

MERRITT COLLEGE
College Council Minutes
Wednesday, May 2, 2018
3:00 PM – 4:30 P M, Room R-29

Present: Mario Rivas, Brock Drazen, Waaduda Karim, Molly Sealund, Doris Hankins, Samantha Kessler, Margie Rubio, Ann Elliott, Syed Hussain, Marie-Elaine Burns, Dettie Del Rosario, Linnea Willis

Absent: Arja McCray, Rose Allen, Jeffrey Lamb, Christine Hernandez, Iris Martin, Timothy Hackett, Frances Moy

Guests:

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
Agenda Review, Changes, and Adoption	Meeting called to order at 2:21 pm.	
Review and Approval of Minutes	No Minutes Provided	
Action Items / Presentations / Discussion Items	<p>Budget Reports Willis provided handouts with each Cost Center budget attached. The goal for the day is to make a recommendation to the President to adopt the budgets provided. The College Budget Committee met on April 30, 2018 and a representative from each cost center presented their 2018-19 Fund 01 tentative budget (with the exception of the Office of Instruction). The total 2018-19 Fund 01 allocation for Merritt College from the District is \$1,827,012. Merritt’s proposals were developed based on actual expenditures since the 2015-16 fiscal year. All Fund 01 budgets for the 2018-19 fiscal year must be approved by the PCCD Board of Trustees by July 15, 2018.</p> <p>Sealund asked when will departments be able to see what people wish they could have/new proposals versus what’s actually being allotted. Rivas suggested to make a recommendation to the College Budget</p>	<p>1. Recommend to CBC to develop and review budget</p>

	<p>Committee to begin implementing a wish list proposal for budgets along with the actual tentative budget.</p> <p>Elliott stated that for cost center 653, they removed money from fund 01 object code 4301 (instructional supplies) due to receiving funding from project 1017 (lottery instructional supplies). She wanted to free up those funds in her cost center to use in another budget line. Rosario approved this change, she stated, as long as the actual amount of the total tentative budget doesn't change. Elliott also stated that cost center 653 was not allotted money for travel and they don't have money to replace stolen computers. Burns stated that she has the funds to cover the stolen computers.</p> <p>Kessler asked the difference between 2017-18 budget and 2018-19 budget. Rosario stated the only changes are in utilities- the amount has increased. Kessler asked Rosario to please provide a cheat sheet with object codes and activity suffixes next time.</p> <p>Recommendations to College President</p> <p>Willis began with cost center 601 (President's Office), which Rosario stated did a great job. Willis made the recommendation to approve it due to the comments on the spreadsheet, the involvement of the staff, and that it aligned with the President's Office APU.</p> <ul style="list-style-type: none"> • College Council approved <p>Cost center 631 (Business Office) and 632 (Facilities) is next. Cost center 631 requested an additional \$200,000 from the District for utilities and it was approved. A recommendation was made to approve their tentative budget(s).</p> <ul style="list-style-type: none"> • College Council approved <p>Cost center 641 (Vice President of Student Services) requested a roll over in amounts allocated to each budget line from the previous fiscal year.</p>	<p>wish lists along with the actual tentative budget.</p> <p>2. Provide College Council members with a budget cheat sheet with object code and activity suffix descriptions at the next fiscal years' budget review meeting.</p>
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	<ul style="list-style-type: none"> • College Council approved <p>Cost center 651 (Instruction) was not present on April 30 to present their tentative budget so a roll over in amounts allocated to each budget line from the previous fiscal year was suggested.</p> <ul style="list-style-type: none"> • College Council approved <p>Cost center 643 (Student Activities) manager, Dr. Kitchen, provided a presentation on April 30.</p> <ul style="list-style-type: none"> • College Council approved <p>Cost center 642 (Student Services – EOPS & DSPS) manager, Dr. Chavez tentative budget was not provided at College Council but there was a recommendation to roll over their 17-18 fund 01 allocations for the amount of \$15,030.</p> <ul style="list-style-type: none"> • College Council approved <p>Cost center 653 (Division 1) made changes to their tentative budget presented by Elliott and Hussain. They noted that activity suffix 210400 (COSER) was missing in the amount of \$10,400 and needs to be added. Activity suffix 601200 (division dean discretionary budget) was added up and divided by 3 across all 3 divisions – changing the amount in activity suffix 601200 from \$9000 to \$5059. This also reduces the total amount requested from \$149,765 to \$145,824.</p> <ul style="list-style-type: none"> • College Council approved <p>Cost center 652 (Division 2) is approved as presented expect for moving activity suffix 120810 (Clinical Medical Assisting) and 122500 (Radiologic Technology) to Division 3 (cost center 654). Activity suffix 601200 also now contains \$5059.</p> <ul style="list-style-type: none"> • College Council approved 	
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	<p>Cost center 654 (Division 3) now has activity suffix 120810 and 122500 added to their cost center. Activity suffix 601200 also now contains \$5059.</p> <ul style="list-style-type: none"> • College Council Approves <p>Rosario advised that the final budget will be approved on September 30, 2018. Changes can still be made to the object codes but the goal of today was to approve the bottom line dollar amount so the President can present it to the District. Motion to accept Fund 01 budget. Recommendation to College Council and College Budget Committee to accept budgets.</p> <ul style="list-style-type: none"> • Motion approved <p>Motion to recommend CBC to have division/department heads work together to identify actual funding and allocations based on expenditures.</p> <ul style="list-style-type: none"> • Motion approved. 	
	<p>Meeting adjourned at 2:59 p.m.</p>	