



MERRITT COLLEGE
Minutes of the College Budget Committee Meeting
Wednesday, January 28, 2015 1-3 pm, Room Q218

Attendees: Linnea Willis, Dr. Dettie Del Rosario, Timothy Brice, Dr. Tae-Soon Park, Dr. Arnulfo Cedillo, Denise Woodward, Kinga Sidzinska, Nghiem Thai, Tara Marrero, Dr. Elmer Bugg, Carlos McLean, Daniel Lawson, Charlotte Victorian

Absent: ASMC Student Rep-Maria Fernandez, Tanya Ilarde

Guests: Jennifer Shanoski, Dr. Norma Ambriz-Galaviz, Bill Love, Stefanie Harding

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
	Meeting called to order at 1:07 p.m.	
I. Review of Minutes and Agenda		<ul style="list-style-type: none"> • Review of minutes tabled. • Motion made by Tim Brice to accept the agenda. Charlotte Victorian seconded. Motion carries unanimously.
II. Discuss Professional Development Day Budget Workshop Success	<ul style="list-style-type: none"> • Workshop went great that the Budget Committee hosted. • Dr. Del Rosario was able to help individuals with going over specific budgets. • The 80/20 rule was discussed. • The Budget Transfer Memo for allocation of the 20% was presented. • A total of 4 department chairs and various faculty members attended the workshop and provided 	

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	<p>valuable feedback.</p> <ul style="list-style-type: none"> • The deans are compiling spreadsheets to determine which department chairs do not have access to the Prompt system or enrollment management system. 	
III. Budget Status Report	<ul style="list-style-type: none"> • Fund 01 Budget status report as of December 31, 2014 was provided by the District. • Services need to be accounted for ePafs to avoid hitting next fiscal year. • Cost Center 643 is newly created for Student Activity and Campus Life and still needs to be aligned. • 1351 allocation issue has not been fully posted at the district level. • Division Secretaries are asked to review which budget transfers are still not posted and forward to Sui Song. • 1351 will be allocated to the deans for Fiscal year 2015-16. Division I will be allocated 52% and Division II will be allocated 48%. • Fund 12 has not been touched but will run out in future. • President recommends that all accounts be forwarded to the Budget Committee in order to have a global perspective of where each of the funds balances. 	<ul style="list-style-type: none"> • President recommends that all accounts be forwarded to the Budget Committee in order to have a global perspective of where each of the funds balances.
IV. Budget Calendar	<ul style="list-style-type: none"> • Board approved Budget Calendar in September 2014. • Set deadlines for Department chairs and provide form and instructions before next division meeting. • Department chairs will receive budget instructions forms and timeline before their first meeting in February. • Deadline to district is due on April 20, 2015. • CEMPC will look at Program reviews and APU's and make recommendations to the Budget committee. Budget committee will make recommendations to College Council. • Budget should be received by the Division Deans prior to College Council meeting on March 25, 2015. • Add Budget Sheet to Addendum as part of the whole 	<ul style="list-style-type: none"> • Encourage Deans and Department chairs to work out budget on their March 4, 2015 meeting. Any further assistance in budget planning can be done on the marathon day with the Business Manager.

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	<p>packet of APU, Assessment and Budget Proposal.</p> <ul style="list-style-type: none"> • Request for District Finance to push the Districts deadline from colleges to April 27th or May 1st. • Dr. Del Rosario to populate budget form based on prior fiscal year spending. • Deans will submit to the Office of Instruction by March 17, 2015. • Office of Instruction will submit their proposed budget to the Business Office by March 24, 2015. • President recommends for Business manager to host a marathon day on March 16, 2015 for Division Deans and Department Chairs, and produce a document to present to the Budget Committee on March 18, 2015. • March 17, 2015 all cost centers proposed budgets are due to the Business Office. • Dr. Del Rosario to submit templates with populated templates to the drop box for department chairs prior to Department Chair meeting. 	
V. Creation of Budget Request Template with SLOAC column for 2015-2016 Fiscal year	<ul style="list-style-type: none"> • Budget Request Template for program chairs was presented. • No 80% will be allocated for fiscal year 2015-16. • The integration of authority will be given from SLOAC. • SLOAC will give green light for funds after assessment. • Department Chairs will be given a list of object codes 	
VI. Budget Development and Guideline Instructions per CDCPD Bylaws		<ul style="list-style-type: none"> • Item tabled.
VII. New Old Business-other items for discussion	<ul style="list-style-type: none"> • President requested an update on status of progress on goals of committee to be presented to College Council. • Discussed overall goals as a committee and discussed status. 	
	Meeting adjourned at 2:55pm	<ul style="list-style-type: none"> • Motion made by Dr. Bugg to adjourn. Tim Brice seconded to adjourn meeting. Motion carried unanimously.

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