



**MERRITT COLLEGE**  
**College Budget Committee Meeting**  
**November 4, 2015**  
**3:00 p.m. – 5:00 p.m.**  
**Business Office Conference - Room Q218**

College Budget  
 Committee Members

Allen, Wise  
 Brice, Timothy  
 Perez, Maria  
 Cedillo, Arnulfo  
 Del Rosario, Dettie  
 Ilarde, Tanya  
 Lawson, Daniel  
 McLean, Carlos  
 Park, Tae-Soon  
 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
- III. Review PRT visit on October 28<sup>th</sup>, 2015
- IV. Discuss Budget Procedure Handbook 2015-2016
- V. Review of Process for Incorporating Program Reviews into Resource Allocation Process
- VI. Discuss Revised Recommendation to College Council Template
- VII. New/Old Business – other items for discussion

<b>Budget Committee Meeting Dates</b>	
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



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**Budget Committee Meeting**  
**November 4th 2015; 3:00 p.m. – 5:00 p.m.**  
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**Sign In Sheet**

Brice, Timothy	
Cedillo, Arnulfo	<i>A Cedillo</i>
Dr. Wise Allen	
Del Rosario, Dettie	
Ilarde, Tanya	<i>T Ilarde</i>
Lawson, Daniel	
McLean, Carlos	
Park, Tae-Soon	<i>Tae-Soon Park</i>
Perez, Maria	<i>Maria Perez</i>
Rivas, Mario	<i>Mario Rivas</i>
Sidzinska, Kinga	<i>Kinga Sidzinska</i>
Thai, Nghiem	
Victorian, Charlotte	<i>Victorian</i>
Willis, Linnea	
Woodward, Denise	
ASMC Student Rep	
Guest: Cynthia Avarado	<i>Cynthia Avarado</i>
Guest: Norma Amber Salas	<i>Norma Amber Salas</i>
Guest:	

*The mission of Merritt College is to enhance the quality of life in the communities we serve, by helping students to attain knowledge, master skills, and develop the appreciation, attitudes, and values needed to succeed and participate responsibly in a democratic society.*



**Budget Committee Report to  
Merritt College Council  
Prepared By: Dr. Dettie Del Rosario  
November, 18, 2015 and October 14, 2015  
3:00 p.m. – 5:00 p.m.**

**- Budget Committee Met on November 4<sup>th</sup> 2015**

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**1. October 28<sup>th</sup> PRT visit:**

- The PRT team wants to write a plan, to assess the development of the college. In order to ensure that faculty and staff can name the processes and be able to describe how they unfold.
- The PRT will submit a summary report to the president.

**The four recommendations:**

- Planning process, program review, master plan, assessment, budget (integrated planning budget process) 4<sup>th</sup> is the delineation of roles between the college and district.

**2. 72 hr. Brown Act Compliance**

- PRT stated the budget committee does not have to comply with the 72hr notification.

**3. Review Draft of Program Review Timeline**

***Program Review Timeline Draft (handout)***

- The draft of program review timeline was presented to the budget committee and is yet to be approved by the College President. The timeline was a step by step process from each program discussion to team validation. The president expressed that it has to go through the leadership team and the shared governance process.
- Revisions are being made.

#### 4. Budget Procedure Handbook 2015-2016

- Budget committee chair presented an updated version of the Budget Procedure Handbook. The handbook is one of the objectives that the committee hoped to accomplish this year. The budget handbook includes an integrated planning budgeting process. The handbook is prepared as a guide for faculty and staff to better understand the budgeting process, beginning with understanding the accounting codes in the budget and accessing budget inquiries from the PROMPT system.

<b>Budget Committee Meeting Dates Set Forth in Master Calendar</b>	
September 16, 2015	3:00pm – 5:00pm
October 14, 2015	3:00pm – 5:00pm
**November 4, 2015**	3:00pm – 5:00pm
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