



MERRITT COLLEGE
Minutes of the College Budget Committee Meeting
Thursday, November 13, 2014 3-5 pm, Room Q218

Attendees: Timothy Brice, Dr. Elmer Bugg, Dr. Dettie Del Rosario, Kinga Sidzinska, Carlos McLean, Tara Marrero, Linnea Willis, Daniel Lawson, Charlotte Victorian, Nghiem Thai, Tanya Ilarde,

Absent: Dr. Tae-Soon Park, Dr. Arnulfo Cedillo, Denise Woodward, ASMC Student Rep-Maria Fernandez, Megan Sary Talbot

Guests:

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
	Meeting called to order at 3:10p.m.	
I. Review of Minutes and Agenda	<ul style="list-style-type: none"> • Revisions of minutes are as followed: <ol style="list-style-type: none"> 1.) Agenda Item #1: Under Follow Up/ Action <ol style="list-style-type: none"> a) Insert “M/S/U” after first and fifth bullet point. (Made, Seconded, Unanimously Carried) b) Remove the word “made” and replace with “carried” on second bullet point. c) Remove the words “and Daniel Lawson” from fourth bullet point. d) Remove the word “made” and replace with “carried” on fifth bullet point. 2.) Agenda Item #2: Under Follow Up/ Action <ol style="list-style-type: none"> a.) Change word from “second” to “seconded” in send bullet point. 3.) Agenda Item #3 <ol style="list-style-type: none"> a) Remove the word “to” and replace with “for” in first bullet point. 	<ul style="list-style-type: none"> • Nghiem Thai moved to approve the October 15, 2014 minutes as per revisions. Dr. Bugg seconded approval of minutes. Motion carries unanimously.

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II. Goals of Budget Committee	<ul style="list-style-type: none"> • Dialogue of revisions of Budget Committee Goals as followed: <ol style="list-style-type: none"> 1. Remove the words within entire goals that state “Business Services and Administrative Manager and Administration” and replace with “College President and College Council” 2. Section B goals to include “Conduct a review of all grants new and existing.” 3. Section E goals third and sixth bullet points to be moved to Section D goals. 4. Section E, add the words “fiscal calendar after the word “timelines” in the first and third bullet points. 5. Sections E, fifth bullet point add the word “and” between the words “screens” and “budget”. 	<ul style="list-style-type: none"> • Motion made by Tim Brice for moved to accept the goals with changes of revisions of committee goals to be made as discussed. Dr. Bugg seconded motion. Motion carries unanimously.
III. Overall Budget	<ul style="list-style-type: none"> • Dr. Del Rosario would like clarification of what the budget committee would like to know regarding the final budget pamphlet provided. • A recommendation for committee members was made to attend the Budget Allocation Model (BAM) training. • This will help each member understand how Merritt budget is established. 	<ul style="list-style-type: none"> • BAM to be added to December 10, 2014 agenda. • Committee will develop a presentation about how the BAM works to present during college hour.
IV. Budget Processes and Procedures	<ul style="list-style-type: none"> • Committee to create a timeline of committee goals and processes and procedures. 	<ul style="list-style-type: none"> • Agenda Item tabled
V. Accreditation and New Business	<ul style="list-style-type: none"> • Dr. Bugg discussed the status of FTES. • Fall 2014 had 404 sections and generated 1680 FTES. • FTES for Fall 2014 were adjusted due to Laney not being able to make their numbers. Laney gave off some of their numbers to BCC and Merritt FTES went from 3784 to 4010. 	<ul style="list-style-type: none"> • Dr. Bugg would like to know from the committee chair on how reports should be made in regards to the FTES status.

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	<ul style="list-style-type: none"> • Projection of Spring 2015 FTES based on 401 sections is the same amount projected in Fall 2014 which was 1680. • Target for Spring 2015 is 1880. • Merritt is the only college within the District that did not spend its total FTEF allocation for Fiscal Year 2014-15 in Fall 2014. • Merritt has 5.71 FTEF available after Spring 2015. • Oakland Police Academy is ready to roll out its second academy which will result in 118 FTES. • A balance of 82 FTES short remains. • Each FTEF is worth 22K per semester. • Office of Instruction has approximately \$250k to use for a late start or a double summer. • Recommendation to the President to offer late start summer rather than a double summer. Double summer allows us to run for 8 weeks. Double summers can go towards fiscal year 2015-16. Six week summers will go into the 2014-15 calendar year. • Double summer requires adjunct faculty instead of full-time faculty and will be more expensive to run. • Outreach efforts and automatic calls are being established to help reach the targeted numbers. • Recommendation from Dr. Bugg to CEMPC and Department Chairs for an enrollment management committee. Committee will be in charge with how students come and leave college. <p>Accreditation:</p> <ul style="list-style-type: none"> • Standard III.D has moved to the next level in the President's hands. • Status is where it should be six months late and still needs three more months in order to have dialogue on campus. 	
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	<ul style="list-style-type: none"> • President will confirm all contributions have been made. • Board of Trustees will read the first draft on November 18, 2014. • Executive team met and made their edits. • A line item exists within the document that states 2% of college budget will go to the library due to an antiquated collection. • The executive team has determined that the library needs to be a standard part of the budget allocation. • Second reading is scheduled on December 9, 2014. • December 11, 2014 geared to go to the printer. • January 15, 2014 will go to ACCJC. • Between January and February community forums will be held to go over what is in the report. • The visiting team will come between March 12th and 15th. • June 30, 2015 the Commission will give us ruling. • Two areas noted that are problems are Distance Education and SLO's. 	
VI. New Old Business-other items for discussion	None discussed.	
	Meeting adjourned at 5:15pm	<ul style="list-style-type: none"> • Motion made by Dr. Bugg to adjourn. Dr. Del Rosario seconded to adjourn meeting. Motion carried unanimously.

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