

Meeting Minutes
September 23, 2020
3:00PM – 5:00PM
Zoom ID 94611002607 Password: 333147

MEMBERS:

VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)			
X	Administrator: Denise Richardson		Faculty: Rose Allen
X	Administrator: Lilia Chavez	X	Faculty: Dan Lawson
X	Administrator: Chriss Foster	X	Classified: Tachetta Henry
X	Student: Michael Cooper	X	Classified: Waaduda Karim
	Faculty: Thomas Renbarger	X	Classified: Marisol Roque
X	Faculty: Brock Drazen		Classified: Classified 39 – vacant
NON-VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)			
X	CBC: Marie Amboy	X	MTC: Nathan Pellegrin
X	CFC: Brock Drazen		
X	IEC: Nathan Pellegrin		

GUESTS: J. Holloway, L. Webb, L. Bennett, J. Saleh, L. Pires, L. Gallego, D. Hankins and B. Herrera

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call to Order	Meeting called to order at 3:05p.m.	
II. Adoption of Agenda	<p>Following items added to the agenda</p> <ul style="list-style-type: none"> ▪ College Council Participatory Governance Review ▪ Co-Chair Elections <p>Motion carried unanimously.</p> <p>Recommend to place the following as Action Items for the 10/28 mtg.</p> <ul style="list-style-type: none"> • Introduce College Council members • Review of Charge of Committee and Set Goals • Review of by-laws 	<p>Motion carried to approve the 9/23 Agenda.</p> <p>Recommend to place the 3 Action Items to the 10/28 Agenda.</p> <p>Chair – Email to merrittgovdocs@peralta.edu</p>
III. Approval of Minutes	<p>5/20/20 minutes not approved. Requested to be re-written by Johnson and Herrera.</p> <p>M/S/U (Lawson/Henry)</p>	<p>M/S/U (Lawson/Henry) to re-write 5/20/20 minutes.</p> <p>Chair – Email to merrittgovdocs@peralta.edu</p>
IV. Action Items/ Presentations	<p>Roles & Responsibilities</p> <p>Johnson reviewed:</p> <ul style="list-style-type: none"> ▪ Participatory Governance Handbook Section III College Council Constitution 	

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.

	<p>Co-Chair Election Discussion held re: election. Duties of Chairs read out loud.</p> <p>ACCJC November Letter Johnson reported the following:</p> <ul style="list-style-type: none"> ▪ ACCJC Special Report is due on 11/1/20. ▪ Previously announced during Accreditation Day, Coffee & Conversation as well as shared it with Academic and Classified Senate Presidents. ▪ Primary focus of the report is to respond to the college/district fiscal issues ▪ Request participants to review and provide feedback to the document which was shared in the chat. ▪ District narrative will be added by the first week of October. ▪ A Power Point Presentation on the letter will be presented to the Board of Trustees (BOT) on 9/29/20. ▪ The BOT will review the letter during the 10/13/20 mtg. <p>CARES Emergency Relief Funds Chavez and Johnson reported:</p> <ul style="list-style-type: none"> ▪ Merritt was award \$1,497,284. \$748,642 of the award would go directly to fund emergency financial aid grant to students. Another portion would go directly to the district and the remaining balance of \$624,717 would be directed to the college/ institution. ▪ District provided a Fund 1 advancement of \$624,717 and is requiring the college to reimburse the district once the funds are received. ▪ The first part of the CARES Emergency Relief Funds grant was submitted on time by the district. ▪ The second part of the grant was not submitted on time therefore the college is now responsible in submitting the grant application by 9/30/20. <p>Fall Planning Summit Debrief Pellegrin reported:</p> <ul style="list-style-type: none"> ▪ Summit Part I: was held on 9/18/20. A total of 57 participants participated. ▪ Summit Part II: will be held 9/25/20 at 1PM. ▪ Participants encouraged to fill out the Summit Survey. <p>Administrative support, improving communication with students Johnson reported:</p> <ul style="list-style-type: none"> ▪ Concerns were raised during Accreditation Day that students do not feel supported on campus. 	<p>M/S/U (Johnson/Karim) to elect Henry as Co-Chair of the 2020-21 academic year. M/S/U (Lawson/Johnson) to elect Renbarger as Chair of the 2020-21 academic year.</p> <p>Provide feedback to Johnson re: letter</p> <p>Recommend to place CARES Emergency Relief Funds as an agenda item for the next College Budget Committee (CBC) and establish a criteria for the funds.</p>
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	<ul style="list-style-type: none"> ▪ Cooper formally voiced various student concerns. ▪ The topic will be further discussed during College Hour on 9/29/20. <p>Hankins commented that the student concerns have been discussed during the Student Services Admin. meeting and as a collective are working on solving the concerns.</p> <p>Student Input to Outreach/Recruitment Cooper reported:</p> <ul style="list-style-type: none"> ▪ ASMC is working on branding marking to increase enrollment while building relationships community-based organizations, local celebrities and endorsing local elected officials. ▪ Organizing Teach ins on Zoom and Creating video tours with a 360-degree camera. <p>Amboy recommends researching policies re: endorsing political campaigns/candidates as ASMC President. Hankins confirmed that the policies have been shared with ASMC.</p> <p>Dean of Enrollment Services Johnson reported:</p> <ul style="list-style-type: none"> ▪ Since Chavez became the VPSS, she has continued to do the work of the Dean of Special Programs and Grants ▪ The position of the Dean of Special Programs & Grants will not be filled, instead the funds of that position will fund the Dean of Enrollment Services. <p>Discussion held re: establishing an Administrative Hiring Process.</p> <p>Director of Marketing, Communication and Public Relations/PIO Johnson reported:</p> <ul style="list-style-type: none"> ▪ Former Chancellor indicated that the college would receive funding from the district for a Director of Marking, Communication and Public Relations/PIO although the status of the position is unknown. ▪ College is also seeking the district to fund a Financial Aid Officer similar to the funded positions at the other colleges. 	<p>Provide ASMC with policies re: endorsing political campaigns/candidates</p> <p>Recommended to establish an Administrative Hiring Process.</p>
<p>V. Presidential Updates</p>	<p>College</p> <ul style="list-style-type: none"> ▪ No report. <p>ASMC Cooper reported:</p> <ul style="list-style-type: none"> ▪ Read a report re: concerns that ASMC faces in reaching out to the student community and the need to have a student communication platform. Voiced disappointment in lack of response to the 	

	<p>student concerns and will consider seek intervention from outside of the school. Warned that it will place ASMC in a complication position when endorsing statements to ACCJC and Board of Governors.</p> <p>Academic Senate Lawson reported:</p> <ul style="list-style-type: none"> ▪ Request an administrator to attend next meeting on 10/1/20 to discuss the implementation of AP 4105. <p>Classified Senate Henry reported:</p> <ul style="list-style-type: none"> ▪ Voiced concerns re: processes and procedures related to budgeting issues within cost centers and re: the challenges Classified face working remotely. ▪ Recommend a taskforce to examine procedural gaps and provide recommendation to improve workloads. ▪ Request a working meeting with management to focus on 3 areas: instruction, business and student services to propose resolutions and improve remote working deficiencies. <p>Johnson inquired about a timeline. T. Henry clarified that at the moment, taskforce members are being identified.</p>	
VI. Committee Reports	<p>College Budget Committee (CBC) Amboy reported:</p> <ul style="list-style-type: none"> ▪ First meeting was held and membership was identified. Faculty Co-Chair is out on leave therefore a replacement is needed and clarification was given as to whom are the Classified representatives. <p>College Facilities Committee (CFC) Drazen reported:</p> <ul style="list-style-type: none"> ▪ Committee was reoriented during the first meeting and reviewed the charge/goals. ▪ Reviewed campus COVID planning and practices and now to move towards face-to-face. ▪ Discussed campus security and how that will affect the campus including the camera recordings. 	

	<ul style="list-style-type: none"> ▪ District representative has been invited to attend the next mtg to discuss overview of campus projects. ▪ Will submit written reports for future mtgs. <p>Institutional Effectiveness Committee (IEC) Pellegrin reported:</p> <ul style="list-style-type: none"> ▪ Reviewed the committee’s bylaws and elected Co-Chair Lawson during the first meeting on 9/9/20. ▪ Discussed the APU template, Planning Summit and Ed Master Plan, Institutional Set Standards as well as the Mission Statement. <p>Merritt Technology Committee (MTC) Pellegrin reported:</p> <ul style="list-style-type: none"> ▪ First committee meeting was held on 9/10/20 and quorum was not met due to the schedule conflict with the visit from the Dept of Ed. ▪ Discussion held re: accreditation and the wrap around. ▪ Concerns were raised re: supporting tutoring therefore the topic will be further discussed during the next meeting. <p>Accreditation</p> <ul style="list-style-type: none"> ▪ No report provided. 	
VII. Announcements	No announcements provided.	
VIII. Adjournment	Meeting adjourned at 5:00 p.m.	