



MERRITT COLLEGE
College Budget Committee Meeting
October 14, 2015
3:00 p.m. – 5:00 p.m.
Business Office Conference - Room Q218

College Budget
 Committee Members

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

AGENDA

- I. Review and Approval of Agenda
- II. Review and Approval of Minutes
- III. Re-Discussion of Meeting Dates/Times for this Year – to Align With District Calendar and Merritt Master Calendar
- IV. Review Budget Committee Bylaws
- V. Discuss Recommendation to College Council Template
- VI. Discuss Budget Status
- VII. Review of Budget Forum and BAM Allocation
- VIII. Accreditation Update
 - A. College Recommendations #3 and #4
 - B. Discuss How Budget Committee Should Be Assisting
 - C. Make Sure Budget Committee Members Are on Teams Related to Resource Allocation Recommendations
- IX. Program Review – Budget Committee Addendum Needs to be Incorporated
- X. Establish Goals for FY 2015-2016
- XI. Update on SSSP Plan
- XII. New/Old Business – other items for discussion

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



MERRITT COLLEGE
Budget Committee Meeting
October, 14th 2015; 3:00 p.m. – 5:00 p.m.
Business Office Conference - Room Q218
Sign In Sheet

Brice, Timothy	
Cedillo, Arnulfo	<i>#605</i>
Dr. Wise Allen	
Dr. Mario Rivas	<i>Mario Rivas</i>
Del Rosario, Dettie	
Harde, Tanya	<i>T Harde</i>
Lawson, Daniel	
McLean, Carlos	<i>Carlos McLean</i>
Park, Tae-Soon	<i>Tae-Soon Park</i>
Perez, Maria	<i>Maria Perez</i>
Sidzinska, Kinga	
Thai, Nghiem	<i>Nghiem Thai</i>
Victorian, Charlotte	
Willis, Linnea	
Woodward, Denise	<i>Denise Woodward</i>
ASMC Student Rep	
Guest: <i>Norma Arroyo Calanz</i>	<i>President</i>
Guest: <i>Cynthia Alvarado</i>	<i>Nate Taylor</i>
Guest: <i>Audrey Lutz</i>	

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MERRITT COLLEGE
Minutes of the College Budget Committee Meeting
Wednesday, October 14, 2015 3-5 pm, Room Q218

Attendees: Linnea Willis, Dr. Dettie Del Rosario, Dr. Tae-Soon Park, Nghiem Thai, Dr. Arnulfo Cedillo, Dr. Norma Ambriz-Galaviz, Denise Woodward, Carlos McClean, Mario Rivas, Tanya Ilarde

Absent: ASMC Student Rep-Maria Fernandez,
Guests: Cynthia Alvarado (Note taker)

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
I. Review of Minutes	<p><i>Meeting called to order at 3:07 p.m.</i> Motion: Mario, Denise seconds.</p> <ul style="list-style-type: none"> • Tanya was absent last meeting • Add Mario as an attendee of the meeting. • Page 3 add the president, one faculty and classified one co-lead • Page 7 correct non-discretionary. • Motion to approve Minutes Dettie, • Mario 2nds, 0 abstention on the minutes • All in favor 	
II. Review of Agenda	<ul style="list-style-type: none"> • Add the president to Item V. 	Fund 2
III. re- discussion of meeting dates/ times for this year – to align with district calendar and erritt master calendar	<ul style="list-style-type: none"> • Committee will not meet on the third Wednesdays; it will meet on what is on the calendar to match with college council and PBC each month. <p>If we meet on November 4th, normal time.</p>	<ul style="list-style-type: none"> • Leaving the days as they are as indicated in the agenda.

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<p>IV. Discussion on template for budget committee recommendations to college council.</p>	<ul style="list-style-type: none"> • Dr. Tae-Soon Park: CDCPD has a typo for October. • Dettie: We have made recommendations but did not formally state them, in the by laws the president has to respond within 20 days, but we have not documented properly, just a report to the council of what we talked about. • Brock devised the attached template doc (1) so the president is given a timeline. Template was presented at facilities committee, President reviewed the document. • Audrey: what about the original template? • President: We were given one by Brock, we provided input. • Audrey: I will forward it to you that I used when I was president as college council. • Audrey: we have used it but not used it recently. I took recommendations and put them on the template, after the committees gave recommendations. • President: to have that information written down, and follow, Brock was going on the right direction but now we should revisit and locate the original template. • Tae soon: it was used in the faculty hiring. • Audrey: This is part of the job of the integrated planning task force; they will find documents and pull them. 	<ul style="list-style-type: none"> • For the committees that are making a recommendation they use the correct template.
<p>V. Discuss Budget Status & President update on Fund 2</p>	<ul style="list-style-type: none"> • President: the computer update some of the issues that we had the last time, we had to borrow some from the learning center in order for every class room in the S building to have a computer as a temp solution • In the mean time Patricia will provide a estimate to equip all those rooms with computers they are a bit outdated and some are not matching up with the equipment. I will work to see if there is another 	

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budget to fund this. Will find a way to prevent this from happening in the future.

- Mario Rivas: the money that the district PBC 150k tied for program review? Can that be used for computers?
- President: that is instructional materials, library and instructional equipment.
- Mario: the 1 million + that can be applied to fund 2 allocations?
- Dettie: 567 right now we allocated 452 with remaining balance, the memorandum that I will pass out now is a one time allocation that is in the system and this is the memo.
- Linnea: is there a process for allocating budget?
- President: we have an opportunity to outline what should be the process, so now we have this money and find savings in one time funds, what should be the process from this committee
- Dettie: what happened with what we tried to encumber last time we **have under bylaws 3b**
- Nghein" we went through a holistic process of funding for additional funds that they wanted, this committee approved to recommend to the president that included lottery funds and, equity funds.
- President: there has been an augmentation. An additional 50k, it could be more but that is how PBI shows to do it now.
- Tae-soon: this is allocated if anyone needs money that is not available; we have to play with new money.

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- Mario: Recommendation 9 that new requests come through the decision making process that came from the college budget process in the district committee that the 150k be tied to program review, that was trying to validate that it is a process . budgeting process is tied to program review, the 150k for equipment and the 150k strictly for equipment, we should take that to PBC with a plan
- Audrey: If we look at san Diego's college website they have process etched out that the college has agreed to for any money that comes into the district, how its agreed upon, how it is allocated, link to program review,
- President: in addition to that you have to evaluate you decisions, did the allocation have an impact? If you invested the money on the right places and did it produce results.
- Dettie: we budget handbook that we started working on, and implement the criteria and we are accessing and evaluating once it is developed
- PRESIDENT: 2014-2015 equity vice chancellor asking for money from the colleges to implement the Peralta scholars program they were asking is, Ron Little that the colleges have not been spending their student equity money, supposed to address the achievement gap, here is the balance for 14-15, and you should know the state gave us an allocation so late that they indicated they would give us an extra 6

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months to spend.

- Dr. Cedillo: there is a lag time to post amounts, district records show Merritt has 210 k. however, we have easily spent over 100 thousand, payroll has charged to the wrong funds, but they charged it to general funds, we have to go back and do budget transfers of expenditures, it will have a negative balance at the end of the year. If you run your paperwork it is supposed to charge it.
- Dr. Cedillo: we have done a budget that was allocated and this is discussion, we can move that and pay for tutoring, maybe 10-15,000.
- Mario: What is the district doing with those one million dollars? There is a plan that came from the summer group, that plan has not come forward, it is being visited the task force that worked on it are no longer in the group. No discussion they only talked about past funds. What is happening is the district is being pressure to provide a service a function and they don't have fun 1 dollars allocated. It is through what they received.

The proposals are:

Orkin says colleges you have a million dollars collectively that you need to spend by December

You still have 15-16 to cover any over expenditures.

<p>VI. SSSP</p>	<ul style="list-style-type: none"> • Dr. Cedillo. Planning assessment counseling, and match grant I asked for input from specific deviations, Deborah to get input and gave them in put from last years plan. How we pay SSSP our amount was go high and come back if you have to, and this is a guarantee we have until December of 2016 to spend those dollars Maria: the carry over funds from last fiscal year where under 1090 and 1080 Triple SSSP, The one that ends in 01 is the new money. The 23 accounting lines the last 2 are how we keep track 	<ul style="list-style-type: none"> • Action expenditure summary.
<p>VII. Accreditation rec 3, 4, 8</p>	<p>Update based on three areas, 3, 4, 8. accreditation resource materials, the recommendations 3 and 4 clear linkages of resource allocations</p> <p>Anita: what will be strategic planning and budget allocation process in order to address anything effectively</p> <p>And SLO what are we doing with that</p> <p>What will be the structure we are using to answer the questions upon the recommendations?</p> <p>Affirm the process that we will adhere to.</p> <p>This is what the practice is.</p> <p>CEMPCE is still working on the handbook, and the committee has been revising it. How different bodies are part of the process the role of faculty and critical pieces we are still defining. We don't want to get passed until we define those.</p> <p>Tabled</p>	<ul style="list-style-type: none"> •

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Meeting adjourned at 5:05pm

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