

BUDGET COMMITTEE

MEETING AGENDA

September 6, 2023

3:00 – 4:30 p.m.



Location: Building 4, Conference Room # 2460

Time: 3:00 p.m. – 4:30 p.m.

Committee Members:

Morris Rodrigue, Chair
Vacant, Co-Chair
Rosa Royce
Delana Miller
Melba Castro

Kelly Fowler
Gary Nellesen
Shiloh Blacksher
Traci Ebue
Hector Gonzalez

Zak Gallegos
Lisa Romo
Vacant (Student)
Vacant (Student)

Guest:
Shannon Carter
Patricia Quinones
Vivian Ruiz (Notes)

AGENDA ITEMS:

1. Agenda Check
2. Review the Budget Committee Meeting Summaries of May 17, 2023, and June 7, 2023
3. Budget Update
4. 2023-2024 Final Budget
5. Committee Goals (due Nov. 14, 2023)

FUTURE BUDGET COMMITTEE MEETINGS (3:00 p.m. – 4:30 p.m.):

The committee does not meet during Summer or Winter Intersessions, unless needed.

September 20, 2023

October 4, 2023

October 18, 2023

November 1, 2023

November 15, 2023

December 6, 2023

**Mt. San Antonio College
Budget Committee Summary of
September 6, 2023**

**Location: Building 4-2460
Time: 3:00 p.m. – 4:30 p.m.**

Committee Members:

- | | | | |
|---|--|---|---|
| <input checked="" type="checkbox"/> Morris Rodrigue- Co-Chair | <input type="checkbox"/> Gary Nellesen | <input type="checkbox"/> Lisa Romo | <input checked="" type="checkbox"/> Shannon Carter (Guest) |
| <input type="checkbox"/> Vacant, Co-Chair | <input type="checkbox"/> Shiloh Blacksher | <input checked="" type="checkbox"/> Hector Gonzalez | <input checked="" type="checkbox"/> Patty Quinones (Guest) |
| <input checked="" type="checkbox"/> Kelly Fowler | <input checked="" type="checkbox"/> Traci Ebue | <input type="checkbox"/> Vacant (Student) | <input checked="" type="checkbox"/> George Bradshaw (Guest) |
| <input checked="" type="checkbox"/> Delana Miller | <input type="checkbox"/> Vacant(Academic Senate) | <input type="checkbox"/> Vacant (Student) | <input checked="" type="checkbox"/> Vivian Ruiz (Notes) |
| <input checked="" type="checkbox"/> Rosa Royce | <input checked="" type="checkbox"/> Brandon Gillett <i>in for Zak Gallegos</i> | | |
| <input checked="" type="checkbox"/> Melba Castro | | | |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Agenda check	Agenda checked.	Agenda approved.
2. Review the Budget Committee Meeting Summary of May 17, 2023, and June 7, 2023	The Budget Committee Meeting Summary of May 17, 2023, and June 7, 2023, were reviewed and approved.	Meeting summaries approved.
3. Budget Update	The Final Budget is presented to the Board of Trustees at this time of year. The final budget is a reiteration of the May Revision and the State Final Budget that was enacted on June 27, 2023. One of the key elements is an increase of 8.22% to the cost-of-living adjustment COLA. The COLA funds are added to the metric and FTE rates in the Student-Centered Funding Formula (SCFF).	Accreditation Standard - IIID.
4. 2023-2024 Final Budget	Rosa reviewed the 2023-24 Final Budget Report with the Committee (reports attached). The following reports will be presented to the Board of Trustees on September 13, 2023. The following reports were thoroughly reviewed: <ul style="list-style-type: none"> • 2022-23 Adopted Budget Versus 2022-23 Actuals <ul style="list-style-type: none"> ➤ 2022-23 Adopted Budget – Fund Balance at 19.88%, \$54,067,909 	Accreditation Standard - IIID.

	<ul style="list-style-type: none"> ➤ 2022-23 Ending Fund Balance- Unrestricted General Fund at 19.20%, \$53,115,911 • Unrestricted General Fund <ul style="list-style-type: none"> ➤ Unrestricted General Fund 11 <ul style="list-style-type: none"> ▪ Total Ongoing Revenue Budget Assumptions \$257,722,950 ▪ Total Ongoing Expenditure Budget Assumptions \$253,792,709 ➤ Unrestricted General Fund 13 <ul style="list-style-type: none"> ▪ Total Revenue Budget \$2,150,642 ▪ Total Expenditure Budget \$4,282,443 • Budget and Actuals Comparisons History Unrestricted General Fund (report attached) 	
<p>5. Committee Goals</p>	<p>Morris asked the committee to review the goals from last year so we can discuss them at the next budget committee meeting.</p>	<p>Item will be part of the discussion for the next meeting.</p>

Accreditation Standard- IIID. Financial Resources- Plans and manages financial affairs with integrity and in support of all institutional planning.

FUTURE MEETING DATES

The committee does not meet during summer or winter Intersessions unless needed.

September 20, 2023

October 4, 2023

October 18, 2023

November 1, 2023

November 15, 2023

December 6, 2023



Committee Goals and Progress Report 2023-24

Committee name: Budget Committee

Name of person completing the report: Suzanne Vasquez/Vivian Ruiz

Instructions: **Due by November 14, 2023:** Columns 1 and 2
 Due by June 9, 2023: Column 3
 Please enter your committee's outcomes and accomplishments in Column 3 and submit electronically to bhebert3@mtsac.edu (on behalf of the President's Advisory Council).

(EXPAND AS NECESSARY)

Committee Goal	Link to College Goal #	Completed Outcomes/Accomplishments (descriptive bullet list)
GOAL #1: Communicate to the campus community by maintaining an up-to-date website	6	<ul style="list-style-type: none"> The Budget Committee website is kept accurate, complete, and current. Meeting summaries are posted on the Budget Committee website in a timely manner.
GOAL # 2: Develop an understanding of the budget and communicate about budget issues to the campus and community.	6	<ul style="list-style-type: none"> On September 7, 2022, Budget committee discussed elements of the 2022/2023 State Budget, followed by a detailed discussion of the local college budget. There was a discussion on emergency conditions allowance and the requirements for an updated reserve policy. On September 22, 2022, Budget Committee discussed budget increase processes. On October 5, 2022, Budget Committee reviewed and recommended changes to Integrated Planning and Budgeting Process Calendar. On November 2, 2022, Budget Committee reviewed a multi-year analysis of the operational cost of the restricted general fund to establish a target for an

		<p>updated reserve policy in alignment with GFOAA standards needed to receive emergency conditions funding. Budget Committee recommended changes to the reserve policy to meet the Chancellor’s Office requirement.</p> <ul style="list-style-type: none"> On March 1, 2023, Budget Committee discussed the 2023/2024 governor’s state budget proposal. Budget Committee approved the 2023/2024 Budget Development Calendar. On April 19, 2023, Budget Committee discussed the budget process of full-time positions, including Step/Column and Reclassification. There was also a discussion on exhibit C P1. 	
GOAL #3:	Review, evaluate, and make recommendations to update the Budget Review and Developmental Guide.	1, 2, 3, 5, 6	<ul style="list-style-type: none"> The Budget Committee reviewed and provided input on recommended updates to the Budget Review and Development Guide.
GOAL #4:	Update Budget Committee processes to ensure communication and collaboration with Institutional Effectiveness Committee (IEC).	1, 4, 6	<ul style="list-style-type: none"> The Budget Committee established a requirement for cross-representation for committee members on the Institutional Effectiveness Committee and Budget Committee. This includes a standing agenda item for the IEC member to update and receive input from the Budget Committee. The committee regularly discussed developing and understanding of PIE and resource requests. This included recommendations to rethink how funding for items such as supplies be requested.
GOAL #5:	The Budget Committee will review the budgeting processes and procedures for Diversity, Equity, Inclusion, Social Justice, Anti-Racism and Access (DEISA-A) to recommend changes if needed to President’s Advisory Council (PAC).	1,6	<ul style="list-style-type: none"> The Budget Committee will review the IEC process from the New Resource Allocation Rubric of July 2022 as the first step to include DEISA as part of prioritization and to see how the explicit DEISA raking category affected the final prioritization.
GOAL #6:	Review Standard III.D and confirm areas where compliance can be improved and make recommendations to the	3, 5, 6	<ul style="list-style-type: none"> The Budget Committee established a sub-group that reviewed and developed the standard IIID Financial Resources portion of the institutional self-evaluation for the accreditation.

Accreditation Steering Committee.		
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