITT COLLEGE
Minutes of the College Council Meeting
September 23, 2015, 3:00 p.m., Room R23

Attendees: M. Rivas, R. Allen, S. Harding, N. Thai, D. Hankins, W. Karim, M. Sealund, A. Cedillo, T. Vasconcellos, M. Price, A. Johnson, A. McCray, L. Willis, B. Drazen, N. Ambriz-Galaviz, D. Del Rosario

Absent: A. Trotter, M.L. Zernicke

Guests: T. Park, T. Brice, R. Delia, R. Chamberlain, S. Knappenberger

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
	D. Hankins called the meeting to order at 3:06 p.m.	
I. Action Items/Presentations: <ul style="list-style-type: none"> • Election of Chair & Vice Chair • Accreditation Follow-Up Report • Recap of R23 Conversion • CC Goals • CC By-Laws • Updated By-Laws for Governance Handbook • Master Calendar 	<p>Election of Chair & Vice Chair M/S/P (Rivas/Sealund) to continue with current College Council Chair and Vice Chair until the review of the College Council by-laws which will include the roles and responsibilities of the chairs. S. Harding opposed.</p> <p>Accreditation Follow-Up Report A report was not provided. No discussion was held.</p> <p>Recap of R23 Conversion</p> <ul style="list-style-type: none"> ▪ Approximate cost to furnish R23 per the drawings shared is 10k. ▪ Facilities committee did not approve cost. ▪ What room will be used to accommodate College Council? ▪ What about the students request for a lounge? No space has been identified for them similar to the faculty and staff. <p>M/S/P (Willis/Chamberlain) to carry forward on the conversion of R23 into a faculty and staff lounge with identified cost and budget. M. Rivas, D. Hankins, B. Drazen, N. Thai abstained. M. Price and A. Johnson opposed.</p> <p>CC Goals M/S/U (Willis/Rivas) to have one or more Council members take on the challenge of addressing the College Council goals and aligning them with the by-laws. L. Willis, M. Rivas, B. Drazen volunteered.</p>	<p>M/S/P (Rivas/Sealund) to continue with current College Council Chair and Vice Chair until the review of the College Council by-laws which will include the roles and responsibilities of the chairs. S. Harding opposed.</p> <p>M/S/P (Willis/Chamberlain) to carry forward on the conversion of R23 into a faculty and staff lounge with identified cost and budget. M. Rivas, D. Hankins, B. Drazen, N. Thai abstained. M. Price and A. Johnson opposed.</p> <p>M/S/U (Willis/Rivas) to have one or more Council members take on the challenge of addressing the College Council goals and aligning them with</p>

	<p>CC By-Laws M/S/U (Sealund/Brice) to review College Council by-laws with respective constituency groups and discuss with leadership for approval of updated by-laws at the November meeting.</p> <p>Updated By-Laws for Governance Handbook Governance Handbook needs to be completed. In order to do so all committees must review their by-laws. It was questioned if CIC is governance or an advising body. Academic Senate to come back with a formal position on this question.</p> <p>Master Calendar</p> <ul style="list-style-type: none"> ▪ It was requested of the College President to develop a Master Calendar that reflects operation and governance. ▪ A calendar was developed based on what was submitted. ▪ Must identify software that can assist in simplifying the process in developing such a calendar. ▪ The college governance calendar was aligned with the Districts. ▪ S. Harding was acknowledged for putting this calendar together. 	<p>the by-laws. L. Willis, M. Rivas, B. Drazen volunteered.</p> <p>M/S/U (Sealund/Brice) to review College Council by-laws with respective constituency groups and discuss with leadership for approval of updated by-laws at the November meeting.</p>
II. Agenda Review, Changes and Adoption	No action was taken.	
III. Review and Approval of Minutes: • May 13, 2015	Minutes were not provided thus action was deferred until the October meeting.	
IV. Presidential Updates		
A) ASMC (Price)	<p>M. Price shared the following:</p> <ul style="list-style-type: none"> ▪ High amount of participation during Welcome Week and Latino Heritage Month. ▪ Activities have been planned for the upcoming Black Panther Party Month. ▪ Funds were raised to assist M. Price in her travels to Washington D.C. to attend the Congressional Black Caucus with other Student Body Presidents from our sister colleges and Peralta's Student Trustees. 	
C) Academic Senate (Rivas)	M. Rivas shared that the Senate established their goals.	
B) Classified Senate (Harding)	S. Harding referred to her written report which has been attached to the minutes.	
D) College (Ambriz-Galaviz)	<p>N. Ambriz-Galaviz highlighted the following:</p> <p>College Educational Master Plan</p> <ul style="list-style-type: none"> ▪ Contingent upon what the District is doing. 	

	<p>One-Time Fund Allocation</p> <ul style="list-style-type: none"> ▪ \$567k provided to the college using Fund 02 for growth. ▪ Funds were provided during the month of July and have been used based on institutional needs requested. ▪ Breakdown of allocation provided. Some still pending. ▪ Funds will be exhausted and or allocated by the end of October. ▪ It was brought to the President’s attention that no process was created for establishment of these allocations. ▪ Identified Facilities and Technology costs were provided with a line item this year from the overall District budget. <p>IEPI-PRT Visit</p> <ul style="list-style-type: none"> ▪ Visit is scheduled for Wednesday, October 28, 2015. ▪ Letter was shared identifying focus areas. ▪ An additional handout was provided highlighting the process and expectations of the visit. ▪ Meetings/Interviews will be arranged between the hours of 9a – 5p with members of each constituency group and governance committees. <p>AB86</p> <ul style="list-style-type: none"> ▪ Need CTE programs to respond to Deans. 	
V. Committee Reports	All committee reports were tabled in the interest of time.	
A) CBC (Willis)	<p>Program Review process needs to be aligned with Budget Development. Requested to add an addendum as an appendix item. It was suggested to discuss further at the department chair meeting with the Deans.</p> <p>A written report was provided and has been attached to the minutes.</p>	
D) CDCPD (Vacant)		
B) CEMPC (Chamberlain)		
C) CFC (Drazen)		
E) CIC (McCray)	A written report was provided and has been attached to the minutes.	
F) MTC (Zernicke)	A written report was provided and has been attached to the minutes.	
VII. Upcoming Events/Announcements		
<ul style="list-style-type: none"> • Latino Heritage, 10/30/2015 • Africana Center Opening, 10/30/2015 	D. Hankins read the events listed on the agenda.	
	Adjourned @ 5:10 p.m.	

SH
11/18/2015

Written Report to College Council
September 23, 2015

Committee: Merritt College Classified Senate (MCCS)
Submitted by: Stefanie Harding

Please reference below updates:

- Eight of our Senators attended the CLI Conference from June 4-6 using Professional Development funds. A teach back workshop was given by the eight senators who attended on the Colleges Flex Day.
- Our election of new officers took place in June. Below are the MC Classified Senators for the 2015-16 academic year:
 - Stefanie Harding, President
 - Nghiem Thai, Vice President
 - Denise Woodward, Secretary
 - Maria Perez, Recorder
 - Ron Perez, PIO
 - Charlotte Victorian, Treasurer
 - Jamila Saleh, Senator
 - Kinga Sidzinska, Senator
 - Waaduda Karim, Senator
- A third edition of the “Classified Voice” newsletter is currently being drafted.
- Goals were established at our last MCCS meeting. Attached are the MCCS goals for the 2015-16 academic year.
- All Classified committee appointments have been made. Below is a current listing of appointments:
 - College Council (CC):** (5 appointments) Stefanie Harding, Nghiem Thai, Waaduda Karim, Denise Woodward, Doris Hankins
 - College Educational Master Planning Committee (CEMPC):** (3 appointments) Stefanie Harding, Molly Sealund, Maril Bull
 - College Budget Committee (CBC):** (4 appointments) Charlotte Victorian, Denise Woodward, Kinga Sidzinska, Maria Perez
 - College Facilities Committee (CFC):** (2 appointments) Molly Sealund, Timothy Brice
 - Merritt Technology Committee (MTC):** (3 appointments) Ron Perez, Tony, Hampton, Walter Johnson
 - Health & Safety Committee:** (3 appointments) Waaduda Karim, Lee Peevy, Robert Smith
 - Professional Development Committee (PDC):** (3 appointments) Nghiem Thai, Margie Rubio, Maria Spencer
 - SSSP/Equity Committee:** Jamila Saleh, Margie Rubio
 - District Facilities Committee (DFC):** (1 campus appointment) Ron Perez
 - District Technology Committee (DTC):** no campus committee appointment required
 - District Education Committee (DEC):** (1 campus appointment) Doris Hankins
 - Planning and Budgeting Council (PBC):** (1 campus appointment) Stefanie Harding



**Budget Committee Report to
Merritt College Council
Prepared By: Linnea N. Willis, Co-Chair
September 16, 2015
3:00 p.m. – 5:00 p.m.**

College Budget
Committee Members

Brice, Timothy
Cedillo, Arnulfo
Del Rosario, Dettie
Ilarde, Tanya
Lawson, Daniel
McLean, Carlos
Park, Tae-Soon
Perez, Maria
Rivas, Mario
Sidzinska, Kinga
Victorian, Charlotte
Willis, Linnea
Woodward, Denise
ASMC Student Rep

- **Budget Committee Met September 16, 2015 from 3-5 p.m.**
- **Budget Committee Also Had Very Productive Budget Committee Retreat June 1, 2015**
- **Retreat Summary**
 - Discussed Positives and Negatives for 2014-2015 Fiscal Year
 - o Created Budget Committee Flow Chart
 - o Had Great Presentation to Accreditation Team
 - o Did much better job incorporating APU's, SLO's, Assessment etc. into the budgeting process
 - o Need to do better job of integrating planning and budgeting (see below)
 - Set Goals and Timelines for FY 2014-2015 so that the Budget Planning Process Begins Earlier With Program Review
- **Accreditation**
 - Dr. Audrey Trotter gave a report on Accreditation Follow Up Report status
 - Budget Committee asked how can we be involved in addressing issues relating to budget and integrated planning/resource allocation
 - Dr. Trotter informed committee Budget Committee will be assisting in addressing Recommendations 3, 4 and 6 – biggest two are 3 and 4
 - Dr. Trotter also stated that a Task Force is recommended to President to address integrated budget and resource allocation issues and clean them up
 - Budget Committee informed Dr. Trotter and President that Budget Committee already came up with portion of plan to better integrate planning and budget allocation
 - Budget Committee willing to assist in whatever way necessary
- **Election of Co-Chair**
 - Dr. Linnea N. Willis re-elected as Co-Chair by unanimous vote

- **Discussion re Integrated Planning and Budgeting Discussed at June Budget Retreat**
 - Budget Committee worked very hard with respect to incorporating Program Reviews, APU's, SLO's/Assessment, and to tie these to resource allocation
 - Budget Committee discussed what can do better this year
 - Dr. Del Rosario created a Budget Procedure Handbook which the Budget Committee will update this year – including all of our procedures for the budgeting process

- **Budget Overview for FY 2015-2016**
 - Overall Budget for this year increased to approximately \$20 million from \$17.2 million
 - Dr. Del Rosario discovered that approximately \$990,000 has not been loaded yet and she is following up on that with the District
 - Budget Committee will have standing agenda item re Budget Status, additional funds and how funds are being used

- **Reviewed Program Review Templates to Determine That an Additional Addendum is Needed for FY 2015-2016 In Order to Better Integrate Planning and Resource Allocation in the Program Review Process**
 - Accreditation Recommendations 3 and 4 from Accreditation Team recommend that the College have better planning processes to show linkages between planning, program review, SLO/Assessment and resource allocation
 - Budget Committee discussed at Retreat that we need resource allocation/budget addendums in the Program Review documents
 - There are Resource allocation documents in the Program Review documents, but they more relate to a “wish list” prioritization and justification and not to recurring normal expenses
 - **Therefore Budget Committee recommends Addendum A2 to be added to Program Review** – so that persons are analyzing their current/existing/ongoing budgetary needs in addition to their wish list at the same time as doing Program Review

- Discussion re Meeting Schedule for This Year (see chart)

Tentative Budget Committee Meeting Dates	
September 16, 2015	3:00pm – 5:00pm
October 14, 2015	3:00pm – 5:00pm
November 18, 2015	3:00pm – 5:00pm
December 9, 2015	1:00pm – 3:00pm
January 27, 2016	1:00pm – 3:00pm
February 17, 2016	3:00pm – 5:00pm
March 16, 2016	3:00pm – 5:00pm
April 13, 2016	3:00pm – 5:00pm
May, 18, 2016	1:00pm – 3:00pm

Written Update to College Council

Meeting Date: 9/23/2015

Committee: Curriculum and Instructional Council (CIC)

Submitted by: Arja McCray

Please reference below updates:

- Our first meeting of the semester was held September 10. During this meeting it was our intention to discuss, review, revise/reaffirm our committee goals, to strengthen our committee membership (replace lost members), and verify our place within the campus governance/academic senate structure. Due to a combination of absences and the loss of two members, the committee did not reach quorum. We had informal discussion during our meeting, and to avoid impacting course and program proposals, we carried out formal electronic votes via email among all voting members. We electronically approved by consensus the following items and presented these to CIPD:
 - 1) CIS 6 Course reactivation w/DE Addendum and Non-Catalog changes
 - 2) COPED 469 Course changes in Catalog Info
 - 3) CHDEV 248OK DE Addendum
 - 4) MUSIC 10 DE Addendum w/non-catalog changes
 - 5) ANTHRO AAT Corrections
 - 6) BAY AREA MASTER NATURALIST Modification
 - 7) 107 course deactivations –these deactivations were primarily for courses that no longer exist on campus but for whatever reason have still be active in the scheduling system.
 - 8) Deactivation of 6 programs that have not been in the catalog since at least 2009-11, no institutional memory of these programs, they are not on counseling or A&R advising sheets, and some courses in these program are no longer in existence.
 - o Environmental Design and Energy Technology AS;
 - o Environmental Design and Energy Technology CA;
 - o Environmental Hazardous Materials Technology AS;
 - o Environmental Hazardous Materials Technology CA;
 - o Environmental Management and Restoration Technology AS; and
 - o Environmental Management and Restoration Technology CA
- Curriculum committee needs more members. We struggle to reach quorum (5 members must be present, but we only have 6 voting members at the moment). By-laws state the ASMC appointee can only vote after serving one semester – and two brand new students were assigned this semester so they cannot vote. We would like to see broad participation from faculty of various disciplines, at least two additional members. One suggestion for sustainability in membership is to recommend that tenure review committees encourage new faculty hires to serve at least once in a three-year period on the CIC.

Written Update to College Council

Meeting Date: September 10 , 2015

Committee: Merritt Technology Committee

Submitted by: Mary Louise Zernicke

The committee had their first meeting of the academic year and created draft goals and outcomes for 2015-16. We will finalize our goals at our October meeting.

Turnitin was discussed. Alexis Alexander is "keeping" the product and offering trainings for faculty.

The committee requested a budget code for technology last year, especially since the district is anxious to know technology costs at the colleges and this is their directive to reach that goal. It appears that the budget code has not yet been created.

The VOIP upgrade has been postponed indefinitely. At the district meeting on Friday Sept 11, Tech VP Calvin Matlock explained that the district has issues with the company hired to assist with the installation and until those problems are resolved all the VOIP installations are postponed.

The committee was congratulated by chair Mary Louise Zernicke for the nice review of our group and technology at Merritt in the accreditation report.

The new Program Reviews include questions about technology needs. The committee would like to know how to ensure that those requests are compiled so need can be properly assessed.

At the district meeting, Calvin distributed a list of current IT projects in progress. The focus is currently on the classroom scheduling, emergency notification system, and the Time Labor and Absence management modules. The early alert system started this fall. Web based email is on hold.