

MERRITT COLLEGE
College Council Minutes
Wednesday, April 25, 2018
3:00 PM – 4:30 P M, Room R-29

Present: Mario Rivas, Arja McCray, Brock Drazen, Doris Hankins, Samantha Kessler, Jeffrey Lamb, Christine Hernandez, Ann Elliott, Syed Hussain, Marie-Elaine Burns, Frances Moy

Absent: Rose Allen, Waaduda Karim, Molly Sealund, Margie Rubio, Iris Martin, Dettie Del Rosario, Linnea Willis, Timothy Hackett

Guests: Nghiem Thai, Rick Ramos

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
Agenda Review, Changes, and Adoption	Agenda reviewed. Agenda item H: Student Success and Equity Committee Bylaws added to agenda. Agenda accepted.	
Review and Approval of Minutes	March 21 minutes reviewed. Minutes accepted.	
Action Items / Presentations / Discussion Items	<p>D.E. Support Succession Plan Rivas shared the following announcements:</p> <ul style="list-style-type: none"> • VPI sent out an announcement on April 9, 2018 seeking a new Distance Education Coordinator. • Dean Hussain is now the chair of the committee • There will be a Canvas training in May and another in the summer, the goal is to get all faculty trained on Canvas. <p>Summer/Fall Class Schedule The 2018 Summer/Fall Class Schedule was provided along with notes from Susan May (who helped develop the schedule along with Jane Fong). Lamb shared that this was the first time Merritt produced its own Class Schedule, and asked for thoughts and ideas on how to improve the technical</p>	<p>1. Discuss class schedules within Academic Senate and CDCPD.</p>

components of the timeline between the creation of the class schedules and the printing of the schedules.

McCray suggested to “list faculty names along with course instead of STAFF...the hiring timeline affects students enrollment and without a professor’s name attached to the course students are deterred from taking the course.” Lamb suggested faculty urge their deans early on to begin the hiring process due to the lengthy HR process so that names are in on time for schedule printing.

Rivas stated this needs to be an agenda item in Academic Senate, CDCPD, and College Council. Burns stated that Lamb inspired the cover of the next class schedule with his phrase “You can see your future from here”.

President Updates re: IE Division phase-in, IT succession, support for OER

On the IE Division phase-in: Burns has reviewed the possible structure and proposed staffing and supports the creation of this office. The proposed amount for the office is \$484,810, but there is currently not enough to fund it. Between grants and fund 01, there is currently \$430,000 available – this might change based on conversations with the District. Until the office is finalized, the President’s Office will offer clerical support. Burns said the IE Office will be presented to the District. Lamb stated that the office is currently being built on “soft money” so the College needs to continue to fund it. Resources have been identified that will last 1.5 - 2 years and we’ll need to continuously ask for resources once those are depleted. The goal is to institutionalize the office in fund 01. Thai stated that there needs to be more discussion about this office with all constituents. Kessler stated that she was able to provide input to VC Cole and the totality of what’s being asked for from the current people in these positions. These positions have brought this to Chancellor and College Presidents as an information item so they’re aware of the need of this office. Hankins asked how this office ties into the classified hiring prioritization list. Burns stated that she makes the final decision and she hasn’t had a chance to review the list yet. Lamb

	<p>asked where does the IE division phase-in go after this conversation and how do they get more money. Rivas replied that the Participatory Governance Committees need to motion to make recommendations to the Chancellor to ask the District to make this a District-wide issue.</p> <p>On the IT succession: Burns reported that the VPI, Tony, and Patricia are all meeting to get Simon Chan to expand his duties to assist with AV assignments only so Tony’s time can be freed for bigger projects. They’re currently trying to figure out how to get smaller IT jobs completed. They’re currently looking for two more staff members. Simon Chan is a department network specialist, and his job description doesn’t tie him to one department so with all the skills he has he will help the campus. All IT requests will still go to MerrittIT@peralta.edu. VPI Lamb has set aside funding so that IT has purchasing power. Two of the four positions on the hiring list were for IT positions, so they’re actively trying to fill those as soon as possible. Lamb is curious as to how the classified hiring list was created, Burns said she will ask Waaduda about it.</p> <p>On support for the OER: Burns is very supportive and wants to continue it but has to find the money. Once funding is identified, she will provide an update to College Council. Lamb asked for a breakdown of courses that can use OER books – it’ll help identify funding. Rivas stated that he will develop a report of courses that use the textbooks for VPI, and will speak with ASMC about presenting this to the Board of Trustees.</p> <p>Strategic Planning Summit Burns shared that the Summit was held on March 13, 2018 and notes were sent out. There will be a follow up session on April 27, in P-307 from 12:30 PM – 4:30 PM. The summit taskforce is working on how to get S.M.A.R.T. goals; determining a direction on how to move forward; and setting a Fall date now to check in and asses Merritt’s status on accomplishing goals. There is a need for increased faculty participation. Deans need to participate and encourage their faculty to participate.</p>	<ol style="list-style-type: none"> 1. Burns will meet with Waaduda to see how the classified hiring list was created. 2. Rivas will generate a report of OER textbook courses for VPI 3. Rivas will ask ASMC to present OER to the Board of Trustees for support
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Courageous Conversations

Handout of notes from April 11 Courageous Conversations provided and summarized. Burns shared that Courageous Conversations still happens once a month, and more people are coming but she's hopeful that the attendance will increase. Rivas sends out notes to keep the campus community informed on what happens at each session. On April 11, the Courageous Conversation was on communication and how to effectively talk and work with each other. Wafa Ali and Lilia Chavez developed a survey monkey to see what can be done to improve courageous conversations. Burns wants to establish focus groups with faculty and eventually students, the leadership council will follow up. Burns is considering holding a courageous conversation during Fall 2018 Flex Day.

Guided Pathways

Thai provided a handout on the Principles of Guided Pathways. There is a group that meets regularly to establish Guided Pathways on campus. Thai created four pillars of Guided Pathways. Rivas conducted an activity where he asked College Council members for the different components of each pillar and what College department is responsible for that pillar. Hernandez stated everyone on campus plays a role in all four pillars to keep students engaged and let them know we want them here. In an effort to keep students here, two Super Saturdays are being planned right now with hands-on workshops and orientations, multi-lingual services, and pertinent information. The dates will also be moved to earlier than August. McCray stated that more inter-departmental and inter-campus communication needs to happen. Rivas said the Guided Pathways need a coordinator among all the colleges.

Independent Contractors/Consultants

Presenter absent. No information provided.

	<p>Student Success and Equity Committee Bylaws Handout provided with Student Success and Equity Committee Bylaws. Hernandez shared that the Student Success and Equity Committee recently reviewed its bylaws and revised them and added new bylaws. They want the campus to know they are newly structured, and they want it to start in the Fall with structure.</p>	<p>1. Add to the May 16 College Council agenda.</p>
<p>Presidential Updates</p>	<p>College (Burns) Burns shared the following updates:</p> <ul style="list-style-type: none"> • There will be an active shooter training on May 4 or May 11. Risk management is bringing people in. She will communicate it with the campus. Depending on cost, there might be one now and one in the Fall. <ul style="list-style-type: none"> ○ Thai suggested to record the training and send out a summary regarding it and present it at Fall Flex Day • The District is going out for a bond after surveying the community and receiving support for the bond. • There is a new letterhead template for Merritt College she would like everyone to use. • A committee is needed for the search for a VPI and Business Officer. <ul style="list-style-type: none"> ○ Moy would like to sit on Business Officer committee ○ Kessler would like to sit on VPI committee 	
<p>Committee Reports</p>	<p>College Budget Committee No report provided.</p> <p>CEMPC No report provided.</p> <p>College Facilities Committee No report provided.</p> <p>Technology Committee No report provided.</p>	

Upcoming Events	No events shared	
	Meeting adjourned at 4:38 pm.	