

## College Council Meeting Minutes

March 24, 2021

3:00PM - 5:00PM

Zoom ID: 940611002607 Password: 333147

## 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
X	Administrator: Lilia Chavez	X	Faculty: Dan Lawson
X	Administrator: Chriss Foster		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
EX-OFFICIO VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)			
	CBC: Linnea Willis		MTC:
X	CFC: Brock Drazen*		
X	IEC: Dan Lawson*		
EX-OFFICIO VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)			
X	Accreditation: Hilary Altman		
X	College President: David Johnson		
	VPAS: Vacant		

GUESTS: B. Herrera, H. Mai, L. Pires, L. Bennett, M. Amboy, N. Pellegrin, S. Harding, A. Cerda

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call to Order	Meeting called to order at 3:10PM	
II. Adoption of Agenda	Agenda amended and approved. M/S/U (Lawson/Foster)	Motion carried unanimously to adopt agenda.  Chair – Email to <a href="mailto:merrittgovdocs@peralta.edu">merrittgovdocs@peralta.edu</a>
III. Approval of Minutes	March 24, 2021 – Minutes not reviewed.	
IV. Action Items/ Presentations	<ul style="list-style-type: none"> <li>Student Engagement Taskforce (M. Cooper) – Michael Cooper presented Student Engagement Taskforce Resolution and requested a vote to accept the resolution -</li> </ul>	Motion to vote to accept the resolution and form a Student Engagement Task Force. Roll call vote taken.  2 – Yes 7 – No  Motion does not carry

	<ul style="list-style-type: none"> <li>• Classified Professional Development (M. Roque) – The Classified Senate is requesting to have a section of the Merritt website be devoted to Classified Professional Development.</li>   <li>• APU Discretionary Budget Approval Request. See attached. (M. Amboy)</li> </ul>	<p>Motion to refer resolution to ASMC. Motion seconded. Upon ASMC’s approval, College Council will take up the resolution again. Roll call vote taken.</p> <p>Yes – 9 Abstentions - 1</p> <p>Motion carries unanimously with one abstention.</p> <p>Motion to establish a Classified Staff Professional Development website. Motion seconded. Motion passed unanimously.</p> <p>Motion to extend the meeting to 5PM. Motion Seconded..</p> <p>Motion to approve the APU Discretionary Budget. Motion seconded.</p> <p>Roll call vote taken.</p> <p>Yes - 8 Objections - 1</p> <p>The motion carries.</p>
<p>V. Presidential Updates</p>	<p>College - Stated in the Chat:</p> <ul style="list-style-type: none"> <li>▪ The Office of the President is moving forward with initiating RTAs for the first eight positions on the Faculty Hiring Prioritization List and the four classified positions (two in Financial Aid and two in Admissions and Records). They are also in the process of concluding the interview process for the VPAS position and hope to finalize things for that in the next two weeks. (D. Johnson)</li> </ul>	

	<p>ASMC Cooper reported:  <ul style="list-style-type: none"> <li>▪ No report</li> </ul> </p> <p>Academic Senate Lawson reported:  <ul style="list-style-type: none"> <li>▪ No report</li> </ul> </p> <p>Classified Senate Tachetta reported:  <ul style="list-style-type: none"> <li>▪ No report</li> </ul> </p>	
VI. Committee Reports	<p>College Budget Committee (CBC) -- reported:  <ul style="list-style-type: none"> <li>▪ No Report</li> </ul> </p> <p>College Facilities Committee (CFC) Drazen reported:  <ul style="list-style-type: none"> <li>▪ See attached report.</li> </ul> </p> <p>Institutional Effectiveness Committee (IEC) -- reported:  <ul style="list-style-type: none"> <li>▪ IEC is working on the new Educational Master Plan, and reviewing possible changes to the Mission Statement. During Flex Day, they had four break out rooms, and each came up with proposals that are going to be sent out on surveys to the campus to get people's feedback on them. (D. Lawson)</li> </ul> </p> <p>Merritt Technology Committee (MTC) -- reported:  <ul style="list-style-type: none"> <li>▪ No Report</li> </ul> </p> <p>Accreditation -- reported:  <ul style="list-style-type: none"> <li>▪ See attached report. (H. Altman)</li> </ul> </p>	
VII. Announcements		Motion to adjourn the meeting.
VIII. Adjournment	Meeting adjourned at 4:42PM.	

**MERRIT COLLEGE: STUDENT ENGAGEMENT TASKFORCE**

By Mike Cooper (ASMC President 2019/2021)

**WHEREAS:** The College suffers from a decline in Student Enrollment, Retention, & Engagement.

**WHEREAS:** The College & her Students would benefit from greater knowledge of these issues, their relationship, & how they factor into other issues (such as the Covid-19 Pandemic).

**WHEREAS:** The general student body is not effectively included in, informed of, nor empowered to understand the Participatory Governance Process or those related to it.

**WHEREAS:** The institution is found to have "poor communication & operational practices". \*<sup>1</sup>

**WHEREAS:** The "poor communication & operational practices" have resulted in a standard of short-notice, unclear, & unreliable announcements or informational services.

**WHEREAS:** Student Engagement, community building, & a sense of belonging are shown to substantially increase Student Retention & Persistence rates. \*<sup>2</sup>

**WHEREAS:** The Mission of Merritt College includes "*by helping students to attain knowledge, master skills, and develop the appreciation, attitudes & values needed to succeed and participate responsibly in a democratic society*" \*<sup>3</sup>

**WHEREAS:** The Mission of The California Community Colleges & California Education Code include that "*community colleges may conduct to the extent that state funding is provided, institutional research concerning student learning and retention as is needed to facilitate their educational missions.*" \*<sup>4</sup>

**WHEREAS:** The legacy, culture, identity, & brand of Merritt College does so depend on these factors as the very foundations of her spirit.

**MERRIT COLLEGE: STUDENT ENGAGEMENT TASKFORCE**

By Mike Cooper (ASMC President 2019/2021)

**IT IS THEREFORE RESOLVED:** That Merritt College Community must come together in formation of a “Student Engagement Taskforce”.

**IT IS THEREFORE RESOLVED:** That the taskforce must be made up of roughly equal parts student and administrative leadership, while further striving to include Faculty, Classified Staff, and general representatives of any departments relevant to student engagement. \*<sup>5</sup>

**IT IS THEREFORE RESOLVED:** That the Taskforce’s initial function will be to source, assess, and analyze data relevant to the subject matter of the taskforce.

**IT IS THEREFORE RESOLVED:** That community-wide discussion must take place to help contextualize the application of the Taskforce’s findings during the initial and closing phases of the taskforce.

**IT IS THEREFORE RESOLVED:** That the subject matter of the taskforce will include the following as primary focuses\*<sup>5</sup>:

- A. Student Engagement
- B. Effective Communications / Announcements
- C. Student Retention / Persistence
- D. Student Enrollment
- E. Campus Life / Culture / Community
- G. Empowered Inclusion in Participatory Governance
- H. Honor & Support for Student Representatives & The Student Senate

**MERRIT COLLEGE: STUDENT ENGAGEMENT TASKFORCE**

By Mike Cooper (ASMC President 2019/2021)

**Sponsors:**

Please add your name if you support this resolution.

**Maya Nicholas (ASMC Vice President of Finances)**

**AnnMarie Mota (Student)**

**Niah Hutcherson (Student)**

**Signatories:**

**Jasmine Bledsoe (ASMC Jasmine Bledsoe)**

Please add your name if you feel this deserves to be heard. (NOTE: This does not mean you agree or disagree)

NOTE: Names may be freely added, removed, or change roles upon the person's request.

NOTE: This is because resolutions may be edited by the bodies who wish to approve them. In the event of an edit, it is simply the responsibility of the Author / Adopting Body to inform Sponsors and Signatories of any changes (to provide them the opportunity to consider adjusting their role). Contact [CoopersProject@Gmail.com](mailto:CoopersProject@Gmail.com) to add / remove / edit or for any other info.

## MERRIT COLLEGE: STUDENT ENGAGEMENT TASKFORCE

By Mike Cooper (ASMC President 2019/2021)

### Citations:

\* 2019 Peralta FCMAT Report: Reference Pages 11 & 12 by PDF (7 & 8 by printed page)

<https://www.fcmat.org/PublicationsReports/Peralta-CCD-final-report.pdf>

\*\* A Cross-Cultural Analysis of Students' Sense of Community, Degree of Involvement, and

Educational Benefits: Reference Pages 8 & 9 by PDF (181 & 12 by printed page)

<https://web.uri.edu/iaics/files/14-Richard-L.-Wiseman-Star-M.-Gonzales-Kimberly-Salyer.pdf>

\*\*\* Merritt College Mission Statement:

<https://www.merritt.edu/mission-goals/#:~:text=The%20mission%20of%20Merritt%20College,society%20and%20a%20global%20economy.>

\*\*\*\* CCC Mission Statement: Reference Item 4 & CA Ed Code - 66010.4 (2<sup>nd</sup> link)

1. <https://www.ucop.edu/acadinit/mastplan/cccmision.htm>

## MERRIT COLLEGE: STUDENT ENGAGEMENT TASKFORCE

By Mike Cooper (ASMC President 2019/2021)

2. [https://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?lawCode=EDC&sectionNum=66010.4](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC&sectionNum=66010.4).

**\*\*\*\*\* Student Engagement Taskforce: Focuses & Definitions (Faculty & Classified Handbooks cited within)**

<https://docs.google.com/document/d/1a5aFMkPMoqMzl6eDUsixAYLXnQVloqhgIGkx7IHjzi0/edit?usp=sharing>



# College Budget Committee Presentations

March 17, 2021

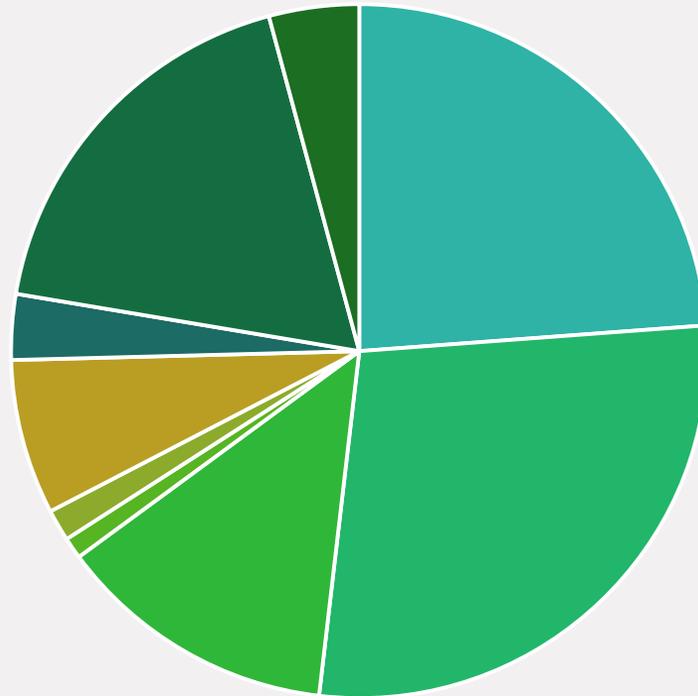
# Cost Centers and Managers

- 601 – President’s Office (President Johnson)
- 631 – Business Office (Lilian Pires)
- 641 – Vice President of Student Services (VP Chavez)
- 642 – Student Services, EOPS & DSPS (VP Chavez)
- 643 – Student Activities & Campus Life (Doris Hankins)
- 651 – Vice President of Instruction (VP Richardson)
- 652 – Division II (Dean Holloway)
- 653 – Division I (Dean Foster)
- 654 – Division III (Dean Amboy)

\*New Cost Center for Counseling – Cost Center manager: Dean Webb

# Discretionary Fund 01 for 2021-22

Total allocation of \$805,452



■ 601 ■ 631 ■ 641 ■ 642 ■ 643 ■ 651 ■ 652 ■ 653 ■ 654

# Cost Center 654

- Division III – Allied Health and Public Safety
- Allocation: \$33,700
- 10 programs in Division III – all CE Programs
  - Eligible for additional CE funding
- Process for Developing Budget
  - Review APU requests with Faculty Chairs/Program Directors during 1:1 meetings (in November as well as in March)
  - Identify high level needs and leverage other funds as available (CARES and Lottery)
  - Review past expenditure trends

# College Budget Committee Action

- Discretionary Budget Approved by Budget Committee
- On-going Conversations and Review of Budget Allocations Across College

## TENTATIVE BUDGET 2021-22 FISCAL YEAR BASED ON PRIOR YEAR

22 Tentative" column which reflects your proposed discretionary budget for 2021-22. Use the "Comments" column to note why the change is needed. If the same amount is requested, enter that amount in the 2021-22 requested Amounts column and indicated "No Change" in the comments sections. On another note, it is also imperative to review that your coding is accurate. Please contact Adil Ahmed x7220 or Tami Taylor x7289 with any questions.

Location	Fund	Cost Center	Object Code	Program	Activity Suffix	Project	Acct Line	2020-21 Final	2021-22 Tentative	Comments
6	01	601	2352	1	660100	0000	00	21,700	18,500	
6	01	601	2353	1	660100	0000	00	10,000	8,000	
6	01	601	2354	1	660100	0000	00	2,000	2,000	
6	01	601	4303	1	660100	0000	00	8,500	8,500	
6	01	601	4304	1	660100	0000	00	5,000	5,000	
6	01	601	5105	1	660100	0000	00	50,000	50,000	
6	01	601	5106	1	660100	0000	00	10,000	15,000	
6	01	601	5202	1	660100	0000	00	5,000	2,500	
6	01	601	5205	1	660100	0000	00	4,000	1,500	
6	01	601	5301	1	660100	0000	00	28,000	31,000	
6	01	601	5865	1	660100	0000	00	10,000	17,326	
6	01	601	5885	1	660100	0000	51	30,126	25,000	
6	01	601	6403	1	660100	0000	00	7,500	7,500	
6	01	631	2353	1	653000	0000	00	9,000	9,000	
6	01	631	2353	1	672000	0000	00	15,000	15,000	
6	01	631	2354	1	672000	0000	00	6,400	6,400	
6	01	631	4304	1	653000	0000	00	15,000	5,105	
6	01	631	4304	1	672000	0000	00	10,000	8,300	
6	01	631	4304	1	672500	0000	00	10,000	1,000	
6	01	631	4305	1	653000	0000	00	867	200	
6	01	631	5202	1	672000	0000	00	1,700	7,500	
6	01	631	5203	1	653000	0000	00	500	-	
6	01	631	5205	1	672000	0000	00	1,600	1,600	
6	01	631	5603	1	672000	0000	00	31,000	50,000	
6	01	631	5604	1	672000	0000	00	52,500	30,000	
6	01	631	5605	1	672000	0000	00	30,000	42,000	
6	01	631	5865	1	672000	0000	00	1,200	700	
6	01	631	5867	1	672000	0000	00	-	200	
6	01	631	5882	1	653000	0000	00	5,000	15,000	
6	01	631	5885	1	653000	0000	00	6,900	100	
6	01	631	5885	1	672000	0000	00	6,900	13,262	
6	01	631	5885	1	672000	0000	00	18,000	8,800	
6	01	631	6403	1	653000	0000	00	800	800	

6	01	631	6403	1	672000	0000	00	3,400	10,800	
6	01	641	2353	1	620100	0000	00	17,600	17,600	
6	01	641	5102	1	696200	0000	00	500	500	
6	01	641	5105	1	696200	0000	00	21,100	21,100	
6	01	641	5202	1	645000	0000	00	1,400	1,400	
6	01	641	5204	1	631100	0000	00	1,900	1,900	
6	01	641	5204	1	696200	0000	00	1,600	1,600	
6	01	641	5205	1	696200	0000	00	1,000	1,000	
6	01	641	5301	1	696200	0000	00	19,300	19,300	
6	01	641	5701	1	696200	0000	00	8,300	8,300	
6	01	641	5708	1	696200	0000	00	22,000	22,000	
6	01	641	5882	1	645000	0000	00	800	800	
6	01	641	5883	1	631100	0000	00	4,100	4,100	
6	01	641	5885	1	645000	0000	00	5,200	5,200	
6	01	641	6403	1	645000	0000	00	300	300	
6	01	642	2353	1	645200	0000	00	2,000	2,000	
6	01	642	4304	1	645200	0000	00	500	500	
6	01	642	5105	1	645200	0000	00	2,500	2,500	
6	01	642	5202	1	645200	0000	00	600	600	
6	01	642	5205	1	645200	0000	40	400	400	
6	01	642	5885	1	645200	0000	00	1,500	1,500	
6	01	642	6403	1	645200	0000	00	500	500	
6	01	643	2353	1	696000	0000	00	2,000	2,000	Please see 2nd Tab for Additional Budget edits
6	01	643	4304	1	696000	0000	00	4,900	4,900	
6	01	643	4307	1	696000	0000	00	2,200	2,200	
6	01	643	5106	1	696000	0000	00	1,500	1,500	
6	01	643	6403	1	696000	0000	00	1,300	1,300	
6	01	651	1456	1	601100	0000	40	22,400	22,400	
6	01	651	1456	1	601100	0000	00	3,700	3,700	
6	01	651	1459	1	601100	0000	00	1,900	1,900	
6	01	651	2354	1	601100	0000	00	2,000	2,000	
6	01	651	4304	1	601100	0000	00	1,200	1,200	
6	01	651	5105	1	601100	0000	00	6,500	6,500	
6	01	651	5106	1	601100	0000	00	800	800	
6	01	651	5202	1	601100	0000	00	500	500	
6	01	651	5202	1	601100	0000	00	3,800	3,800	
6	01	651	5205	1	601100	0000	00	800	800	
6	01	651	5205	1	601100	0000	00	12,600	12,600	
6	01	651	5883	1	601100	0000	00	2,000	2,000	
6	01	651	5885	1	601100	0000	00	-	-	
6	01	652	2452	1	40100	0000	00	5,000	5,000	

6	01	652	2452	1	40300	0000	00	1,500	-	no student assistants in fall 2021
6	01	652	4301	1	10900	0000	00	1,000	-	
6	01	652	4301	1	40100	0000	00	6,000	6,000	
6	01	652	4301	1	40300	0000	00	1,000	1,000	
6	01	652	4301	1	50100	0000	00	1,000	-	
6	01	652	4301	1	51100	0000	00	600	1,000	no swf round 5
6	01	652	4301	1	70100	0000	00	500	-	
6	01	652	4301	1	170100	0000	00	-	1,000	no swf funding
6	01	652	4301	1	190200	0000	00	-	1,000	no swf funding
6	01	652	4301	1	190500	0000	00	-	1,500	no swf funding
6	01	652	4301	1	191100	0000	00	-	1,000	no swf funding
6	01	652	4301	1	191400	0000	00	-	500	no swf funding
6	01	652	4304	1	601200	0000	00	2,500	2,600	office safety upgrades
6	01	652	4306	1	190500	0000	00	1,500	-	
6	01	652	5882	1	10900	0000	00	-	-	
6	01	652	5882	1	40300	0000	00	-	-	
6	01	652	5882	1	190500	0000	00	-	-	
6	01	652	5885	1	40100	0000	00	3,000	3,000	
6	01	652	6402	1	40100	0000	00	1,000	1,000	
6	01	653	1454	1	612000	0000	00	37,400	37,400	
6	01	653	2352	1	612000	0000	00	10,600	6,400	
6	01	653	2451	1	130500	0000	00	5,900	5,900	
6	01	653	2451	1	210400	0000	00	10,000	-	Moved to Divion II Eff F'2020
6	01	653	2452	1	130500	0000	00	3,700	3,700	
6	01	653	2452	1	611200	0000	00	25,000	25,000	
6	01	653	4301	1	100200	0000	00	-	-	
6	01	653	4301	1	130500	0000	00	-	-	
6	01	653	4301	1	220301	0000	00	-	-	
6	01	653	4301	1	210400	0000	00	-	-	
6	01	653	4304	1	611200	0000	00	4,000	4,000	
6	01	653	4304	1	612000	0000	00	500	500	
6	01	653	5106	1	220301	0000	00	600	600	
6	01	653	5301	1	130500	0000	00	400	400	
6	01	653	5301	1	150100	0000	00	300	300	
6	01	653	5866	1	130500	0000	00	400	400	
6	01	653	5882	1	83500	0000	00	-	2,200	
6	01	653	5882	1	100400	0000	00	-	2,000	
6	01	653	5885	1	130500	0000	00	500	500	
6	01	653	5885	1	601200	0000	00	5,059	15,059	
6	01	653	6301	1	612000	0000	00	34,000	34,000	
6	01	653	6303	1	612000	0000	00	8,000	8,000	

6	01	654	4301	1	120810	0000	00	-	-	
6	01	654	4301	1	122500	0000	00	-	-	
6	01	654	4301	1	123010	0000	00	-	-	
6	01	654	4304	1	122500	0000	00	700	700	
6	01	654	5202	1	123010	0000	00	1,600	-	
6	01	654	5203	1	122500	0000	00	2,200	-	
6	01	654	5203	1	123010	0000	00	1,700	-	
6	01	654	5203	1	210500	0000	00	300	-	
6	01	654	5205	1	123010	0000	00	400	-	
6	01	654	5301	1	122500	0000	00	9,400	9,400	
6	01	654	5301	1	123010	0000	00	500	-	
6	01	654	5301	1	130600	0000	00	300	300	
6	01	654	5301	1	130660	0000	00	2,000	2,000	
6	01	654	5704	1	122500	0000	00	4,500	-	
6	01	654	5882	1	122500	0000	00	-	-	
6	01	654	5883	1	140200	0000	00	1,400	1,400	
6	01	654	5883	1	210500	0000	00	2,300	-	
6	01	654	5885	1	601200	0000	00	2,500	19,900	
6	01	654	6402	1	125000	0000	00	3,900	-	
								805,452	805,452	Discretionary Amount

OTHER BUDGET NOTES:

805,452 Total Must Equal

- Difference should be zero

- GREAT JOB

- Need to Add/Reduce Discretionary by this Amount (should be zero)

Additional Notes

Please see also Second Tabbed Worksheet regarding budget amounts in project 3102 that belong to Cost Center 643/Activity Suffix 696000. These budgets are for student activities. The errors occurred in FY20 & FY21. Thank you for your time and consideration in this matter.

Authorized Signature: Lilian F Pires

Date: 3/17/2021



# TENTATIVE BUDGET 2021-22 FISCAL YEAR BASED ON PRIOR YEAR

INSTRUCTIONS: This form will be used to establish your 2021-22 Discretionary Budget- Fund 01 into PROMT. Based upon your 2020-21 Final Budget, Finance has provided the "2021-22 Tentative" column which reflects your proposed discretionary budget for 2021-22. Use the "Comments" column to note why the change is needed. If the same amount is requested, enter that amount in the 2021-22 requested Amounts column and indicated "No Change" in the comments sections. On another note, it is also imperative to review that your coding is accurate. Please contact Adil Ahmed x7220 or Andrea Stokes x7879 with any questions.

Location	Fund	Cost Center	Object Code	Program	Activity Suffix	Project	Acct Line	2020-21 Final	2021-22 Tentative	Comments
6	01	643	5202	1	696000	0000	03	3,000.00	\$ 3,000.00	Funds from Project 3102 to be transferred to Project 0000
6	01	643	5205	1	696000	0000	00	1,000.00	\$ 1,000.00	Funds from Project 3102 to be transferred to Project 0000
6	01	643	5702	1	696000	0000	00	30,000.00	\$ 30,000.00	Funds from Project 3102 to be transferred to Project 0000
6	01	643	5865	1	696000	0000	00	1,000.00	\$ 1,000.00	Funds from Project 3102 to be transferred to Project 0000
6	01	643	5885	1	696000	0000	00	2,300.00	\$ 2,300.00	Funds from Project 3102 to be transferred to Project 0000
								37,300.00	\$ 37,300.00	Discretionary Amount
Total Discretionary Budget								37,300.00	\$ 37,300.00	TOTAL

OTHER BUDGET NOTES:

\$ 37,300.00	Total Must Equal
\$ -	Difference should be zero
\$ -	GREAT JOB
\$ -	NEED TO REDUCE DISCRETIONARY BY THIS Adjustments made
\$ 37,300.00	

Additional Notes

For two years (FY2020 and FY2021) Cost Center: 643 /Objects: 5106, 5202, 5205, 5702, and 5865 were loaded in Project 3102 (Professional Development) Object: 5106, 5202, 5205, 5702, and 5865 funding should be loaded into Project: 0000

Authorized Signature: Doris Hankins

Date: 3/5/2021

# Peralta Community College District

## Budget Development Calendar

### Fiscal Year 2021-22

<b>Tentative Budget</b>		
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 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 26, 2021	Vice Chancellor for Finance and Administration	Budget calendar to Board of Trustees for adoption (AP 6250).
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	<b>Planning and Budgeting Council</b>	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.

March 19, 2021	Vice Chancellor for Finance and Administration Budget Director	2021-22 preliminary budgets submissions are presented to the Planning and Budgeting Council.  Round 2 position control worksheets are sent to the College Presidents, Business Directors, and Vice Chancellors.
March XX, 2021	Vice Chancellor for Finance and Administration Budget Director Planning & Budgeting Council	Discussion and review of the FTES allocation and enrollment numbers to make a recommendation for the Chancellor's Cabinet in the upcoming year. (Note: to be completed earlier in the future.)
April 2, 2021	College Presidents Vice Chancellors Business Directors	Submit round 2 positions control worksheets revisions to Budget Director.
April 5, 2021	Budget Director	Load positions control and discretionary budgets into OnePeralta.
April 19, 2021	Vice Chancellor for Finance and Administration	Chancellor's Cabinet updated on status of Preliminary Budget.  Review, discussion, and recommended adjustments brought forward.
May XX, 2021	Vice Chancellor for Finance and Administration	Governor May Revision releases.
May 28, 2021	Vice Chancellor for Finance and Administration	Finalizes budget assumptions for the Tentative Budget.  Preliminary budget is presented to the Planning and Budgeting Council.
June 08, 2021	Vice Chancellor for Finance and Administration	Tentative Budget is presented to the Board of Trustees for first read.
June 22, 2021	Vice Chancellor for Finance and Administration	Tentative Budget is presented to the Board of Trustees for approval.
<b>Adopted Budget</b>		
August 27, 2021	<b>Planning and Budgeting Council</b>	Review draft of the Adopted Budget.
August 23, 2021	Vice Chancellor for Finance & Administration and Chancellor	Review Adopted Budget Assumptions and Allocation.
September 14, 2021	Vice Chancellor for Finance and Administration	Present the Adopted Budget to the Board for approval.



# COLLEGE COUNCIL REPORT

DATE:03/24/2021\_\_\_\_

Committee: Facilities/Health and Safety Date of Committee Meeting: 03/02/2021

## Committee Summary of Meeting:

AECOM (Keith Kajiya and Sharon Serrano) attended the meeting as they have done at each meeting this year. They shared info regarding bond spending plan, capital projects and, infrastructure plans.

There was a long discussion regarding campus space allocation and future projections. The S building buildout is awaiting final discussion of Barbara Lee Archive room space needs and consideration of available space for Division I dean and assistant, Fire Science/Life Safety, Math, EMT, Genomics and Cyber Security/lab.

The D building scored high at the state in its initial project proposal (IPP) and is the only campus project with an IPP. It is therefore suggested that we move forward with a final project proposal (FPP) this year so that we keep Merritt projects in the pipeline. This means that the D building will be submitted for a renovation project that could perhaps begin in 2025. There was a discussion about how we came to this point given that programs moved out of D when S came online (campus was “overbuilt”) and we are now renting D. Nonetheless, 2025 is a couple of years out and by that time, we may close out A building and demolish (see 5 year plan last updated 2018).

Infrastructure upgrades are bundled and moving forward. There are 7 bundles of projects district-wide—Electrical, HVAC, Plumbing, Doors, General Construction, Elevators and roofing. Within those bundles are 14 packages of more defined projects. AECOM is coordinating between the District and Kitchell.

The return to Campus Subcommittee has formed and met several times. They will provide further updates at the April CFC/HS meeting. Not enough Health and Safety members have been present at meetings in February and March since we combined in December.

Our new security company will be attending the April meeting.

Recommendation NONE

### 1. That the College Council recommend to the President....

#### College Council

Action Taken 1. 2. 3. 4. Explanation if necessary:

1. To concur by majority vote with an item and recommend it to the College President.
2. To modify a recommendation and forward the item to the College President by majority opinion. Written minority opinions may be submitted at the same time.
3. To refer an item to a constituent group or committee for further work or consideration. In this case the College Council does not forward the item to the President and remains mute on the item.
4. To use other parliamentary motions in Robert's Rules of Order such as the table or postpone an item.

As we have completed the ISER Report, and now our ACCJC Visit, the Accreditation Committee is moving forward with our deeper goals, which include connecting different constituents of Merritt's campus and ensuring that we, as a college, are continuing to meet all of the accreditation standards on an ongoing basis.

To that end, we have conducted ILO Assessments for Communication and Critical Thinking, with a follow-up for the Communication ILO on April 16th, where we will focus on a "Teamwork" rubric. Our President and the IEC are leading the Mission Review process. We had excellent and widespread participation at Flex Day and a follow-up session is in the planning phases.

The IPB Cycle hit a glitch when the district was late getting their budget to the college. Merritt got an extension and is working towards a deadline of a joint meeting of the PBC/PGC committees. The ASMC gets huge kudos - they self-advocated and recently had a phenomenal training in Effective Meetings, the Brown Act, Roberts Rules, and other important areas that will enhance their voices and empower them. We are working with the Professional Development Committee to get similar excellent training for all Participatory Governance leadership moving forward.

Finally, we are looking forward to working with all participatory governance committees towards asking how they are currently incorporating equity and how we can formalize that practice, if it is not already in writing.