



MERRITT COLLEGE

Membership

12 Voting

Administrators:

Denise Richardson
Lilia Chavez
Chriss Foster

Faculty

Thomas Renbarger
Dan Lawson
Rose Allen
Brock Drazen

Classified

Tachetta Henry
Marisol Roque
Waaduda Karim
Vacant

Student

Michael Cooper

4 Ex-Officio, Voting

CBC: Linnea Willis
CFC: Brock Drazen*
IEC: Dan Lawson*
MTC: Derrick Ross

3 Ex-Officio, Non-Voting

David Johnson
VPAS: Vacant
Hilary Altman

Quorum

7 Voting Members

Merritt College College Council Special Joint CBC Meeting Agenda

January 27, 2021

3:00-5:00pm

Zoom ID: 94611002607 Password: 333147

- I. Call to Order
- II. Agenda Review, Changes and Adoption (2 min.)
- III. Approval of Minutes (5 min.)
- IV. New Business (90 min.)
 - APU Resource Request Prioritization List – Review and Recommendation for Approval (60 min.)
 - Update on Website Theme Development – Nathan Pellegrin (30 min.)
- V. Review Committee Reports (10 min.)
 - Institutional Effectiveness Committee
 - College Facilities Committee
 - Merritt Technology Committee
 - College Budget Committee
- VI. Presidents Reports (10 min.)
 - ASMC
 - Classified Senate
 - College President
 - Faculty Senate
- VII. Announcements (3 min.)
- VIII. Adjournment

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.

Joint Meeting Minutes
January 27, 2021
3:00PM - 5:00PM

Zoom ID: 94068297582 Password: 010141

MEMBERS:

VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)		
X	Administrator: Denise Richardson	X Faculty: Rose Allen
	Administrator: Lilia Chavez	X Faculty: Dan Lawson
X	Administrator: Chriss Foster	X Classified: Tachetta Henry
X	Student: Michael Cooper	X Classified: Waaduda Karim
X	Faculty: Thomas Renbarger	X Classified: Marisol Roque
X	Faculty: Brock Drazen	Classified: Classified 39 – vacant
NON-VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)		
X	CBC: Linnea Willis	MTC: Derrick Ross
X	CFC: Brock Drazen *	
X	IEC: Dan Lawson*	

GUESTS: M. Amboy, J. Holloway, L. Pires, L. Gerardo, M. Rubio, D. Woodward, N. Pellegrin, M. Baez, M. Suarez, C Brown, J. Saleh, N. Moreno, C. Johnson, H. Mai, S. Harding, V. Littles, L. Bennett, R. Uhlman and B. Herrera.

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call to Order	Meeting called to order at 3:00PM	
II. Adoption of Agenda	Agenda approved. M/S/U (Lawson/Foster)	Motion carried unanimously to adopt agenda. Chair – Email to merrittgovdocs@peralta.edu
III. Approval of Minutes	November 25, 2020 Special Joint Meeting approved with the clarification that Drazen submitted a written report. M/S/U (Lawson/Henry)	M/S/U (Lawson/Henry) to approve agenda. Chair – Email to merrittgovdocs@peralta.edu
IV. Action Items/ Presentations	a. APU Resource Request Prioritization List – Review and Recommendation for Approval <ul style="list-style-type: none"> ▪ Amboy reviewed the Integrated Planning & Budgeting (IPB) in addition to the APU Resource Requests Prioritization List and the 20-21 Fund 1 Budget via share screen. It was noted that the comments on the prioritization list include remarks from all committees that reviewed the list. 	

	<p>CBC motioned to adopt and accept the resource prioritization list in its current state in addition allows administrators to add additional items if needed. M/S/U (Willis/Renbarger)</p> <p>College Council approves the resource prioritization list and grants the cost center managers with the latitude to adjust, if needed. M/S/U (Lawson/Foster)</p> <p>b. Update on Website Theme Development</p> <ul style="list-style-type: none"> ▪ Pellegrin presented an Update on Website Improvement via share screen. <p>Web Content Developer, Henry Mai, was introduced. Mai and Pellegrin will be working together on improving the website. Mai clarified that there will be no changes to website access.</p>	<p>CBC motioned to adopt and accept the resource prioritization list in its current state in addition allows administrators to add additional items if needed. M/S/U (Willis/Renbarger)</p> <p>College Council approves the resource prioritization list and grants the cost center managers with the latitude to adjust, if needed. M/S/U (Lawson/Foster)</p>
a. Presidential Updates	<p>College</p> <ul style="list-style-type: none"> ▪ Johnson reported that the Accreditation virtual visit will be held on March 1-4. In addition, an upcoming meeting will be held to discuss the Special Report. The Fall 2021 Schedule has not been finalized as the Chancellor and the PFT Representatives are waiting for responses from faculty. In addition, the college continues to review the position control list in order to move forward with Academic and Classified Senate prioritization lists. HR matters included, official welcome to Henry Mai, Web Content Developer and Dr. Denise Richardson as Vice President of Instruction in addition to Chungwai Chum as the Principal Accounting Tech. The pending positions include: Dean of Liberal Arts & Social Sci. and the Vice President of Administration Services. Lastly, extended an invitation to all to attend the family services honoring for Dr. Love and Anita Black. <p>ASMC</p> <ul style="list-style-type: none"> ▪ No report provided. <p>Academic Senate</p> <ul style="list-style-type: none"> ▪ Renbarger reported that the ISER was approved as part of the joint meeting and approved the draft version of the faculty handbook. Resolutions will be forthcoming for careers/lives of Forkner, Black and Love. <p>Classified Senate</p> <ul style="list-style-type: none"> ▪ Henry tabled report. 	
b. Committee Reports	<p>College Budget Committee (CBC)</p> <ul style="list-style-type: none"> ▪ Willis reported that the resource prioritization list was reviewed during their December meeting 	

	<p>and that a full written report will be submitted during the next meeting.</p> <p>College Facilities Committee (CFC)</p> <ul style="list-style-type: none"> ▪ Drazen stated that a full report will be submitted during the next meeting. <p>Institutional Effectiveness Committee (IEC)</p> <ul style="list-style-type: none"> ▪ Lawson reported that the Mission Statement is currently being evaluated in addition to working on the College Educational Master Plan. <p>Merritt Technology Committee (MTC)</p> <ul style="list-style-type: none"> ▪ Pellegrin shared that the committee continues to be engaged in the technology plan that follows the 5-year district plan. 	
c. Announcements	Survey will be administered re: return to campus.	
d. Adjournment	Meeting adjourned at 4:25PM.	

BH

Integrated ▶ Planning and Budgeting (IPB)





ACCJC Standard III.D

Financial resources are sufficient to support and sustain student learning programs and services and improve institutional effectiveness. The distribution of resources supports the development, maintenance, allocation and reallocation, and enhancement of programs and services. The institution plans and manages its financial affairs with integrity and in a manner that ensures financial stability.

The institution clearly defines and follows its guidelines and processes for financial planning and budget development, with all constituencies having appropriate opportunities to participate in the development of institutional plans and budgets.

The institution's mission and goals are the foundation for financial planning, and financial planning is integrated with and supports all institutional planning.



- ▶ The College's Integrated Planning and Budgeting (IPB) Model is designed to provide solid and steady linkages between program and fiscal planning, budgeting and decision-making.

- ▶ Merritt's IPB cycle is divided into three distinct but interrelated phases:
 - Phase I - Planning (July - February)
 - Phase II - Budgeting (January - April)
 - Phase III - Budget Adjustment and Finalization (April - June)

September

The Bi-Annual College Planning Summit launches the intensive planning phase of the College's IPB cycle.

The College launches an intensive, six-week campaign for training and completion of Program Review (every three years) or Annual Program Updates (APUs) college-wide. Through the Program Review/APU process, the College systematically assesses its institutional performance in the following areas:

- Administrative Units
- Instruction
- Student Services

October

All Program Reviews or APUs are completed by the established deadline.

The deadline for the 2020-2021 academic year is October 26, 2020.

November

Validation of Program Reviews/APUs are completed by the following: SLOAC*, Curriculum Committee, IEC*, Deans and Vice President of Instruction.



ANNUAL PROGRAM UPDATE VALIDATION FORM AND SIGNATURE PAGE

APU ELEMENTS	VALIDATION RANKINGS	MERRITT COLLEGE GOALS/PROGRAM
	Exemplary Satisfactory Developing	<ul style="list-style-type: none"> Completion – Increase number of degrees and certificates by 20% over the next 5 years. Transfer – Increase transfers to CSU and UC by 6% annually. (Reach approx. 35% in 5 years). Time to Completion – Reduce the number of excess units earned by students. Employment – Maintain at least 82% of students attaining employment in the field of study. Equity – Reduce the achievement gaps for African-American, multiethnic, and male students.
	Validation Ranking	Program Progress
Program Overview		
Assessment*		
Curriculum**		
IEC***		
Facilities		
Program Data Analysis		
Use of Prior Awarded funds		
Overall Ranking by Dean		

Discipline, Discipline, Department or Program _____

Assessment Chair* Signature/Date _____

Curriculum Chair** Signature/Date _____

IEC Co-Chair Signature***/Date _____

Dean Signature/Date _____

Vice President of Instruction/Date _____

Cost center managers summarize and prioritize resource request generated by the Program Review or APU process using a specified rubric.

Program Resource Request Rubric

ADMIN. ASSESSMENT CRITERIA	<ol style="list-style-type: none"> 1. SLO/SAO Assessment Completed (New Program(s) Exempted) 2. Curriculum is recently developed or revised 3. Aligned with: <ul style="list-style-type: none"> a) PCCD/College Goals b) Ed. Master Plan
HIGH-LEVEL (HL)	Resource directly and significantly supports assessed student learning, service unit or institutional learning outcomes, curriculum is up to date and program goals are aligned with PCCD/College Goals and/or EMP.
MID-LEVEL (ML)	Resource supports #1 or #2, <u>and</u> 3. a or b
LOW-LEVEL (LL)	Resource supported by only one criterion: #1, #2, 3. a or b
Additional Rankings	N/A: Not Applicable – Does not meet criteria O/F: Other Funding

SLOAC - Student Learning Outcomes and Assessment Committee
 IEC - Institutional Effectiveness Committee

December

A prioritized summary of resource needs categorized into the following areas; Equipment, Facilities, Resources, Technology is then forwarded through the colleges participatory governance review committees which include:

- ▶ College Facilities Committee (CFC) - December 1, 2020
- ▶ Council of Department Chairs and Program Directors (CDCPD) - December 2, 2020
- ▶ Merritt Technology Committee (MTC) - December 10, 2020
- ▶ Institutional Effectiveness Committee (IEC) - December 9, 2020
- ▶ College Budget Committee (CBC) - December 16, 2020

January

College Budget Committee (CBC) and the College Council will hold a joint meeting on **January 27, 2021** to review and recommend the prioritized resource list which is then sent to the President for final review and approval.

February

- ▶ The College finalizes the list of proposed faculty and classified hires, based on replacement vacancies and the faculty and classified prioritization lists prepared by Merritt's Academic and Classified Senates. The President synthesizes and summarizes the College recommendations, and then submits these and all other final prioritized resource requests to the District by February 28.

- ▶ College provides the Budget Template and Staffing Worksheets to all cost center managers along with the prioritized list from the Program Reviews/APUs.

March

- ▶ Cost center managers present their proposed budget templates/worksheets to the CBC.
- ▶ Budget requests are summarized and presented to the appropriate review committees and ultimately to the College Council **March 24, 2021** for review and recommendation.
- ▶ The College Council's recommendation of the budget is forwarded to the College President for final approval.

April

- ▶ Merritt's President submits the final approved budget templates/worksheets to the District Finance Office.

MAY

- ▶ The revised College budget is ultimately approved through the District budgeting process as outlined in the District's Planning and Budgeting Integration Model (PBIM).
- ▶ The approved budget, which is developed directly out of the integrated planning and budgeting process, provides the foundation for the College's programs and operations for the next fiscal year, beginning in July.
- ▶ At the end of the IPB cycle the College holds its final IPB activity for the fiscal year, the President's Year-End Planning Summit. At this event, faculty, staff, administrators, and student representatives engage in institutional assessment, discuss any challenges faced by the College in reaching its strategic goals for the year, and celebrate the institution's achievements. The insights and priorities that emanate from this event inform the following year's IPB activities in an ongoing cycle of institutional assessment and improvement.

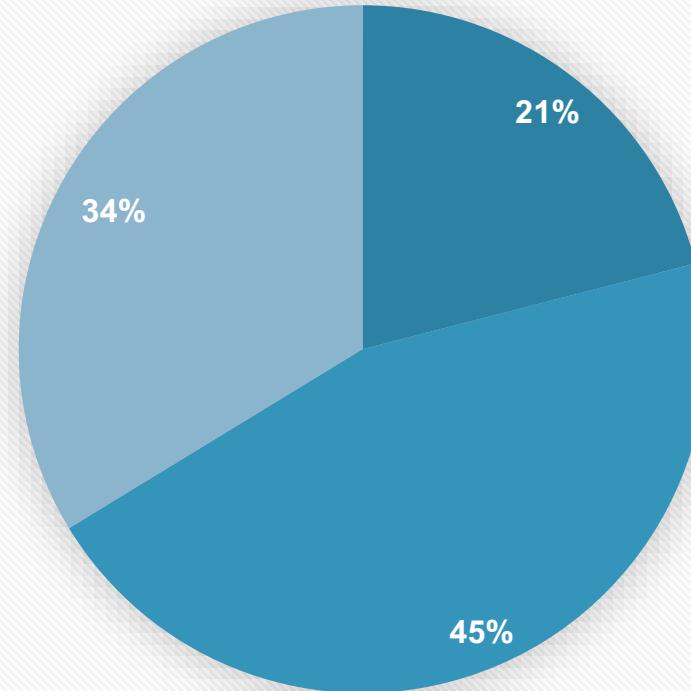


College Budget Committee and College Council

Joint Special Meeting
January 27, 2021

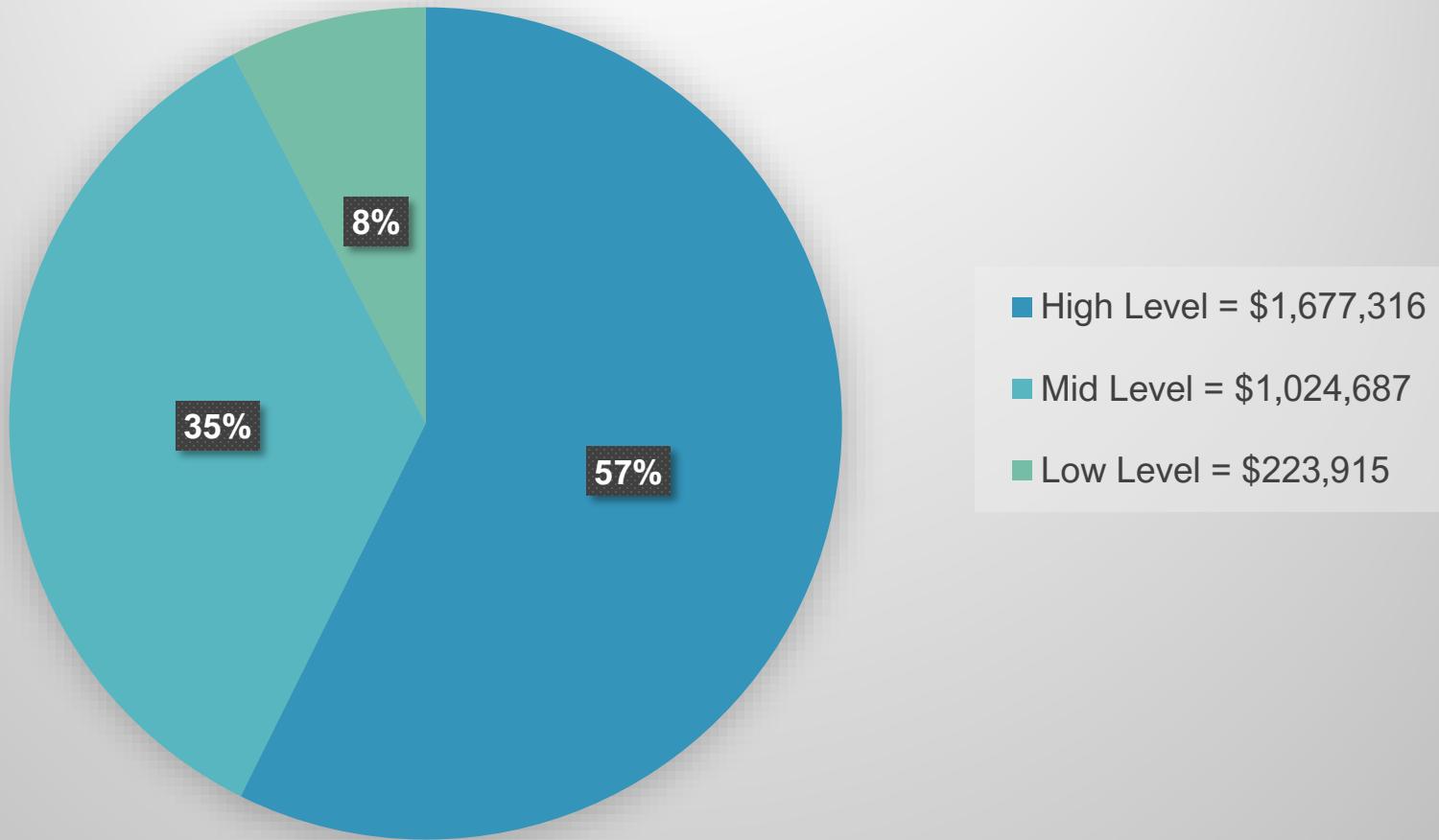
APU Resource Requests

Total Request = \$8,777,700



- Immediate Need = \$1,842,182
- Measure G Eligible (Pending) = \$3,976,000
- 2021-2022 = \$2,959,518

APU Resource Request for 2021-22 Administrator Ranking



So...
What's our
budget for
FY 2021-22?

Peralta Community College District

Budget Development Calendar

Fiscal Year 2021-22

Tentative Budget		
Date	Responsible	Action Item
January 11, 2021	Vice Chancellor for Finance and Administration	Governor Proposed Budget releases
January 18, 2021	Vice Chancellor for Finance & Administration and Chancellor	Review Budget Development Calendar with Chancellor
January 26, 2021	Vice Chancellor for Finance and Administration	Budget calendar to Board of Trustees for adoption (AP 6250)
January 25, 2021	Vice Chancellor for Finance and Administration	Projected Funds for 2021-22 fiscal year based upon Governor's budget proposal reviewed with the Planning and Budgeting Council and Chancellor's Cabinet
		Draft budget assumptions for the Tentative Budget
January 29, 2021	Vice Chancellor for Finance & Administration and Chancellor	Review Budget Development Calendar with Chancellor
February 5, 2021	Budget Director	Round 1 positions control for 2021-22 fiscal year distribution to colleges
February 5, 2021	Chancellor Vice Chancellors College Presidents Business Directors Budget Director	Prior and current year line item budgets, instruction packets, and due dates are distributed to Campus Presidents, Business Directors, and Vice Chancellors for distribution to managers with budget responsibility
		Campus and DAC budget processes determine priorities, reallocation of funds (within college), and responsibility managers prepare budget forms for submittal to Budget Director
February 19, 2021	Planning and Budgeting Council	Review Governor's 2021-22 Proposed Budget
		Review Tentative Budget Assumptions
		Review the Budget Allocation Model (Student Centered Funding Formula)
February 26, 2021	Vice Chancellor for Finance & Administration and Chancellor	Review Tentative Budget Assumptions and Allocation
March 5, 2021	College Presidents Vice Chancellors Business Directors	Submit discretionary budget worksheets to Budget Director.
		Submit round 1 positions control worksheets with any changes to the Budget Director

Purpose of Today's Meeting

College Budget Committee (CBC) and the College Council will hold a joint meeting on January 27, 2021 to **review and recommend the prioritized resource list which is then sent to the President for final review and approval.**

Location	6									1/22/2021
Budget Period	2021									
Fund	01									
Descr	GENERAL UNRESTRICT OPER									
Project	Descr4	Activity Suffix	Descr3	Sum of Budget	Sum of Expense	Sum of Encumbrance	Sum of Pre-encumbrance	Sum of Available Budget	Percent Spent	
1000	Student Health Fees Total			15,062.00	-	-	-	15,062.00		
1000 Total				15,062.00	-	-	-	15,062.00	0%	
1007	Accreditation	609100	Accredition	70,313.78	21,671.80	-	-	48,641.98	31%	
	Accreditation Total			70,313.78	21,671.80	-	-	48,641.98		
1007 Total				70,313.78	21,671.80	-	-	48,641.98	31%	
3102	PFT Staff Development Contract	601100	Instructional -VP of Instructi	13,884.00	6,676.33	990.45	-	6,217.22	48%	
		696000	Student And Co-curriculum Act	37,300.00	1,596.65	915.67	-	34,787.68	4%	
	PFT Staff Development Contract Total			51,184.00	8,272.98	1,906.12	-	41,004.90		
3102 Total				51,184.00	8,272.98	1,906.12	-	41,004.90	16%	
Grand Total				21,754,049.78	10,072,072.45	781,899.43	104,950.71	10,795,127.19	46%	

