

**MERRITT COLLEGE**  
**CEMPC Meeting Minutes**  
**September 10, 2014, 3:00 p.m., Room R112A**

**Attendees:** N. Ambriz-Galaviz, T. Park, A. Elliott, B. Love, A. Cedillo, M. Bull, S. Harding, M. Sealund

**Absent:** E. Bugg, M. Rivas, C. McLean, T. Ilarde

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>FOLLOW UP/ACTION</b>
<b>I. Agenda Review, Changes and Adoption</b>	No action taken on adoption of agenda.	
<b>II. Approval of April 9, 2014 Minutes</b>	Minutes of the prior meeting were not presented to be approved.	April 9, 2014 minutes still require approval.
<b>III. Election of Co-Chair</b>	Co-chair must be faculty. Not all faculty members were present thus it was decided to postpone the election until the October meeting.	Election of Co-Chair to be revisited at the October meeting.
<b>IV. Review Committee's Yearly Calendar</b>	The 2014/15 Shared Governance Calendar was reviewed to identify all CEMPC meeting dates. There were no objections or conflicts with the dates identified in the calendar.	
<b>V. Review of CEMPC By-Laws</b>	<p>The CEMPC By-Laws were reviewed by the committee. Noted changes are listed below:</p> <ul style="list-style-type: none"> <li>• Removed the language "A sub-committee of the College Council"</li> <li>• Under CHARGE, number 4, the word "for" was changed to "including".</li> <li>• Under TASKS, number 2, the sentence was changed to read; "Create yearly calendar, last meeting in May and review 1<sup>st</sup> meeting in September."</li> <li>• Under TASKS, number 4, changed "CEMPC" to "College"</li> <li>• Under TASKS, number 5, changed "1<sup>st</sup> meeting in September" to "as needed".</li> </ul> <p>M/S/P (Love/Harding) to approved By-Laws with noted corrections.</p> <p>S. Harding noted that the by-laws need to be revisited in October to include the Co-Chairpersons duties, the committee</p>	<p>Place revised CEMPC By-Laws as an action item on the College Council agenda.</p> <p>Revisit by-laws in October to include Co-Chairpersons duties, committee procedures and By-law amendments.</p>

	procedures and amendments.	
<b>VI. Review of College Mission Statement</b>	CEMPC carried forward their Resolution regarding the Merritt College Mission Statement to the College Council on March 26, 2014. The revised Mission Statement was approved by the Board on June 24, 2014. It must now be posted throughout the campus, placed on all governance agendas and correspondence and posted on the website.	Mission Statement must be posted throughout the campus, placed on all governance agendas and correspondence and posted on the college website.
<b>VII. CEMPC Goals</b>	CEMPC's goals are the College's goals. These goals must align with the District. N. Ambriz-Galaviz is recommending that the goals be organized in the same format as the Districts.	Layout of the Colleges Goals should align with the District's format.
<b>VIII. Review of District &amp; College Strategic Goals</b>	The Colleges Strategic Goals were distributed to the committee but not discussed in detail. N. Ambriz-Galaviz shared that they will be reviewed again in October.	Review of the Colleges & Districts Goals should occur again at the October meeting.
<b>IX. CEMPC Sub-Committees – Institutional Priorities</b>	The establishment of sub-committees for the fiscal year was postponed until all committee members are present or as needed.	
<b>X. Resource Request List / Program Review</b>	Not all APU's for service areas are complete; Business Services (Facilities), Instruction (IT) and Student Services. A. Elliott is to review and summarize all annual program updates from last year.	A. Elliott is to review and summarize all annual program updates from last year.
<b>XI. Accreditation Update</b>	N. Ambriz-Galaviz made the request of the committee members to review pages 1-31 of the Institutional Self Study Draft and provide feedback by September 23, 2014. All committee members will be provided with an emailed copy.	S. Harding to email pages 1-31 of the Institutional Self Study Draft to all CEMPC members for review.
<b>XII. Upcoming Events</b>		

SH  
10/7/2014