

**MERRITT COLLEGE**  
**Minutes of the      CEMPC      Meeting**  
**Wednesday, April 10, 2013**

*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.*

*To accomplish its mission the College provides open access to excellent instructional programs and comprehensive support services in a culturally rich, caring and supportive learning environment.*

*Our purpose is to provide opportunities for lifelong learning, contribute to the economic growth of our communities while assisting students to attain degrees and certificates, earn credits to transfer and develop the skills necessary to complete their educational goals.*

Present: Tae-Soon Park, Carlos McLean, Eric Gravenberg, Molly Sealund, Chris Grampp, Janet Zepel, Jon Drinnon, Anita M. Black, Dera Williams

Guest(s): Audrey Trotter, Norma Ambriz-Galaviz, Gina LaMonica, Stacy Thompson, Dettie Del Rosario

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
<b>I. Approval of Wednesday, April 10, 2013's Agenda</b>	Jon Drinnon moved to accept, seconded by Chris Grampp.	Passed unanimously.
<b>II. Approval of Wednesday, March 13, 2013's Minutes</b>	Jon Drinnon moved to accept the minutes as amended (minor wording correction), seconded by Eric Gravenberg.	Passed unanimously.

<p><b>III. CEMPC's role in overall college planning (see Jon Drinnon's notes)</b></p> <p><b>a. Productivity &amp; FTEF Report AY 2012-2013</b></p> <p><b>b. Resource Allocation Rubric – discuss samples &amp; draft criteria</b></p> <p><b>c. 2013 – 2013 CEMPC goals</b></p>	<p>a. Anita M. Black has already distributed the productivity and FTEF Report AY 2012-13 for committee review.</p> <p>b. Audrey Trotter reported for her subcommittee that has had one meeting, and needs to meet again, before presenting to the committee at-large. They have been reviewing rubrics from other colleges.</p> <p>c. Anita M. Black asked for ideas about the committee's goals for next year. Student success and a. &amp; b. above are considered by Norma Ambriz-Galaviz the overriding goals. Discussion that the procedural flow chart needs to be reviewed, amended and/or affirmed, so that CEMPC meeting agenda's can be calendared. Discussion of preliminary calendaring of CEMPC tasks across the upcoming year. Anita M. Black then spoke to the importance of early addressing of these items so that there is time for all the other committees to review the following tasks (Molly Sealund wrote the following brainstorming ideas on the white board):</p> <p>Mission Values, Goals, Institutional Goals  By-laws – review annually (?)  Student Success (data, recommendations, legislation?)  Alignment of our strategic goals with the District (due July)  Program viability (continuance, discontinuance, expansion on an on-going basis)  Presentation of college-wide data to the college as a whole  Meeting twice a month instead of once a month  Committee make-up review (to include a representative of each major committee) and/or regularly scheduled meeting with other committees (examples: Distance Learning, Technology Committee)  Prioritize goals, calendar to PBI, and review resource requests.  Review Committee Reports on Progress.  Budget Development Calendar.  Quarterly success reports that align with District Goals --- VPs gather this information and the marketing staff can help with photos, graphics, etc.  Shared governance task calendar.  Stick to the plan we come up with. 2  Institutionalization of grant funded positions that are facing defunding.</p>	<p>Various members volunteered to research specific areas above to present at the retreat and will report on them at our May meeting:</p> <p>By-laws &amp; committee make-up – Stacy Thompson &amp; Jon Drinnon</p> <p>Student Success requirements – Eric Gravenberg</p> <p>Program Evaluation – Chris Grampp</p> <p>District Strategic Goals &amp; Merritt College Achievements – Eric Gravenberg &amp; Anita M. Black</p>
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<p><b>III. CEMPC's role in overall college planning (see Jon Drinnon's notes)</b> <b>(continued)</b></p>	<p>Example: Budget Development Program Review in October Consolidated Budget Prepared in January Reviewed by CEMPC in February</p> <p>Additional items: we can utilize the recommendation form currently used for recommendations from College Council to the President, for other committees to report crucial issues to CEMPC. Question of reporting structure needs to be addressed at retreat. Suggestion that the appropriate role of CEMPC would be to review those additional requests that are not covered by the allocations for the coming fiscal year.</p>	
<p><b>IV. Shared Governance Retreat</b></p> <ul style="list-style-type: none"> <li><b>a. Purpose --- to revisit College Council Committee and by-laws</b></li> <li><b>b. Recommendation – Spring 2013 date</b></li> <li><b>c. Approach for a productive outcome to “kick off” AY 2013 – 2014.</b></li> </ul>	<p>See retreat preparation discussion in agenda item III.</p>	

<p><b>V. Title III Basic Skills Data</b></p> <p><b>a. Discussion</b></p> <p><b>b. Developmental Education</b></p> <p><b>i. Mathematics</b></p> <p><b>ii. English</b></p> <p><b>iii. First Year Experience Program</b></p> <p><b>iv. Bridge Program</b></p>	<p>This is basically on the Student Success requirements. First step is to review the report that came out yesterday. Dera Williams commented that student success should be the focus of every shared governance committee. It was discussed that CEMPC can play a leadership role in encouraging this.</p>	
<p><b>VI. Other</b></p>	<p>None.</p>	
<p><b>Adjournment</b></p>	<p>Move to adjourn by Carlos McLean, seconded by Janet Zepel.</p>	<p>Adjourned 5:00pm.</p>