



# MERRITT COLLEGE

**CEMPC – CBC SPECIAL MEETING**  
Resource Request Prioritization  
**Tuesday March 15, 2016 1:30pm-3:00pm**  
**Room R-29**

## MINUTES

**Present:** Kinga Sidzinska, Linnea Willis, Tim Hackett, Mario Rivas, Dan Lawson, Romeo Garcia, Ann Elliott, Dettie Del Rosario, Maria Perez, Rachel Antrobus, Rosemary Delia, Molly Sealund, Jamila Saleh, Waduda Karim, Charlotte Victorian, Tae-Soon Park, Mary Louise Zernicke, Samantha Kessler, Stefanie Harding

AGENDA ITEM	DISCUSSION	ACTION/FOLLOW-UP
	The meeting was called to order at 2:45 p.m.	
I. Purpose and Outcomes of Special Meeting	<p>Need to validate the prioritized resource request list. According to the Integrated Planning and Budgeting Calendar, this is supposed to take place in December.</p> <p>List is due to the District PBC meeting by Friday, 3/18/2016. It will be in alphabetical order, without ranking.</p>	

<p>II. Process of Developing Prioritized Lists</p>	<p>Harding explained the process of Deans determining High-Medium-Low level priority based on completion of assessment and then ranking within the level. <b>See attached rubrics (ask Harding for all documents provided at the meeting to file with minutes).</b></p> <p>Faculty asked how to add items to the list that go beyond one individual program review. For example, Willis asked about P218 computer lab refresh that was started but never finished.</p> <p>Example from Ambriz-Galaviz: upgrade of campus internet cables.</p> <p>Example from Hackett: Have backup plans for larger technology issues like network capabilities, total cost of ownership and on site licenses.</p>	<p>“What happens when things fall off request lists?” Discussion tabled.</p> <p>Items from Technology and Facilities Committees that were larger campus discussions are not included. They must be compiled and send to Harding by 9am 3/16/2016.</p> <p>Technology Committee – follow-up on P218</p> <p>Chairs of CFC and CTC to cross reference the list provided and add items accordingly. Email to Harding by 3/16/2016.</p> <p>Consider including a prompt in the Program Review to encourage programs to think about larger scale technology and facility needs so they are documented in Program Review.</p>
<p>III. Manager Recap</p>	<p>Vasconcellos: confirmed if no Assessment done, the program is not on the list.</p> <p>Elliott: the purpose of H-M-L classification is to document the tie to student learning and achievement and the District/College Goals and EMP. Referencing the rubric <b>(see attached).</b></p>	

<p>IV. Questions/Answers Regarding Prioritized Lists</p>	<p>Elliott: How are classified positions prioritized?</p> <p>Harding clarified the process and results of the Classified Staff Prioritization, based on a rubric.</p> <p>Love: What actually happens from the lists that go to the District? If they are sent unranked, how do we rank when it is time to allocate funds, if any?</p> <p>Victorian: How are we saying what the College needs if we do not rank?</p> <p>Sealund: How do we communicate to the College that items requested were met?</p> <p>Zernicke: If items on the equipment list should be on Technology, will they be moved?</p> <p>Sealund: Indicated that money from the State is being sent for Facilities.</p> <p>Zernicke: How does Technology get similar types of funds?</p> <p>Love: District Facilities Committee members meet with the Chancellor and Technology should do the same.</p> <p>Harding: The list is not submitted in a ranked order because needs change in 4-6 months when the dollars are actually available for spending. Vasconcellos: many items can be covered by other funds, even those marked HL, and especially those for immediate instructional needs.</p>	<p>Clarification is needed about issues such as ranking of requests, flow of requests to the district and back to the college and the final outcomes of the process via monetary allocation.</p>
<p>V. Opportunity for CTC and CFC to Present Additional Items</p>	<p>See discussion above.</p>	
<p>VI. Validate Resource Request Priorities of the College</p>	<p>Motion to approve the list of HL-1 priorities as presented by the Deans, with the addition of HL items to be added by the CFC and CTC.</p>	<p>M/S: Harding, Willis/Sealund  Yes: 16  N: 0  Abstained: R. Garcia</p>
	<p>The meeting was adjourned at 2:55 p.m.</p>	

