



MERRITT COLLEGE
College Budget Committee Meeting
September 16, 2015
3:00 p.m. – 5:00 p.m.
Business Office Conference - Room Q218

Ⓟ *Approved ✓*
 + 58
 2nd 3rd

College Budget Committee Members

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

AGENDA

- I. Review and Approval of Agenda
- II. Review and Approval of Minutes (tabled)
- III. Review Notes from Budget Retreat regarding Integrated Planning & Budgeting Process, etc.
- IV. Budget Overview for FY 2015-16
- V. Review Program Review Templates and Determine if Any Addendums Needed For FY 2015-2016 Budget Requests; Discuss Program Review Deadlines and Integration of Planning and Resource Allocation
- VI. Review 2014-2015 Goals – Evaluate What Was Accomplished and Priorities for FY2015-2016; Begin to Establish Goals for FY 2015-2016
- VII. Election of Co-Chair *no comm.*
- VIII. Discussion of Meeting Dates/Times for this Year
- IX. New/Old Business – other items for discussion

Tentative Budget Committee Meeting Dates

September 16, 2015	3:00pm – 5:00pm
October 14, 2015	3:00pm – 5:00pm
November 18, 2015	3:00pm – 5:00pm
December 16, 2015 <i>am</i>	1:00pm – 3:00pm
January 13, 2016 <i>29th</i>	1:00pm – 3:00pm
February 17, 2016	3:00pm – 5:00pm
March 16, 2016	3:00pm – 5:00pm
† April 13, 2016	3:00pm – 5:00pm
May, 18, 2016	1:00pm – 3:00pm

Tentative

*firsts week.
 finals week.*



**Budget Committee Report to
Merritt College Council
Prepared By: Linnea N. Willis, Co-Chair
September 16, 2015
3:00 p.m. – 5:00 p.m.**

College Budget
Committee Members

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

- **Budget Committee Met September 16, 2015 from 3-5 p.m.**
- **Budget Committee Also Had Very Productive Budget Committee Retreat June 1, 2015**
- **Retreat Summary**
 - Discussed Positives and Negatives for 2014-2015 Fiscal Year
 - o Created Budget Committee Flow Chart
 - o Had Great Presentation to Accreditation Team
 - o Did much better job incorporating APU's, SLO's, Assessment etc. into the budgeting process
 - o Need to do better job of integrating planning and budgeting (see below)
 - Set Goals and Timelines for FY 2014-2015 so that the Budget Planning Process Begins Earlier With Program Review
- **Accreditation**
 - Dr. Audrey Trotter gave a report on Accreditation Follow Up Report status
 - Budget Committee asked how can we be involved in addressing issues relating to budget and integrated planning/resource allocation
 - Dr. Trotter informed committee Budget Committee will be assisting in addressing Recommendations 3, 4 and 6 – biggest two are 3 and 4
 - Dr. Trotter also stated that a Task Force is recommended to President to address integrated budget and resource allocation issues and clean them up
 - Budget Committee informed Dr. Trotter and President that Budget Committee already came up with portion of plan to better integrate planning and budget allocation
 - Budget Committee willing to assist in whatever way necessary
- **Election of Co-Chair**
 - Dr. Linnea N. Willis re-elected as Co-Chair by unanimous vote

- **Discussion re Integrated Planning and Budgeting Discussed at June Budget Retreat**
 - Budget Committee worked very hard with respect to incorporating Program Reviews, APU's, SLO's/Assessment, and to tie these to resource allocation
 - Budget Committee discussed what can do better this year
 - Dr. Del Rosario created a Budget Procedure Handbook which the Budget Committee will update this year – including all of our procedures for the budgeting process

- **Budget Overview for FY 2015-2016**
 - Overall Budget for this year increased to approximately \$20 million from \$17.2 million
 - Dr. Del Rosario discovered that approximately \$990,000 has not been loaded yet and she is following up on that with the District
 - Budget Committee will have standing agenda item re Budget Status, additional funds and how funds are being used

- **Reviewed Program Review Templates to Determine That an Additional Addendum is Needed for FY 2015-2016 In Order to Better Integrate Planning and Resource Allocation in the Program Review Process**
 - Accreditation Recommendations 3 and 4 from Accreditation Team recommend that the College have better planning processes to show linkages between planning, program review, SLO/Assessment and resource allocation
 - Budget Committee discussed at Retreat that we need resource allocation/budget addendums in the Program Review documents
 - There are Resource allocation documents in the Program Review documents, but they more relate to a “wish list” prioritization and justification and not to recurring normal expenses
 - **Therefore Budget Committee recommends Addendum A2 to be added to Program Review** – so that persons are analyzing their current/existing/ongoing budgetary needs in addition to their wish list at the same time as doing Program Review

- Discussion re Meeting Schedule for This Year (see chart)

Tentative Budget Committee Meeting Dates	
September 16, 2015	3:00pm – 5:00pm
October 14, 2015	3:00pm – 5:00pm
November 18, 2015	3:00pm – 5:00pm
December 9, 2015	1:00pm – 3:00pm
January 27, 2016	1:00pm – 3:00pm
February 17, 2016	3:00pm – 5:00pm
March 16, 2016	3:00pm – 5:00pm
April 13, 2016	3:00pm – 5:00pm
May, 18, 2016	1:00pm – 3:00pm



MERRITT COLLEGE

**Minutes of the College Budget Committee Meeting
Wednesday, September, 16, 2015 3-5 pm, Room Q218**

Attendees: Dr. Linnea Willis, Dr. Dettie Del Rosario, Timothy Brice, Dr. Tae-Soon Park, Nghiem Thai, Charlotte Victorian, ASMC Student Rep- Maria Fernandez, Dr. Arnulfo Cedillo, Maria Perez, Dr. Audrey Trotter, Dr. Norma Ambriz-Galaviz, Dr. Anita Black.

Absent: Kinga Sidzinska, Daniel Lawson
Guests: Cynthia Alvarado (Note taker)

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
I. Review of Minutes	<ul style="list-style-type: none"> Meeting called to order at 3:05 p.m. Tabled 	
II. Review of Agenda	<ul style="list-style-type: none"> Agenda reviewed and items moved up 	
III. Accreditation	<ul style="list-style-type: none"> Item moved up Accreditation update given by Dr. Trotter: <ul style="list-style-type: none"> Follow up report to be submitted in fall of 2016, core planning group will be Audrey a co-chair Dr. Mia Kelly, Dan Trong hired this summer by the President, he will be serving as the manager, and Jennifer Kennedy, will serve as the primary editor and writer that will sustain the project through the year. 	<ul style="list-style-type: none"> Attend the sept 23rd college-wide accreditation meeting.

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	<ul style="list-style-type: none"> • Early work done this summer in July through August, by the college leadership team, who started mapping out a process to address the accreditation letter that came in late June. • Every member of the budget committee and should attend sept 23rd accreditation meeting forum 2-3pm, it's a college wide process and plan for addressing the report. The room number will be announced later but it will be in Dr. Love's class room. • A save the date was sent out for the duration of fall semester that the college won't plan activities on Wednesday's from 2-3, <p><i>Handout from Dr. Trotter:</i></p> <ul style="list-style-type: none"> • stated the shared governance committee groups she has attended thus far, plus one academic senate, we could have done a better job in describing how we met the standards, this past accreditation cycle. We could have provided more evidence and observations, to show that we meet the standards. • On page 2, we engage every member in this process. Standards in page 2: college has more work to do for the standards; it will be easy for them to address the standards, so they only have to address rereading certain pages, regarding the committees. Fully towards sustaining, • last page: when we provided this document at dept. chair meetings, we promoted the college to be realistic in what can be achieving next time; the idea is to be fully reaffirmed. Numerous documents on 	
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	<p>the website, the goal is that we should be aiming to for Full reaffirmation. By next fall all of our evidence will demonstrate that we have all guidelines in a mode that it will demonstrate no matter who works here the college will sustain standards. If we can prove that we will be reaffirmed. We are trying to link the shared-governance committee to certain college standards by assigning leads.</p> <ul style="list-style-type: none"> • There will be one faculty one classified and administrative liaison per recommendation. The faculty and classified staff will be paid. • Linnea question: When will we be able to address resource allocation and budget, there where recommendations from the Accreditation Team that tied in to the budget, the Budget Committee has established ways of better integrating those things, and Linnea wants to make sure that whatever we are doing this semester lines up to what the team is looking from us. • Audrey Response: For sure the budget committee is a shared governance committee that may address rec #3 #4 #6, and that is where we tackle budgeting since it is inked to program review and assessment, the two big recommendations are 3 and 4, how we will link them together, the action letter that we need to prove are about the same those recommendations, the work is slightly differing we have recommended to the president a short term 3 week max tasks force of integrated budget and resource allocation and clean them up, make 	
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	<p>recommendation and connect to the budget committee and how we will demonstrative them, and how we will tie them in. if we don't that when you see the specific what you need to address on the their work will be helpful</p> <ul style="list-style-type: none"> • Dettie: we are reviewing the budget and are ready to work on the accreditation standards as they may pertain to budget. 	
<p>IV. Moving the budget committee from Wednesdays to Tuesdays.</p>	<ul style="list-style-type: none"> • Discussion on whether the budget committee should meet on Tuesdays instead of Wednesdays, as preferred by some of the committee members • Linnea stated that the meeting could be moved to Tuesday without getting offline of the District calendar • President Ambriz: A draft of the calendar was sent through Merritt FAS. Schedule was not contested at that time. • Anita: tier one meetings need to stay on Wednesdays because when the district shared governance committees and planning and budgeting committee depend on the timeliness of the decision making process, you want to keep them on Wednesday, problems will arise in November and December, The calendar has been set for the year leave as is. • Meetings to be left on 3rd Wednesdays for now 	<ul style="list-style-type: none"> • Action: Leave meeting dates as they are.

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<p>V. Election of budget committee Co-Chair</p>	<p>Motion made to re-elect Linnea Willis as co-chair of the budget committee. Made by Tae-Soon Park, seconded by Charlotte Victorian. Discussion:</p> <ul style="list-style-type: none"> • President Ambriz-Galaviz expressed concern because Linnea Willis is on maternity leave this semester, and also that much is needed for Accreditation • Linnea Willis stated in her understanding she can participate on a voluntary basis in shared governance • Anita Black stated she will participate in Accreditation portion related to the budget and resource allocation, and this should assist • Dettie Del Rosario stated that the role of co-chair (from the Bylaws) is to prepare agendas, edit minutes, set the calendar, supervise the resource of budget development process, report to academic senate and college council. • President Ambriz-Galaviz: I need timely agendas, I don't like hearing about governance committees unable to do so, and we need to send our agendas, post on the website, bring up We must continue following the brown act to publicize the agenda. • Dettie Del Rosario apologized that she did not send timely notice for this first meeting. • Agenda will go out to FAS by second Friday before the meetings 	<ul style="list-style-type: none"> • Dr. Linnea N. Willis, J.D. was voted as Co-Chair. • Motion carried unanimously, 1 abstention
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<p>VI. Review Notes from Budget Retreat regarding integrated planning & budgeting process.</p>	<p>Anita Black: point of clarification, is there a website for shared-governance minutes Charlotte: Yes.</p> <ul style="list-style-type: none"> • Link to budget committee website. http://www.merritt.edu/wp/budget-committee/ 	<ul style="list-style-type: none"> • Action: Program reviews are due in October, according to the integrated planning model that is in place, program review years we will update our processes so that we can prove sustainability. Amending: OCT 2ND.
	<ul style="list-style-type: none"> • Linnea: Budget committee worked very hard with respect to incorporating program reviews and to include resource requests, we have continued to grow and improve in that area, the budget committee met in June and we went through all goals, we discussed what we can do better and what we will like to do this year. • Dettie: I came up with the budget procedure handbook, there are two pages inside which are an updated summary of the retreat, here we show what the committee believes is working and what needs improvement, at the same time we discussed what we should be doing, leave it up to you to read it, provide your input • Audrey: we have inconsistency on the dates that it is due, program reviews due in oct.? This year they are due in SEPT, this one in November? • Tae soon: shifted two months so district PBC did not issue into April, but everything passed along, some reviews went to annual update, some. Laney they dint do they're APU until may, the consistency was that the budgeting and planning handbook, she kept changing the dates, October is more reasonable. Deans are getting that information out. 	

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	<ul style="list-style-type: none"> • Willis: what about the district institutional data – when will it be provided? • President: Institutional research will be provided tomorrow. The templates that you get will be populated with the information. Faculty will need to create a narrative and analyses, that is a crucial look at assessment work and program review, curriculum, resources. • Tae-Soon: training for new department chairs: if we can add access budget overview screen, in appendix or screen NAVIGATION, <p><i>In regards to budget handbook given at meeting:</i> page 9 and 10 include this year budget calendar, updated, front membership Mario is the president update membership Page 8: different than the one adopted, not approved by college council and dint replace, Everything must be dated, it is a document revised, so we can track it. 2010 model that was adopted, look at 2010 and see what you proposed and make a formal adoption, do it through the task force, that vote of shared governance process.</p> <p>Comment on the Budget process flow chart: whether it is discretionary, non-dictionary, all funds the chart must apply to all.</p> <ul style="list-style-type: none"> • There is no evidence that college council approved the 2010 model, more important about the task force being the catch up. 	
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VI. Budget Overview for FY 2015-2016

	<ul style="list-style-type: none"> • Dettie: Total budget is for this year, 20 million this year, discrepancy of 990. Fund 1 • Anita: other funds? 1, 11, 3, 2 • 2: designated by the district, 500k, does not restrict us what we do it is at the discretion of the president, if they need funding that is not supported by • pass proposal fund 12 • fund 11, 1080 project SSSP • fund 11 student equity 9010 • Dr. Del Rosario will provide more fund amounts at the next meeting • infusion of one time funds, taken up at the cabinet, any funds that come into the college, how the funds will be spent it needs to be communicated • The college budget committee is responsible for all revenue allocated to the college. That means all funds that are allocated to this institution should be transparent to this committee, where ever there is money, you all need to know about it, she will give you the rest of these funds. We don't get funding on a consistent basis, the next agenda item should be new funds or existing funds 	<p>Action: Dr. Del Rosario, will provide Communication of the funds, standing agenda expected that business director one time funds, additional funds, and how they are being used.</p>
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<p>VII. Review program review templates and determine if any addendum needed for FY 2015-2016 Budget Requests; Discuss program review deadlines and integration of planning and resource allocation</p>	<ul style="list-style-type: none"> • Report due in two weeks , in your packets you will see the program review handbooks. At the resource allocation requests tied with the Program Reviews and APU's by having an Addendum. This is our way of making resource allocation requests in APU's and Program Reviews consistent with requests made in the budgeting process. • Linnea: Appendix A should be supplemented to add an additional Addendum so people can explain and justify their regular, normal ongoing expenses in addition to the "wish list" requests in the already included Addendum, there needs to be justification for continuing/regular expenses • Maria what can be done, for CTE, when you do program review and you give us the summary when you meet with the dean on your one on one meeting and see what are you giving me? Than you itemize your total that will be your budget that will be sent by the dean and assistant so you see what will be give to that activity or department, this is new resource request and summary. • Anita: since the program review is almost the start of the budget development process by unit that we know what the costs are by existing, last year, budget development process outside of the review process, you should know what those costs are. This one new you are asking for? Curriculum development or revamping resource changes, when they do this, now your budget development. They have done it when 	<ul style="list-style-type: none"> • Take the Addendum A1 to College Council next week for insertion in the Program Review process • Appendix A needs to be supplemented for the colleges budget development
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<p>VI. Review 2014-2015 Goals –Evaluate what was accomplished and priorities for FY 2015-2016 BEGIND to establish goals for FY 2015-2015</p>	<p>they get to that point with the dean, then they know what is existing, suggestion and answer concern two templates, to run this program, additional new resources that you have stated and justified in program review that you plan on doing.</p> <ul style="list-style-type: none"> • Decided to add Appendix A1: INSERT CURRENT BUDGET, cut and paste, direction and rational as to why, save you time in the long run. • Department chairs will be able to look at budget validation committee or institutional effectiveness committee, appendix C • Tabled • This coming Friday the college will see their goals, 3 year goals, budget committee will follow after. • Meeting adjourned at 5:04. 	
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