Budget Commitee Minutes
[November 18, 2020]
[3:00PM]
[Room Location or Zoom ID]

MEMBERS:

VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)		
X	Marie Amboy	
X	Linnea Willis	
X	Tauheeda Anderson	
X	Lilia Chavez	
X	Maya Henderson	
X	Victor Littles	
	Phasasha Pharr	
X	Lilian Pires	
X	Thomas Renbarger	
X	Denise Richardson	
	Derrick Ross	
X	Rebecca Uhlman	
NON-VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)		
X	Nancy Moreno	

GUESTS:

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call to Order	Meeting called to order at 3:08 p.m.	
II. Adoption of Agenda	Agenda was adopted Dr. Richardson made a motion and Linnea Willis second motion to approve (All in favor)	Chair – Email to merrittgovdocs@per alta.edu
III. Approval of Minutes	Motion to approve the first set of minutes September Linnea Willis made a motion to approve and seconded by Tom Renbarger Motion to approve the second set of minutes for October Tom Renbarger made a motion and seconded by Victor Littles	Chair – Email to merrittgovdocs@per alta.edu

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 and a global economy.

| IV. Action Items/ Presentations | Identify Topic of Discussion
Review and Discussion of Institutional Budgets

• There is a meeting April/March after everyone has submitted their proposed budget to us. We receive those budgets and review them
• We ask every manager in each cost center to do a presentation to us and identify anything we need to pay attention to
• We ask if they talked among staff and make sure they had input from everyone
• How is this supported by the program review and the APU process. We ask the manager to make sure they're in compliance with SLOs and assessment
• After we receive these presentations, we review the budget if there's any adjustments that need to be made, and if we have extra money we try to move it or rely heavily on them to get it right
• We will review it and adopt. Then it goes to the College Council. The College Council will present and then it goes to President for approval
• The December meeting renew the resource request
• In our December meeting we can set up the special meetings for the presentations that the cost center managers make to the Budget Committee
• Two special meetings in March that are 15 minutes per cost center. The Deans get about 25 minutes. We try to accomplish this in half a day. Then same day or another day we finish making recommendations
Review of IPB Model-Role of the Budget Committee

Vice President of Administrative Service position

• We are in the process of hiring a Vice President of Administrative Service position
• Just wanted to let you know that is happening already and we are hoping that this position can be filled by January
• Marie and Linnea will be around for support
• The Vice President of administrative services essentially bundle the responsibility for director of business, administrative services, and director facilities
• Laney College already had this position and It's going | |

	pretty well for them and to have those responsibilities bundled in that way • A combination of director of Business administration, administrative services, and director facilities	

V. New Business	New Business
	
	Update on CARES Funding
	  a. College Institutional Allocation
	    Priorities List for CARE Funding-
	    <u>Transition to campus</u>
	    Preparing facilities for a safe return to campus
	    Purchasing PPE for faculty, staff and administrators
	    <u>Technology</u>
	    Instructional support
	    Upgrading/ enhancing/ maintaining our website
	    <u>Student Support Services</u>
	    Food
	    Mental health services/counseling
	    Internet
	    Student workers/tutors/ambassadors
	    <u>Instructional Support Services</u>
	    Professional development and training
	    Additional class sections
	
	  b. Development of priorities
	
	• We have about $1.4 million in CARES funding
	• 50% of that money is supposed to be spent on direct student aid
	• The other half is intended to be institutional funds which means are to utilize them to support the college in our transition
	• In the areas that have been impacted with COVID-19
	• I would like us to provide support for our executive leadership team in helping today is to determine the larger priorities
	• Supplies for staff working remotely
	• Poll to provide feedback to leadership team
	• 1-Student support services
	  2-Transition to campus
	  3- Technology support
	  4-Instructional support	

	- We might want to replicate this poll to other commitees - The funds have to spent within one year of the date we received them - The October 1 deadline isn't really an October 1 or September 20 deadline because it's a brand new fiscal year - It takes an incredible amount of time for the district to actually load carry over funds - We need to determine what we're going to purchase by April. We need those allocations to be done now. The September 30 is the deadline but in reality we need to spend the funds.	
VI. Adjournment VII. Zoom Link	Meeting adjourned at 04:32 p.m. https://cccconfer.zoom.us/rec/share/PtDFIQ0IrA-JWO9HLr3ogTQCC_xHcVn_xmGZK4mVYo2W_shrG2KRb UBsbR29oZYr.wsyk-NIDwQ31Eh8R	