



MERRITT COLLEGE
Minutes of the College Budget Committee Meeting
Wednesday, February 18, 2015, 3-5 pm, Room Q218

Attendees: Linnea Willis, Dr. Dettie Del Rosario, Timothy Brice, Dr. Tae-Soon Park, Denise Woodward, Nghiem Thai, Tara Marrero, Dr. Elmer Bugg, Carlos McLean, Daniel Lawson, Charlotte Victorian, Tanya Ilarde, ASMC Student Rep-Maria Fernandez

Absent: Dr. Arnulfo Cedillo, Kinga Sidzinska

Guests: Dr. Norma Ambriz-Galaviz

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
	Meeting called to order at 3:06 p.m.	
I. Review of Minutes and Agenda	<p>Revisions of minutes are as followed:</p> <p>December 10, 2014 minutes</p> <ul style="list-style-type: none"> • Item # IV: Remove “CEMPSI” and replace with “CEMPC” <p>January 28, 2015 minutes</p> <ul style="list-style-type: none"> • Under attendees, remove the duplicate comma after Dr. Bugg and after Charlotte Victorian • Item # II: remove “don” and replace with “do”. • Item# III: remove “2015” and replace with “2014” on first bullet point. On 7th bullet point insert the word “been” between the words “not” and “touched”. • Item # IV: Remove bold font from first bullet and clean up bullet points. • Item #V: Remove number “1.” From last bullet point and bullet point from the follow up column. • Item # VII: add a second bullet point “Discussed overall goals as a committee and discussed status.” 	<ul style="list-style-type: none"> • Motion made by Nghiem Thai to approve the December minutes as revised. Tanya Ilarde seconded approval of minutes. Motion carries unanimously. • Motion made by Dr. Elmer Bugg to approve the January minutes as revised. Daniel Lawson seconded approval of minutes. Tanya Ilarde abstained. Motion carries unanimously.

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.

II. Accreditation Visit – Expectations of the Budget Committee	<ul style="list-style-type: none"> • Dr. Bugg spoke in regards to the committee members serving on the committee to review the Standard III.D and know the budget development process. • The interview schedules will be sent out to those individuals who are required to meet with the Accrediting Team. • March 9, 2015 at 4:30pm will be a welcome reception. 	
III. Budget Timeline/Flow Chart including Budget Process – Draft Created For Instruction, Need same for Student Services	<ul style="list-style-type: none"> • A draft of the College Budget Process Flow Chart for Instruction was presented to the committee. • Dr. Bugg noted that CEMPC does not feel like it should be a part of the flow chart because of Districts funds and asks for the 5th step is removed for CEMPC approval. 	<ul style="list-style-type: none"> • A calendar for all cost centers is needed. Tanya Ilarde will assist with developing the calendar. • The flow chart will be revised to include • Discretionary budget will be re-evaluated and presented at March 2015 Budget Committee Meeting.
IV. Budget Request Templates for 2015-2016 Fiscal year for Fund I and Other Funds	<ul style="list-style-type: none"> • The Budget template has been finalized and forwarded to department chairs and cost centers. 	<ul style="list-style-type: none"> • Motion made by Dr. Bugg for Business Manager to send Vice Presidents the maximum budget allocated for each cost center that is needed to reviewed and not exceeded. Carlos Mclean seconded motion. Motion carries unanimously.
V. Process for Reviewing Budget Requests/Items at Next Meeting	<ul style="list-style-type: none"> • A directive will be sent out from the Business Manager to the Vice Presidents of budgeted amounts for their cost centers. 	
VI. New Old Business-other items for discussion	<ul style="list-style-type: none"> • The President informed the committee that the Accreditation Team has requested that the Budget Committee do a presentation on Tuesday, March 10, 	

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.

	2015 on the Budget Allocation Model.	
	Meeting adjourned at 5:15pm	<ul style="list-style-type: none"> • Motion made by Dr. Bugg to adjourn. Dr. Tae-Soon Park seconded to adjourn meeting. Motion carried unanimously.

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.