

**MERRITT COLLEGE**  
**Minutes of the Emergency Joint Meeting of**  
**Merritt Technology Committee,**  
**Facilities Committee and**  
**Institutional Effectiveness Committee**

**May 5, 2020 2:30 PM**  
**Held via Zoom**

**Meeting Recording:**

<https://cccconfer.zoom.us/rec/share/tO13L4rr-19JSM-Q7FP7X6g4NNr3T6a8hiVN-fBYz0byE3d7goCfWcR1OgfvKuWU>

**Attendees:**

<b>Name</b>	<b>Technology</b>	<b>Facilities</b>	<b>Institutional Effectiveness</b>
Courtney Brown (F)	<b>X</b>		
Brock Drazen (F)		<b>X</b>	
Stefani De Vito (F)		<b>X</b>	<b>X</b>
Jason Holloway (A)	<b>X</b>		<b>X</b>
Carmen Johnson (C)			<b>X</b>
Waaduda Kareem		<b>X</b>	
Dan Lawson (F)			<b>X</b>
Tara Marrero (C)		<b>X</b>	
Victoria Menzies (A)	<b>X</b>	<b>X</b>	
Dale Nabeta (C)	<b>X</b>	<b>X</b>	
Nathan Pellegrin (A)	<b>X</b>		<b>X</b>
Ron Perez (C)	<b>X</b>		
Tom Renbarger (F)			<b>X</b>
Denise Richardson (A)			<b>X</b>
Derrick Ross (F)	<b>X</b>		
Molly Sealund (F)		<b>X</b>	
Jamila Saleh (C)		<b>X</b>	
Nghiem Thai (F)			<b>X</b>
<b>Quorum</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>

**Absent:**

**Guests:** Stefanie Harding

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
Call to order	2:42 PM	
<b>I. Agenda Approval</b>	Minutes from last meeting not available; removed item from agenda	No objection to approving the agenda as amended
<del><b>II. Approval of (insert date) Minutes</b></del>		
<b>III. Budget Review and Recommendations</b>	<p><b>VM shared screen showing April 29 version of the budget request template.</b>  <b>Points made during discussion:</b></p> <ul style="list-style-type: none"> <li>• Purple shaded cells show original amount.</li> <li>• Admins were asked to review and verify the amounts and submit changes over the weekend.</li> <li>• Includes Strong Workforce funds, which were received this morning.</li> <li>• Items receive discretionary amount if the budget does not change.</li> <li>• Categoricals will be funded as put in.</li> <li>• For Measure B and Fund 12, we will not know until finalized.</li> <li>• The budget is tentative; it could change after the May revise from the governor.</li> <li>• Includes cost for “TurnItIn” software as requested by DR. Next, this information will be presented back to department chairs so we get a final “clean sweep”.</li> <li>• Guided Pathways (GP) budget needs to clarify what will be carried forward               <ul style="list-style-type: none"> <li>○ GP awarded \$15K to each of the learning communities and the learning center. Those amounts carry over until 2022.</li> </ul> </li> <li>• PTK is being institutionalized, and they will be accounting line 13.</li> <li>• Sankofa is accounting 2080 (SEA salaries) and 2081 (SEA operations). SEA funding requests will have to be determined after that budget is made final</li> <li>• PT salaries will be under general fund, and move everything that is eligible for Measure B to that fund.</li> </ul>	<p>Follow up: (GP) will work on the carryover budget next week.            JS will work with Lilian to identify carryover items next week.</p>

**Discussion around clarification on the purpose of this meeting.**

- Are we going through the budget item by item?
- From the questions and comments so far, it seems this budget is not finalized. If this exact same thing was approved by the budget committee yesterday, then what are we doing? Should not the facilities committee be reviewing facilities related expenses, the technology committee looking at technology related expense? Why are we just looking at the entire set of requests? What purpose does that serve?
- Chairs have not been able to sit down with managers to review the budget.
- We are addressing questions and concerns about the budget. We still have time to make changes.
- The goal is to comply with the budget development cycle as spelled out in Merritt’s Administrative Procedure:  
<https://www.merritt.edu/wp/institutional-research/wp-content/uploads/sites/362/2016/09/Administrative-Procedures-Integrated-Planning-and-Budgeting-IPB-Model.pdf>
- There is the budget planning process that sees requests reviewed in March and the budget development that is approved and review in April. Due to Covid-19 we have had to urgently move through these processes because the district indicated they need an approved budget from the college by this Friday, which means we had to have College Council review tomorrow. There was some confusion about how the AP was written. Facilities and MTC review the resource requests to make sure all essential items that need to be funded are on the list. With respect to budget development, it would go before the department chairs then to the budget in IE committees to make sure the budgets were aligned with goals, and then forwarded to College Council.
- None of this is set in stone. This is to make sure that the college is represented in the district budget committee. It is to make sure we are supporting the administrative. We are passing it through shared governance.
- With respects to reviewing the budget, it is in regard to things used toward technology and toward facilities, but these are operational budgets more so than detailed lists broken out by clear categories of tech and facilities, so it makes it difficult to separate out what belongs to which category. But if we can’t look at how the budget aligns with goals as it presented in this spreadsheet, then maybe we should move on to consider requests.

Latest version of the approved budget will be uploaded to the “budget hub”.

BD/TR/U (Facilities)  
U (MTC), Pass (IEC)

	<p>Two edits submitted for EOPS and accommodations.</p> <p>Vote by first stating whether there is any objection. If there is no objection, then no need to vote by respective committee:  --IEC: NT and CJ Object: Vote by IEC: Yes=6, No=2  --MTC: No objections  --Facilities: No objections</p>	<p>to approve the budget as presented today in alliance with what the budget committee did yesterday, and pass it to college council meeting tomorrow to again discuss these items (budget, resource allocation list).</p>
<p><b>IV. Review of resource allocation and prioritization list</b></p>	<p>VM shares screen to show resource allocation list</p> <ul style="list-style-type: none"> <li>• Measure G includes library materials, new furniture, equipment and replacement/refresh</li> <li>• The goal is that technology and facilities requests will be funded out of Measure G: \$7- to \$10 million</li> <li>• Hiring of classified and faculty should be part of the prioritization lists, which would fix a disconnect.</li> <li>• DGS funds are included in the list</li> <li>• Discretionary funds are Fund 1.</li> <li>• Fund 12 = Parcel Tax (\$1.9 million)</li> <li>• We have not spent all of Fund 12.</li> <li>• Blank indicates that items were not prioritized.</li> <li>• The list has gone through several reviews since January.</li> <li>• The resource requests were downloaded from the APU/PR system in February.</li> <li>• Since then, items were added based on input from managers. And in April, changes for Learning Center, Student Services, Biology.</li> <li>• Prioritization for scoring rubric: <ul style="list-style-type: none"> <li>○ 1: Health/Safety and Compliance/Accreditation</li> <li>○ 2: Program Need</li> <li>○ 3: Program Review/ Evaluation</li> <li>○ 4: Program Improvement/Enhancement</li> <li>○ 5: Grant Funded</li> </ul> </li> </ul>	

- This year's prioritizations were proposed by CBC chairs then presented college council in November.
- Last year the process outlined in the AP was not followed. It was performed late in the term by Richard Ramos.
- Last year the resource requests were late because of technical difficulties with the APU/PR system.
- This information was initially released in January. step of review by the committee was scheduled for March 18, but that meeting was cancelled due to Covid-19.

**Review of allocation and prioritization list for technology:**

- Facilities committee began reviewing this list in a prior meeting.
- Items going forward will be covered by Measure G, which depends on how well the bond sells. They gave us a budget and so far these items are within the budget.
- Bond managers (E-Con) have been hired.
- Issue concerning both facilities and technology lists: Call for replacing HVAC in closets housing network switches. Where does that item appear on these lists? There are seven server rooms where the AC is out. This is a critical item since as the weather warms, the heat cause damage to the switches, which would be multiple \$100K to replace.
- There is a campus-wide request (line 300) for AC replacement in network room (\$100K). Prioritization changed from 5 to 1.
- Currently the only AC in those rooms is a portable unit. These need to be replaced.
- We are waiting to receive proposal from project managers (Kitchel) which will include these items.
- TurnItIn site license is per year, to be made part of VPI operating budget.
- Merritt has only two (2) IT staff compared to four at COA and five at BCC, so we are very short-handed. If one gets sick then it will be bad; this is a risky situation. There has been submitted a request for additional IT staff, but it looks like that request was not approved.

**Review of allocation and prioritization list for facilities and technology:**

- S-building will be addressed with Measure G.
- Automatic doors will be prioritized.
- Items submitted without dollar amount:

	<ul style="list-style-type: none"> <li>○ P10S (should this be rolled in to other work in this room?)</li> <li>○ Additional custodians</li> <li>● Resource center, upgrade labs for \$585, which was approved by facilities previously as part of campus plan.</li> <li>● Big items include campus refresh: veterans center, counseling, A&amp;R and health center Some of these can be Fund 12 (IT equipment)</li> <li>● New copiers, color production system</li> <li>● New washer/drier for facilities</li> <li>● New models for biology.</li> <li>● Item 209 for Art: no dollar amount. What is this?</li> <li>● Request related to AB 705 for support in English</li> </ul> <p>If items on the list are found not to be needed, then how is the funding repurposed?</p>	<p>NT/MS/U To approve the resource request allocation list as modified</p>
<p><b>V. Future Meeting</b></p>	<ul style="list-style-type: none"> <li>● Merritt has been behind in the budget development process the last few years.</li> <li>● Tom proposes that all four review committees have on their agendas from September onward the necessary items to move the budget development process forward.</li> <li>● All committees should set goals in September, collected by the IEC and review them to see if they are in keeping with EMP and mission.</li> <li>● With APU/PR process, we need to make sure that the student services and instructional side of the house both get that information for when APUs are released at the same time.</li> <li>● Academic Senate needs to take a firmer hand in the budget development process. AS should stay ahead of the game.</li> <li>● Communications should be made clearly ahead of time as to what phase we are moving into.</li> <li>● One more College Council meeting on May 20.</li> <li>● For MTC, we lack a technology plan, and this would be good for accreditation, so meeting again for this . We have a list of items handed to us from Tim Hackett. And we are hoping to get advice from a sister college.</li> </ul>	<p>TR/ /U To extend the meeting 10 minutes</p>
<p><b>Meeting Adjourned</b></p>	<p>4:43 p.m.</p>	<p>RP/CJ/U</p>