

**Mt. San Antonio College  
Budget Committee  
Summary of March 16, 2011**

**Committee Members:**

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| <input checked="" type="checkbox"/> Mike Gregoryk, Chair | <input checked="" type="checkbox"/> Jennifer Galbraith | <input checked="" type="checkbox"/> Mark Fernandez for Laura<br>Martinez | <input checked="" type="checkbox"/> Dana Hester (Guest)    |
| <input checked="" type="checkbox"/> Linda Baldwin        | <input checked="" type="checkbox"/> Art Morales        | <input checked="" type="checkbox"/> Audrey Yamagata-Noji                 | <input checked="" type="checkbox"/> Kerry Martinez (Notes) |
| <input checked="" type="checkbox"/> Virginia Burley      | <input checked="" type="checkbox"/> James Thao         | <input checked="" type="checkbox"/> Alexa Leon                           | <input type="checkbox"/>                                   |
| <input checked="" type="checkbox"/> Jason Chevalier      | <input checked="" type="checkbox"/> Denise Lindholm    | <input checked="" type="checkbox"/> Jean Garrett                         | <input type="checkbox"/>                                   |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Review Agenda</b>	Virginia Burley asked that the subject of Budget Committee Communication to the Campus be added to the Agenda.	Approved, as submitted, with one addition.
<b>2. Review Meeting Summary of February 16, 2011</b>	The Budget Committee Meeting Summary of February 16, 2011 was reviewed and approved, as submitted.	Approved, as submitted.
<b>3. Budget Committee Communication to the Campus</b>	Virginia stated the Budget Committee should have a more viable link posted on Mt. SAC's portal or website. It was suggested that Marketing be contacted with a request that the Budget Committee information be placed in a variety of areas, i.e. the portal and website with links to the Chancellor's office.	
<b>4. Criteria for President's Advisory Task Force on Fiscal Planning</b>	<p>Mike Gregoryk stated that everyone has received Dr. Nixon's letter on this issue. In the first meeting (training session) of the Task Force, scheduled for March 23, 2011, Dr. Nixon will give his vision and role of the Task Force members. The Task Force members will receive training on how to utilize the portal.</p> <p>Mike stated the Vice Presidents will organize their teams to make cost savings suggestions. The subject matter will be sensitive in nature and the Task Force members' roll is to assess what comes out of the Vice President's offices and identify the institutional impact. Human Resources will decide what will happen with</p>	

	<p>people and the items that need to be negotiated.</p> <p>Mike stated there is a lot to do in very little time. The Task Force will meet every Wednesday and these meetings will replace the Budget Committee meetings. Dr. Nixon is asking for results by mid-May and will eventually be included in the August adoption at the Board of Trustees meeting.</p> <p>Virginia asked what direction should be given to people when they are reviewing their status quo budgets. Linda Baldwin stated there are a few problems with the online self-serve budget module on Banner and training will possibly be canceled. The status quo budgets will stay the same for the Tentative Budget. Jennifer Galbraith asked about the surplus fund and if that amount will be <del>thrown out</del> <b>distributed via the allocation process</b> in light of the upcoming budget cuts. Linda stated that normally at this time she brings the Very Preliminary Budget to the Budget Committee members but she is waiting to see how the initiative ends up. Jennifer noted that the process for resource allocation has not been followed. It was suggested that the Budget Committee members review both the Immediate Needs Requests and the Very Preliminary Tentative Budget, and also discuss the Resource Allocation Process at the next Budget Committee meeting.</p> <p>Jennifer stated that past history shows the College predicting a deficit and at the end of the year there is a positive balance. Jennifer asked if there is any way to know how the balance will end up at the end of the year. Linda stated that the College needs to be careful with terminology when using ongoing deficit and surplus and also how it is presented. We lack</p>	
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	<p>credibility with the campus because of a positive ending balance. Art Morales stated he sees it as layers of information. Mark Fernandez stated that perception is reality and people need an explanation of what was done to reduce the deficit of \$6 million and the reason why we end up with a \$9 million positive balance.</p> <p>Virginia noted that the budget information is not made up and the flexible environment that Fiscal Services is dealing with is hard to communicate. Fiscal Services can only give what information they have at the current time.</p> <p>Linda explained that Fiscal Services projects revenues for the fiscal year. Expenditures are made up of two components; Payroll which is 87% of the budget and the Status Quo budgets. If there is growth/restoration dollars received, which are not budgeted, there will always be a positive balance.</p> <p>It was suggested that the Budget Committee brainstorm on how to supply information to the campus to help them understand, in layperson's terms, the budget, reserves, one time vs. ongoing, etc. It was suggested that examples be given and terms defined. It was noted that the budget is a snapshot in time. It was suggested that the College go to a contingent budget. Mike asked the Budget Committee members to send him their thoughts via e-mail so they can be discussed in President's Cabinet.</p>	
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**FUTURE MEETING DATES (3:00 p.m. – 4:30 p.m.)**

**TBD**