

**MERRITT COLLEGE**  
**Minutes of the Classified Senate Meeting**  
**February 17, 2015, 1:30 p.m. to 3:00 p.m., R23**

**Attendees:** Timothy Brice, Doris Hankins, Stefanie Harding, Ron Perez, Molly Sealund, Kinga Sidzinska, Nghiem Thai, Charlotte Victorian, Denise Woodward

**Absent:** Waaduda Karim

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>FOLLOW UP/ACTION</b>
	The meeting was called to order at 1:35 p.m.	
<b>I. Agenda Review, Changes and Adoption</b>	The agenda was reviewed and approved.	M/S/P: Thai/Perez/unanimous
<b>II. Approval of Minutes</b>	The January 26, 2015 minutes were reviewed and approved.	M/S/P: Sealund/Woodward (Perez & Sidzinska abstained)
<b>III. President's Report (Harding)</b>	<p>a. Accreditation Team Visit – March 9-12, 2015</p> <ul style="list-style-type: none"> <li>• VPI Bugg briefed Senators on the preparations for the accreditation evaluation team's visit and encouraged everyone to participate.</li> <li>• Accreditation team preparation meetings are being conducted every Wednesday, 1:30-2:30 p.m. in R23.</li> <li>• The second college-wide accreditation forum will be held on Wednesday, 02/25/15, at 5:30 p.m., in the Student Lounge.</li> <li>• A reception for the evaluation team will occur on Monday, 03/09/15, at 4:30 p.m., in the Student Lounge.</li> <li>• Questions may be directed to the logistics team consisting of VPI Bugg, Hankins, and Harding.</li> </ul> <p>b. Classified Leadership Institute (CLI) – June 4-6, 2015, Tahoe City, CA</p> <ul style="list-style-type: none"> <li>• The estimated cost to attend is \$900 per person with single hotel lodging or \$700 per person with double hotel lodging.</li> <li>• Harding would like to submit funding applications for approval at the February 24<sup>th</sup> or March 10<sup>th</sup> Professional Development Committee meeting. Sealund intends to apply for a 4CS scholarship to attend.</li> <li>• Brice, Hankins, Harding, Perez, Sealund, Thai, and Woodward confirmed that they wish to attend.</li> </ul> <p>c. PFC Scholarship Fundraising Dinner – March 5, 2015</p> <ul style="list-style-type: none"> <li>• The President has sponsored a table of 10 for Merritt representatives. Two seats are allotted for classified staff. Sealund and Sahra Omar have expressed interest in attending.</li> </ul>	Harding will ask Waaduda Karim & Margie Rubio about their interest.

	<p>d. Annual Achievement Awards</p> <ul style="list-style-type: none"> <li>• The status of Merritt's annual achievement awards celebration this year is uncertain, as Audrey Trotter has not yet organized any planning meetings.</li> <li>• The Senate traditionally nominates candidates for two awards based on established criteria.</li> </ul> <p>e. Hiring Committee Appointments</p> <ul style="list-style-type: none"> <li>• Researcher – Jane Fong or Clifton Coleman</li> <li>• Interim Dean of Enrollment – A&amp;R staff (Susana del la Torre, MaryHelen Kaufman, or Dominique Taylor)</li> <li>• Chancellor – James Blake</li> </ul> <p>f. MCCS 2014-15 Goals</p> <ul style="list-style-type: none"> <li>• Goals will now be indicated next to corresponding agenda items to document the Senate's progress.</li> <li>• Thai suggested that the Senate assess its achievement of the goals at the last meeting of the academic year.</li> </ul>	Nominations will be included on the next meeting agenda.
<b>IV. Shared Governance &amp; Committee Reports</b>	<p>a. Budget Committee</p> <ul style="list-style-type: none"> <li>• The budget development process and timeline, as well as the integration of assessment, were the main agenda items at the last meeting.</li> </ul> <p>b. College Council</p> <ul style="list-style-type: none"> <li>• Topics of discussion at the last meeting included preparation for the accreditation evaluation team visit, the 80/20 integrated budgeting policy, and the ASMC's food bank project.</li> <li>• A motion was passed to move Presidents' Reports to the top of the agenda, so that the activities of all constituencies could be shared with the full council.</li> </ul> <p>c. CEMPC</p> <ul style="list-style-type: none"> <li>• The committee is working on the Governance Handbook and the Educational Master Plan.</li> </ul> <p>d. Facilities Committee</p> <ul style="list-style-type: none"> <li>• The Math Department was not assigned office space in the new science building, so rooms will be partitioned for cubicles.</li> </ul> <p>e. Health &amp; Safety Committee</p> <ul style="list-style-type: none"> <li>• No report due to Karim's absence</li> </ul> <p>f. Technology Committee</p> <ul style="list-style-type: none"> <li>• The District is moving forward with plans for a web-based e-mail system and VoIP.</li> <li>• Patricia Rom reported that the computer refresh project cost a total</li> </ul>	

	<p>of \$991,000 and is 80% complete.</p> <p>a. IT will have a dedicated budget within the general college budget.</p>	
<b>V. PIO Report (Perez)</b>	<p>a. Moodle Shell</p> <ul style="list-style-type: none"> <li>• There has been no more development of the Moodle shell.</li> <li>• Thai reported that the CCC's Open Education Initiative has selected Canvas as a common LMS for implementation system-wide. Faculty can register for a free online account. Sealund suggested that the Senate begin exploring Canvas as a replacement for Moodle.</li> </ul> <p>b. Classified Spotlight</p> <ul style="list-style-type: none"> <li>• Perez distributed sample interview questions for classified spotlight articles.</li> </ul> <p>The President's <i>Merritt Connection</i> newsletter also features an "employee spotlight", so coordination might be needed to avoid redundancy.</p>	
<b>VI. Treasurer's Report (Victorian)</b>	<p>a. Fundraising</p> <ul style="list-style-type: none"> <li>• The Valentine's Day fundraiser was a huge success, with treat bags selling out on both days.</li> <li>• Suggestions for another fundraiser in April include selling bags stamped with the MCCS logo or sponsoring a food drive for students.</li> </ul>	
<b>VII. Union Updates</b>	<p>a. Local 39 (Brice)</p> <ul style="list-style-type: none"> <li>• Six contract articles have been sunshined for renegotiation.</li> </ul> <p>b. Local 1021 (Sealund)</p> <ul style="list-style-type: none"> <li>• A survey will be distributed to solicit feedback about the issues that classified staff would like to be addressed during negotiations.</li> </ul>	
<b>VIII. Announcements</b>	<p>None.</p>	
	<p>The meeting was adjourned at 3:10 p.m.</p>	

Initials of note taker: NT