



MERRITT COLLEGE
Minutes of the College Budget Committee Meeting
Wednesday, February 24, 2016 1-3 pm, Room Q218

Attendees: Linnea Willis, Dr. Dettie Del Rosario, Dr. Tae-Soon Park, Mario Rivas, Ronnie Perez, Charlotte Victorian, ASMC Student Rep- Tatiana Ochoa, Kinga Sidzinska, Maria Fernandez, Ana Ivy Pena, Dr. Norma Ambriz-Galaviz, Tanya Ilarde, Maria Perez, Tara Marrero

Absent: Timothy Brice, Dr. Arnulfo Cedillo, Daniel Lawson,

Guests:

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
	Meeting called to order at 1:15 p.m.	
I. Review of Agenda	<ul style="list-style-type: none"> • Change spelling from Ronald Perez to Ronnie Perez. • Add Budget Forum on 2/23/2015 and implementations 	<ul style="list-style-type: none"> • Motion made by Mario Rivas to approve the agenda as revised. Ronnie Perez seconded approval of minutes. Motion carries unanimously.
II. Review of Minutes	<ul style="list-style-type: none"> • December minutes tabled. 	
III. Accreditation Update-Integrated Planning & Budgeting Model Incorporated into Accreditation Report and College Governance Handbook.	<ul style="list-style-type: none"> • Dr. Dettie discussed the update of accreditation that Dr. Trotter presented at the standing AFR Committee meeting. • April 30,2016 is deadline for progress report of requirements • Make sure that program reviews are completed. 	<ul style="list-style-type: none"> • Action Item: Send and post minutes to Susan May or Nghiem Thai and for updating CBC website for membership and by-laws.

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<p>IV. District and Merritt College Budget Planning Calendar and Timelines for The Upcoming Months – Deadlines for Deans, VP’s etc.</p> <p>A. Budget Planning Calendar</p> <p>B. Updated Integrated Planning and Budgeting Flow Chart</p> <p>C. Budget Worksheet Planning Template for FY 2016-2017</p> <p>D. Future Meetings and Special Meetings of CBC to Review/Approve Budget</p>	<ul style="list-style-type: none"> • Departments given budget worksheets. • April 13, 2016 will be the committee’s deadline to approve all budget requests. • CDCPD will have presentation of budget worksheets that the Business Manager will have pre-filled with actuals of previous allocated budgets and provide an electronic file. • Deans are currently setting up meetings with Department chairs to start internal deadlines. • Summary of Resource Request Prioritization are due to President by 2/25/2016. • Chair Linnea states we are ahead of schedule. • Improve communication to all instructional in addition to Department Chairs so other faculty receives the template for their perspective instructions. 	<p>Action: Send out Email to Merritt FAS that the budget process has started and to check with their department chairs for budget worksheets.</p>
<p>V. Purchasing Cutoff is Approaching Very Soon</p>	<ul style="list-style-type: none"> • The District Purchasing cut off calendar was presented along with Merritt’s internal purchasing cut off calendar. • The Business Office deadline will be April 1, 2016. 	
<p>VI. Status of Resource Allocation Requests in Program Reviews, Validation Process Still Ongoing, Summaries from Deans/VP’s, and Future Joint Meeting With CEMPC and Prioritization of Resource Allocation Requests</p>	<ul style="list-style-type: none"> • Discussion regarding ePafs not being submitted to the President in a timely manner. • Epaf budget codes not in system and have to be inputted by the Business Manager. • Discussion regarding making sure that the Business Office identifies all budgets that are approved for ePaf system. • List of categorical funds and grants have been established for ePafs. 	<ul style="list-style-type: none"> •
<p>VII. Goal Planning</p>	<ul style="list-style-type: none"> • Review of goals to establish 2015-16 goals. • Include assisting college with Accreditation related to budget. 	<ul style="list-style-type: none"> • Sub-Committee for goals established: Charlotte Victorian, Ronnie Perez and Maria Perez

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VIII. New/Old Business – other items for discussion		
	Meeting adjourned at 3:00pm	<ul style="list-style-type: none"> • Motion made by Dr. Tae-Soon Park to adjourn. Ronnie Perez seconded to adjourn meeting. Motion carried unanimously.

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