



**MERRITT COLLEGE**  
**College Budget Committee Meeting**  
**April 13, 2016**  
**3:00 p.m. – 5:00 p.m.**  
**Business Office Conference - Room Q218**

**AGENDA**

College Budget Committee Members

- Brice, Timothy
- Perez, Maria
- Cedillo, Arnulfo
- Del Rosario, Dettie
- Harde, Tanya
- Lawson, Daniel
- Park, Tae-Soon
- Rivas, Mario
- Sidzinska, Kinga
- Victorian, Charlotte
- Willis, Linnea
- Woodward, Denise
- Perez, Ron
- ASMC Student Rep

- I. Review and Approval of Agenda
- II. Review and Approval of Minutes
- III. Accreditation Update-Dr. Audrey Trotter
- IV. Discussion of Proposed Budget Presentations and approval of Fund 01

requests:

a. Departmental Budget Presentation:

- ✓ i. President
- ✓ ii. Business Office
- ✓ iii. Vice President of Student Services
  - 1. VPSS
  - 2. Special Programs & Grants
  - 3. Campus Life & Student Activities
- ✓ iv. Vice President of Instruction
- ✓ v. Division I
- ✓ vi. Division II

b. Dean of Academic Pathways/Grants

c. SLOAC -

SANKOFA - 134K

V. New/Old Business – other items for discussion

Adjorn

m / 2 / mcv  
 Dr. Park / Dr. Dettie

M

Budget Committee Meeting Dates	
September 16, 2015	3:00pm – 5:00pm
October 14, 2015	3:00pm – 5:00pm
**November 4, 2015**	3:00pm – 5:00pm
**December 9, 2015**	3:00pm – 5:00pm
**January 28, 2016**	3:00pm – 5:00pm
February 17, 2016	3:00pm – 5:00pm
**March 16, 2016**	1:00pm – 3:00pm
April 13, 2016	3:00pm – 5:00pm
May 11, 2016	3:00pm – 5:00pm

4/13/2016

CZO 3:10pm

(I)

- Approve agenda  
DL | MR | MCV ✓

II TABLE

III TABLE

IV

presentations ended @ 4:30

CBC STAYED

SLO - 9, ASSESSMENTS WERE COMPLETED

SOME MISSING PIECES

- Dear Rachel

- Specific amounts unknown

President

- Consider 60-70K of SSSP funds: EQUITY

- What role does CBC with categorical grants

- informational

- ~~governance~~ - Confirming how \$ should be spent.

- 2<sup>nd</sup> reader

aware, knowledgeable committee

- Past CBC would sign off on Grant.

~~ACCTC~~ ACCTC - All Resources have a process

- process does not include future grants.

~~III~~ college recommendation 3 is focus on how to get off of warning

~~Procedures~~ Procedures presented

- NEEDS BRIEF WRITTEN STATEMENT FROM CBC ON THE DIFFERENCE OF

~~\_\_\_\_\_~~

Detail

CBC - will coordinate w/ DISTRICT GRANTS

Address steps

END A

Next Budget mts come back w/ language & guidelines for grants

EDITS 1, 2, 3, 4, 6, 7,

next 5, 8, 9 may 4th

AGENDA

M.R. - Committee should have review & briefing of #3

President - volunteers searching other colleges on how grants are integrated  
- Monday

IV (A) THE PRESIDENT IS REQUESTING ENTIRE ALLOCATION.

(-IV) 31,750 ADDITIONAL NEEDS  
- clear on line item - <sup>object code</sup> ~~xxxxxx~~ of Budget  
- final Budget approval 1% translate to  
+ MISC 5885 assign a line item designated for I.T.

MOVE	2	MCU
DR. C	MIS	✓

(II) Reduction from utility 95% load : VOIP  
- Enbridge center - should

✓ BCC Budget to check if their lease payments is ~~not~~ included in allocation  
- taken off top or out budget

Mano Rwas to take ? to BAM  
TASKEPCE

IV.000  
III

move Biology + Micro-biology  
- 81,000 - Correct allocations  
Same as last yr.

- Grant \$150K (cover Slo-Ac.)  
Institutional effectiveness

TABLE Ask Kinga for her Slo-Ac Notes for 4/10 minutes

SSSP, ~~SSSP~~

funding Sloac out of SSSP, equity  
- take a lil from everyone to fund.

(X) SANKOFA - table

Committee needs to see breakdown.  
70K to help Sankofa/Imoja program.

? Any additional \$ for FX

16,400 5% to cover

Motion to move tentatively approve  
- What was presented all discretionary  
Budgets with exception of SIO-AD  
flexibility. SANKOFA

M	S	MCU
RR Park	OR.C.	✓

THIS BUDGET goes to Council

M



**Budget Committee Report to  
Merritt College Council  
Prepared By: Linnea N. Willis, Co-Chair  
April 20, 2016  
3:00 p.m. – 5:00 p.m.**

**College Budget  
Committee Members**

VP Instruction  
Cedillo, Arnulfo  
Del Rosario, Dettie  
Ilarde, Tanya  
Lawson, Daniel  
Park, Tae-Soon  
Perez, Maria  
Perez, Ron  
Rivas, Mario  
Sidzinska, Kinga  
Victorian, Charlotte  
Willis, Linnea  
ASMC Student Rep

- **Budget Committee Met April 12, 2016 from 1:30-5:30 and also April 13, 2016 from 3-5pm**

**I. PURPOSE OF THE APRIL 12 and 13, 2016 MEETINGS**

- **The purpose of the April 12, 2016 and April 13, 2016 meetings was to hear presentations from all managers, to review their proposed budgets, to ask questions, to gather additional information, and to ultimately approve the Budget for FY 2016-2017**

**II. INTEGRATED PLANNING & BUDGETING PROCESS**

- **The process laid out in the Integrated Planning & Budgeting Handbook was followed**
- **Program Reviews were completed campus-wide, and Managers met with staff while completing Program Reviews and afterwards to determine needs**
- **Department Chairs, Program Leads, Staff etc. met with Deans, Vice Presidents and President in order to determine budgetary needs for FY 2016-2017, while reviewing Program Reviews**
- **Deans, Vice Presidents and President used Program Reviews in determining their budgetary needs.**
- **After reviewing Program Reviews and meeting with Department Chairs, Program Leads, Staff etc., the Managers prepared a Proposed Budget for each cost center, each unit, each program, etc.**
- **Managers presented their budgets to the budget committee on April 12, 2016**
- **Questions were asked during the presentation, and also additional documents/information were requested from the Managers**
- **Budget Committee reviewed the additional information and final proposals and APPROVED the budget proposals on April 13, 2016**

**III. WHO DID THE PRESENTATIONS**

- 1. President: Norma Ambriz-Galaviz**
- 2. VP of Student Services: Arnulfo Cedillo**
- 3. Office of VP of Instruction: Doris Hankins presented**
- 4. Dean of Division 1: Tina Vasconcellos**
- 5. Dean of Division 2: Rosemary Delia**
- 6. Dean of Special Programs and Grants: Rachel Antrobus**



Also, separate special presentations were given by:

7. SLOAC – Jennifer Shanoski
8. Sankofa

#### IV. DOCUMENTS/INFORMATION REQUESTED FROM THE MANAGERS IN ADVANCE OF MEETING ETC.

- Each Manager (Deans, VP's, President) was requested to prepare a Binder for their Unit/Division/Cost Center, which included the following information:
  1. Summary of Budget Proposal
  2. Breakdown of What Was Requested in Itemized fashion for each Program, Cost Center, Object Code etc.
  3. Program Review Appendix A regarding Resource Requests (and explain how their requests aligned with Program Review)
  4. Confirmation as to whether Student Learning Outcome/Assessment Work was performed
  5. Information regarding when the Managers met with Department Chairs, Program Leads, Staff, Faculty etc. in order to review Program Reviews and come up with their Proposals
- When any items were incomplete or if additional information was needed, or if new proposals needed to be submitted based on the actual target allocation rather than what they "wanted", this information was requested by Chair Dr. Willis and provided by the April 13, 2016 second meeting
- Dr. Del Rosario stayed in constant communication with the Managers, in addition to Chair Dr. Willis, throughout this process

#### V. FINAL OUTCOME

- After all of the Presentations were presented, Binders were presented, Questions were asked, Additional Information was provided, and after two meetings, the Budget Committee Adopted and Approved the Proposed Budget for FY 2016-2017 being presented here today to College Council.
- It is requested that College Council also recommend and approve the Proposed Budget
- *See Final Budget Proposal Presented To College Council Today 4/20*