



MERRITT COLLEGE
Minutes of the College Budget Committee Meeting
Wednesday, December 10, 2014
2-4 pm, Room Q218

Attendees: Linnea Willis, Dr. Dettie Del Rosario, Timothy Brice, Dr. Tae-Soon Park, Dr. Arnulfo Cedillo, Denise Woodward, Kinga Sidzinska, Nghiem Thai, Tanya Ilarde, Tara Marrero

Absent: Dr. Elmer Bugg, ASMC Student Rep-Maria Fernandez, Carlos McLean, Daniel Lawson, Charlotte Victorian,

Guests:

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
I. Review of Minutes and Agenda	Meeting called to order at 2:09 p.m. <ul style="list-style-type: none"> • Revisions of minutes are as followed: <ol style="list-style-type: none"> 1.) Agenda Item #3 <ol style="list-style-type: none"> a) Remove the second bullet point from follow up action column. 2.) Agenda Item #5 <ol style="list-style-type: none"> a) Change Agenda title from “FTES and Accreditation” to “Accreditation and New Business” b) Remove the word “SEMPSI” and replace with “CEMPC” in the last bullet point. 	<ul style="list-style-type: none"> • Dr. Cedillo moved to approve the November 13, 2014 minutes as per revisions. Tim Brice seconded approval of minutes. Motion carries unanimously.
II. Set Timelines & Establish How to Achieve Goals of Budget Committee	Times lines were set per Budget Committee Goals <ol style="list-style-type: none"> a) Goal A: ongoing b) Goal B: ongoing c) Goal C: ongoing d) Goal D: ongoing e) Goal E: ongoing except first, second and sixth bullet points where timeline is set from January to March. 	

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.

	Dr. Del Rosario discussed the specifics to the 80/20 rule of Instructional Supplies that was approved by the Vice President of Instruction.	
III. Budget Allocation Model-College Hour Presentation/ Staff Development Day Presentation	<ul style="list-style-type: none"> • Schedule for Susan Rinne to come to Merritt to discuss the during College Hour or Flex day on “How the BAM impacts Merritt.” • Submit proposal for “Understanding Your Budget & Developing the budget for 2015-16” to Staff Development Committee by Friday, December 12, 2014. <ul style="list-style-type: none"> 1. <i>How and when to spend your budget</i> 2. <i>Understanding the 80/20 rule</i> 3. <i>Budget transfer process for the 20%</i> 4. <i>How to look a budget in Prompt</i> 5. <i>What you should know in developing the Budget for 2015/16</i> • Focus on bringing program chairs, directors and faculty together to see what funds are in their budgets and what funds are left over. • Line 51 “Budget Transfer Request Memo” to be forwarded out to the community for accessing the 20% funds. 	<ul style="list-style-type: none"> • Tabled “Budget Allocation Model-College Hour Presentation”
IV. Budget Processes and Procedures-Incorporating APU Data Into Budget Planning Process	<ul style="list-style-type: none"> • CEMPC to forward APU to College Budget Committee. • Budget committee will evaluate once received. 	<ul style="list-style-type: none"> • Item tabled.
V. New Old Business-other items for discussion	None discussed.	
	Meeting adjourned at 3:25pm	<ul style="list-style-type: none"> • Motion made by Dr. Park to adjourn. Tim Brice seconded to adjourn meeting. Motion carried unanimously.

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.