

# BUDGET COMMITTEE

## MEETING AGENDA

September 21, 2022

3:00 p.m.



**Location:** Building 4, Conference Room # 2460

**Time:** 3:00 p.m. – 4:30 p.m.

### Committee Members:

Morris Rodrigue, Chair  
Phil Wolf, Co-Chair  
Audrey Yamagata-Noji  
Kelly Fowler  
Delana Miller

Rosa Royce  
Gary Nellesen  
Shiloh Blacksher  
Traci Ebue  
Emily Woolery

Manny Marquez  
Brandon Gillett  
Lisa Romo  
Jasmine Nguyen (Student)  
Calvin Haroutonian (Student)

### Guest:

Vivian Ruiz (Notes)

### AGENDA ITEMS:

1. Agenda Check.
2. Review the Budget Committee Meeting Summary of September 7, 2022
3. Committee Goals
4. Reserve Policy
5. Budget Increase Process

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

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

October 5, 2022

October 19, 2022

November 2, 2022

November 16, 2022

December 7, 2022

**Mt. San Antonio College  
Budget Committee Summary of  
September 21, 2022  
Location: Zoom Video Conferencing  
Time: 3:00 p.m. – 4:30 p.m.**

**Committee Members[13]:**

- |   |  |   |   |
|---|--|---|---|
| <input checked="" type="checkbox"/> Morris Rodrigue- Co-Chair | <input checked="" type="checkbox"/> Rosa Royce       | <input type="checkbox"/> Brandon Gillett              |   |
| <input checked="" type="checkbox"/> Phil Wolf, Co-Chair       | <input checked="" type="checkbox"/> Gary Nellesen    | <input type="checkbox"/> Lisa Romo                    | <input checked="" type="checkbox"/> Vivian Ruiz (Notes) |
| <input checked="" type="checkbox"/> Audrey Yamagata-Noji      | <input checked="" type="checkbox"/> Shiloh Blacksher | <input type="checkbox"/> Manny Marquez                |   |
| <input type="checkbox"/> Kelly Fowler                         | <input checked="" type="checkbox"/> Traci Ebue       | <input type="checkbox"/> Jasmine Nguyen (Student)     |   |
| <input checked="" type="checkbox"/> Delana Miller             | <input checked="" type="checkbox"/> Emily Woolery    | <input type="checkbox"/> Calvin Haroutonian (Student) |   |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Agenda check</b>	Agenda checked.	<b>Agenda approved.</b>
<b>2. Review the Budget Committee Meeting Summary of September 7, 2022</b>	The Budget Committee Meeting Summary of September 7, 2022 was reviewed and approved.	<b>Meeting summaries approved.</b>
<b>3. Committee Goals</b>	The Budget Committee reviewed the committee goals and provided input. One of the suggestions is related to PIE information. The committee will work on a goal to make recommendations to the PIE Committee.	<b>Accreditation Standard - IIID.</b>
<b>4. Reserve Policy</b>	<ul style="list-style-type: none"> <li>• The purpose of the reserve policy is to help colleges manage their cash flow and pay bills while awaiting receipt of funds.</li> <li>• Morris, Rosa, and Delana met with the chancellor’s office regarding the reserve policy. The chancellor’s office provided direction on how to write the reserve policy.</li> <li>• It is anticipated the college will not exceed what it does in practice to cover two months of operational expenses.</li> <li>• Morris, Rosa, and Delana will put together Reserve Policy scenarios and bring back them to the committee.</li> </ul>	<b>Accreditation Standard - IIID.</b>

<p><b>5. Budget Increase Process</b></p>	<p>The following are ways to increase budgets.</p> <ul style="list-style-type: none"> <li>• Resource Allocation (through the PIE process)</li> <li>• Immediate Needs</li> <li>• Rate Driven Increase</li> </ul> <p>Forms for Immediate Needs and Rate Driven can be found in the Fiscal Services website and can be submitted at any time during the year.</p>	<p><b>Accreditation Standard - IIID.</b></p>
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Accreditation Standard- IIID. Financial Resources- Plans and manages financial affairs with integrity and in support of all institutional planning.

**FUTURE AGENDA ITEMS**

- Budget Review and Development Guide – last updated September 2016.

**FUTURE MEETING DATES**

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

- October 05, 2022**
- October 19, 2022**
- November 2, 2022**
- November 16, 2022**
- December 7, 2022**
- December 21, 2022**
- March 1, 2023**
- March 15, 2023**



## Committee Goals and Progress Report 2021-22

**Committee name:** Budget Committee

**Name of person completing the report:** Vivian Ruiz

**Instructions:**      **Due by November 5, 2021:**      Columns 1 and 2  
                                  **Due by June 10, 2022:**                      Column 3  
 Please enter your committee's outcomes and accomplishments in Column 3 and submit electronically to [bhebert3@mtsac.edu](mailto: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)
<b>GOAL #1:</b> Communicate to the campus community by maintaining an up-to-date website	8, 12, 14	<ul style="list-style-type: none"> <li>The Budget Committee website is kept accurate, complete, and current. Meeting summaries are posted on the Budget Committee website in a timely manner.</li> </ul>
<b>GOAL # 2:</b> Develop an understanding of the budget and Communicate about budget issues to the campus and community.	8, 9, 13, 14	<ul style="list-style-type: none"> <li>The Budget Committee discussed the following items that impact budget: Final Budget 2021-22 (September 1, 2021), Student Centered Funding Formula (SCFF) and Local Budgeting (October 20, 2021 and November 3, 2021), Faculty Obligation number (FON) (November 3, 2021), Governor's January Proposal for 2022-23 (March 2, 2022), 2020-21 &amp; 2021-22 Apportionment Update (March 2, 2022), Annual Accreditation Fiscal Report (April 6, 2022), State Budget Update (May 4, 2022)</li> <li>The Vice President of Administrative Services provided additional communications and educational opportunities to various constituent groups including membership and leadership of CSEA and Faculty Association, Administrators, and the Board of Trustees.</li> </ul>
<b>GOAL #3:</b> Review, evaluate, and make recommendations to align	11	<ul style="list-style-type: none"> <li>The Budget Committee does not have any completed outcomes/accomplishments to report.</li> </ul>

	the budget processes with the Campus Strategic Plan, including the Sustainability and Climate Action Plan.		
<b>GOAL #4:</b>	<b>Evaluate the role of the Budget Committee and the planning processes of the College, in collaboration with the Institutional Effectiveness Committee.</b>	11	<ul style="list-style-type: none"> <li>The Budget Committee had discussions related to its role and planning processes while reviewing Accreditation Standard IIID Financial Resources.</li> </ul>
<b>GOAL #5:</b>	<b>The Budget Committee will review the budgeting processes and procedures for equity, diversity, and inclusivity to recommend changes if needed to President’s Advisory Council (PAC).</b>	9	<ul style="list-style-type: none"> <li>The Budget Committee does not have any completed outcomes/accomplishments to report.</li> </ul>
<b>Goal #6:</b>	<b>Review Standard III.D and confirm areas where compliance can be improved and make recommendations to the Accreditation Steering Committee.</b>	7,9,14	<ul style="list-style-type: none"> <li>The Budget Committee reviewed Accreditation Standard IIID Financial Resources. Recommendations are included in the accreditation weaving team’s narrative draft submitted to the Accreditation Core Team.</li> </ul>