

Merritt College Academic Senate APPROVED Meeting Minutes

October 15, 2020

12:30 – 2:30 p.m.

Zoom Link: <https://cccconfer.zoom.us/j/95512190315>

MEMBERS:

VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)			
x	Thomas Renbarger, President	x	Ronald Moss
x	Daniel Lawson, Vice President	x	Frances Moy
x	Nghiem Thai, Treasurer	x	Jennifer Yates
x	Mary Ciddio, Recording Secretary, DAS Rep	x	Heather Casale
x	Anthony Powell	x	Derrick Ross
x	Stephanie de Vito, Senator	x	Francis Howard (PT)
	Jennifer Briffa, CE Liaison	x	Lowell Bennett (PT)
NON-VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)			
x	Dr. Chriss Foster		
X	Dr. Lilia Chavez		
X	Jamila Saleh		

GUESTS:

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call to Order	Called to order at 12:33 p.m.	
II. Agenda, Review, Changes and Adoption – 2 minutes	Agenda Reviewed Extend meeting to 2:30? Issue regarding time length of the meeting will be addressed at next meeting. For today there was	Chair – Email to merrittgovdocs@peralta.edu

	<p>agreement for a 2 hour meeting while we currently have set the time for 1.5 hours. No objections Motion carried</p> <p>Discussion on reduction of meeting time if all submitted their reports in advance. Mary offered to make a simple format for use. Recommendation made to check with Stephanie Harding on a format she uses.</p>	<p>Moved by Renbarger, Seconded by Moy Motion Carried/no objections</p> <p>Mary will email S. Harding on format.</p>
<p>III. Approval of Minutes (5 minutes)10/1/2020</p>	<p>Minutes approval. Moved by Lawson, Seconded by DeVito Review of Minutes for October 1 and October 6 – More discussion led to decision to table till next meeting.</p>	<p>Chair – Email to merrittgovdocs@peralta.edu Moved by Lawson, Seconded by DeVito – with discussion Tabled till next meeting.</p>
<p>IV. Action Items/ Presentations</p>		
<p>a. Equity:</p>	<p>VPSS Chavez and Dean Webb on SEA – 20 min. Discussion on allocation of budget. SEA Committee, led by Dr. Webb. Does SEA have bylaws? Last updated 2010. 2019 last SEA fund expenses – salaries and benefits. Discussion on Whose responsibility is SEA. Not just Student services but the whole college. 2018 approved Bylaws by the committee. Noted as having been recorded.</p> <p>Salaries and Benefits being paid for out of the SEA funds. How do we get these positions on Fund 1?</p>	

	<p>Some positions may sunset. Positions created and funded by SEA. Programs will be able to do more with more SEA funding. Next SEA committee meeting 11/12/2020.</p> <p>Recommended that the Bylaws as accepted in 2018. Be revised by Dr. Webb and Dr. Chavez.</p> <p>Appropriate allocation needs to take place in order to have our student programs need to be funded.</p> <p>Dr. Webb will review and discuss with Dr. Chavez and get back to Tom to discuss.</p>	
<p>b. Accreditation:</p>	<p>Approval of Draft Version of ISER – 20 min. Still a work in process. All have received the draft. Stephanie covered for Standard IV Recommendation for assignment of specific task to add relevant information into the ISER document. Concrete tasks will be further discussed on Flex Day – widespread contribution is needed for “our” report!</p> <p>Motion acknowledges receipt of ISER draft and faculty have discussed assignment of specific tasks. More to be discussed on Flex Day.</p> <p>Faculty Handbook is being worked on and we will see it coming on November 5 meeting.</p>	<p>Moved by Dan and Seconded by Mary</p>
<p>V. Standing Items – 45 Min.</p>		

<p>a. Reports from Officers (10 min.)</p>	<p>President - report Vice President, - report Treasurer – Went to bank – with Mary – not able to get him on as a signer. Recording Secretary – will do format for meeting reports and send to all senators for approval. Corresponding Secretary – no report</p>	<p>Proposed Format done and forwarded to MCAS for review and comments. Tom agreed to go to the bank with Nghiem to get him signed up on the Merritt College Faculty Senate Account.</p>
<p>b. Reports from Committees (10 min.)</p>	<p>Curriculum – filed report CDCPD – faculty prioritization rubric – revise process for next year. CBC – no report CFC – through end of school year facilities and health and safety committees have merged. IEC – Discussion on Mission Statement. Presentation on Flex Day and update Educational Master Plan. MTC – Website improvement, contract signed. 13 weeks for completion. Zoom Options for assistance via IT- soliciting input on what could help you work better. Working with IT, District, etc. Discussed and reviewed tech resources. DE - - no report CE - - need new liaison – Jennifer having health issues. Bylaws being worked on.</p> <p>GP Faculty Lead – has been posted. 0.4 release. Curriculum approved 8 areas of interest – will be before the next senate meeting.</p>	
<p>VI. New Business (35 Min.)</p>		

<p>a. Annual Program Update and HR Prioritization – 10 min.</p>	<p>VP Administrative Services – business and facilities Discussion on what will more administrators provide us or would it be better to hire more technicians. Support from Frances – Ron Moss - Is a dean of Enrollment Needed? How can we improve the needs of the College. Be transparent. What is causing the enrollment drop? Website update will help? Do we hire more administrators or more technicians? Communication of available positions.</p> <p>Faculty and Classified have the prioritization process there should be a similar process for administration. We can voice our concerns to impact the hiring. Frances recommends having the president come to our next meeting.</p>	<p>Invite Dr. Johnson to come to next meeting. Identify specific questions for the president. What other positions are in the pipeline What is the need?</p>
<p>b. AP 4105 Requirements (10 Min.)</p>	<p>PFT filed a grievance on documenting the experience and course work needed to teach a class. ? resolution. Discussion – teachers need to be prepared for DE. No resolution at this time. Currently 1 course on online teaching. DE committees want to make it more stringent.</p>	
<p>c. Reading of Draft Resolution on in-person CE/science lab meetings – (10 min)</p>		<p>Tabled to next meeting 11/5/2020</p>
<p>d. 2020-2021 MCAS Goals (5 min)</p>	<p>Move to extend meeting to 2:45 Moved by Dan and Seconded by Frances</p>	<p>Move to extend meeting to 2:45 Moved by Dan</p>

	Mary and Dan identified the goals and DAN moved and Frances Unanimously Approved	and Seconded by Frances Moy Move Passed Unanimously.
e. Senator who needs to withdraw from MCAS	Jennifer Briffa has requested to be “on hold” for senate and CE Liaison role due to illness and treatment needs. Her term would end Spring 2021. Constitution does not address “hold” status. Since her term would end Spring 2021 a special election should be held.	Set up election to fill her place. Identify Election Committee and set dates.
f. Initiation of Review of MCAS Constitution – 5 min.		Tabled to next meeting 11/5/2020. Mary sent out copy of last version of the Constitution.
VII. Old Business		
VIII. Announcements and public comments (3 minutes)	Next Meeting November 5, 2020	
IX. Adjournment	Adjourn meeting Moved by Ciddio, Second by De Vito	