

MERRITT COLLEGE
College Council Minutes
Wednesday, May 16, 2018
3:00 PM – 4:30 P M, Room R-29

Present: Mario Rivas, Brock Drazen, Rose Allen, Waaduda Karim, Molly Sealund, Doris Hankins, Samantha Kessler, Jeffrey Lamb, Christine Hernandez, Syed Hussain, Ya’Mese Johnson, Marie-Elaine Burns

Absent: Arja McCray, Margie Rubio, Dettie Del Rosario, Linnea Willis, Timothy Hackett, Frances Moy

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
Agenda Review, Changes, and Adoption	Meeting called to order at 3:15 p.m. Agenda reviewed and approved.	
Review and Approval of Minutes	Minutes reviewed. Thai noted that he did not create the four guided pathways pillars, he just shared them. Minutes approved.	1. Christian will make the appropriate change in 4/25 minutes.
Action Items / Presentations / Discussion Items	College Wide Communication System Handout provided. Rivas stated that the President met with the Academic Senate regarding concerns about lack of communication regarding announcing faculty positions to the campus. The President gladly agreed to try and change this. The proposed communication system will have an alphabetized list of the key functions on campus and will constantly be updated with current information. The logistics and details must still be worked out. It needs to be determined who will be responsible for the system, and how to verify the documents being uploaded to the system. This was brought to College Council for thoughts and ideas. Concerns were raised regarding the details of the system. Much of the information on the list is already on the Merritt website. User-driven input is a better approach, instead of having one person keep this information going. Thai suggested the	1. Rivas will take this to the Academic Senate. The respective leaders of Classified Senate and ASMC will take this to their members and gather suggestions. 2. Add College Wide Communication System to the first College Council Fall agenda

	<p>President provide updates on the topics provided on the handout in her newsletter, and Burns agreed to this use it as a guide for her newsletter. Drazen raised concerns regarding the amount of resources to keep this system running. The recommendation was made to take the idea of the communication system to Academic Senate, Classified Senate, and ASMC and gather suggestions/comments from the members.</p> <p>Independent Contractors and Consultants</p> <p>Karim shared that there have been situations where Merritt has hired ICC's and they've had classified hourlies and student workers perform work for them while getting paid out of Merritt funds. She shared that there has been one contractor that has been hired since 2012, and after three years the position should have become a classified position. A lot of classified members have been complaining to her regarding this issue, and she met with the President regarding this topic. The specific issue is the money being spent on ICC's should be going to classified positions. For example, there are only two custodians in the S-Building, but there is a need for at least two more.</p> <p>Burns stated that the particular contractor's contract Karim is referring to allowed them to work with staff in completing their assignment and he had access to outside resources to complete the work. The District reviewed and approved this contract, so it was vetted through the necessary process. The biggest problem Burns is aware of that the District has with Merritt is the amount of hourlies. It's hard to fund full-time positions with benefits. This problem was brought up in the 5/16 Managers Meeting, but Dr. Burns will continue to look into solving this.</p> <p>Karim stated that the ICC bid without needing to go to the Board of Trustees is \$24,960, and the following semester an addendum is submitted and more money is added. The ICC should begin with the original intended amount so that it can be discussed at the District.</p>	<ol style="list-style-type: none"> 1. Leadership council will discuss ICC's in depth.
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	<p>Lamb shared that ICC’s can be placed on the Board for \$24,960 and if you extend it they do catch it and return it. He also shared that he’s had ICC’s that require the support and to work with staff and faculty and it is allowable. He stated that in order to fund a full time position, it might mean that there are fewer people to do the work that we need multiple people in the area to do. There are not enough resources to keep one person full time, the District’s finances are currently on a down-swing.</p> <p>Hankins shared that this is a sensitive issue to classified staff because there was once a full time position that was replaced with the ICC. This might be something for the union to discuss. Burns said that leadership is currently discussing hiring full-time permanent “floaters” that fill in from various departments.</p> <p>Student Success and Equity Committee By-laws Handout provided. Hernandez shared that the committee went through the previous version of the bylaws and updated them line by line. This committee is listed as a subcommittee in PGH. Lamb agreed to adopt them, but with the following amendments:</p> <ul style="list-style-type: none"> • “and makes reports to Academic Senate after College Council” • “Five (5) faculty, three (3) from BS/ESL, DE, CTE and two (2) from SAS and SSSP” • Appointment and election of chairs, one (1) administrative appointee by the President and one elected out of five (5) chairs, and appointed in the Spring” <p>Motion to approve the amendments; amendments approved. Motion to approve the bylaws with amendments; motion approved.</p> <p>Merritt College 2018 Strategic Goals Handout provided. VPI Lamb shared:</p>	<ol style="list-style-type: none"> 1. Rivas and Christian will work to update PGH with new bylaws.
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	<ul style="list-style-type: none"> • Merritt held a Strategic Summit on 3/23/18 and a follow up session on 4/27/18 that led to the creation of the five new goals for Merritt that are aligned with the Chancellors goals. • Institutional Effectiveness Committee met on 5/16 and planned meeting dates for the summer to discuss the plan to monitor the goals <p>Thai made a recommendation to change the fourth goal to have nine (9) units of CTE since 20% of College funding will be based on the results. Kessler stated that no matter the metric used, if we make this change it will take away from our employment goal. Burns asked how to measure goal number five (5), and Kessler stated that retention and course completion is used to measure it. Kessler made the recommendation that the Institutional Effectiveness Committee clarify goals number four (4) and five (5) and bring it back to College Council in the Fall.</p> <ul style="list-style-type: none"> • Motion to approve goals; goals approved. <p>IE Committee Purpose and Charge Handout provided. Rivas shared the following updates:</p> <ul style="list-style-type: none"> • CEMPC will be changing their name to IEC • Updates in charges and membership <p>Motion to approve by-laws; by-laws approved.</p>	<ol style="list-style-type: none"> 1. Rivas and Christian will work to update PGH with new bylaws. 2. Rivas will edit the presentation of bylaws to make them look cleaner.
<p>Presidential Updates</p>	<p>College Burns shared:</p> <ul style="list-style-type: none"> • There was an active shooter training held on 5/11/18 in P-307. There were two sessions, 9:30 AM – 1:30 AM and 1:00 PM – 3:00 PM. 	

	<ul style="list-style-type: none"> • There are several commencement ceremonies, please find the list online and attend as many sessions as possible to support students. • Chancellor has asked all Presidents to sit on commissions to work on streamlining processes and procedures within the District. They're working to make changes and she will provide updates as soon as possible • IT - Finance is down right now, but new OnePeralta system finance system will be up on 5/21/18 <p>ASMC New President Ya'Mese Johnson was present and looks forward to sharing updates in the Fall.</p> <p>Academic Senate Rivas shared:</p> <ul style="list-style-type: none"> • President Burns met with Academic Senate, One problem is lack of surrounding information regarding faculty hiring at Merritt. • M-LAT position was blocked at the District in Finance • AFRAM position is in motion • Counseling position is at the District • A.S. is planning a leadership event in the Fall <p>VPI Lamb made the suggestion to approve these earlier in the year so the process moves faster.</p> <p>Classified Senate Karim shared:</p> <ul style="list-style-type: none"> • C.S. met on 5/15 to discuss elections. There was a hiccup in elections and newly elected will be appointed in July instead of June. 	
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Committee Reports	College Budget Committee Written report provided. Daniel Lawson is now the co-chair. CEMPC CFC Technology Committee Written report provided.	
Upcoming Events	ASMC Ceremony on 5/16/18; African American Graduation on 5/19/18; and Merritt Commencement Ceremony on 5/23/2018. Burns has an account with the bookstore for any students in need of a cap and gown. VPI thanked Mario and Doris for their excellent service as chairs of College Council. President thanked Brandon Christian for taking minutes. Hankins thanked VPI for his membership and engagement and wished him good luck on his new journey.	
	Meeting adjourned at 4:33 pm.	

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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.