

# BUDGET COMMITTEE

## MEETING AGENDA

October 5, 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 21, 2022**
3. **Committee Goals**
4. **Integrated Planning and Budgeting Process Calendar – Discussion**
5. **Local Budget Assumptions**

**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 19, 2022**

**November 2, 2022**

**November 16, 2022**

**December 7, 2022**

**Mt. San Antonio College  
Budget Committee Summary of  
October 5, 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 checked="" type="checkbox"/> Brandon Gillett              |                                                         |
| <input checked="" type="checkbox"/> Phil Wolf, Co-Chair       | <input checked="" type="checkbox"/> Gary Nellesen | <input checked="" type="checkbox"/> Lisa Romo                    | <input checked="" type="checkbox"/> Vivian Ruiz (Notes) |
| <input type="checkbox"/> Audrey Yamagata-Noji                 | <input type="checkbox"/> Shiloh Blacksher         | <input type="checkbox"/> Manny Marquez                           |                                                         |
| <input checked="" type="checkbox"/> Kelly Fowler              | <input checked="" type="checkbox"/> Traci Ebue    | <input checked="" type="checkbox"/> Jasmine Nguyen (Student)     |                                                         |
| <input checked="" type="checkbox"/> Delana Miller             | <input checked="" type="checkbox"/> Emily Woolery | <input checked="" 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 21, 2022</b> | The Budget Committee Meeting Summary of September 21, 2022 was reviewed and approved.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Meeting summaries approved.</b>    |
| <b>3. Committee Goals</b>                                                   | <ul style="list-style-type: none"> <li>• The committee goals are due November 14, 2022, to President's Advisory Committee (PAC).</li> <li>• Members will continue to review committee goals and make recommendations before the deadline.</li> <li>• A new potential goal was brought up to update the budget manual.</li> </ul>                                                                                                                                                                                                                                            | <b>Accreditation Standard - IIID.</b> |
| <b>4. Integrated Planning and Budgeting Process Calendar- Discussion</b>    | <ul style="list-style-type: none"> <li>• Institutional Effectiveness Committee (IEC) is revising its Integrated Planning and Budgeting Process Calendar. The calendar has three sections Strategic Plan (SP), Planning for Institutional Effectiveness (PIE), and Budget (BC). IEC requests that each area review its calendar portion and recommend changes.</li> <li>• Morris and Rosa reviewed the calendar with the committee and suggested changes. The committee will make the following recommended changes and additions to IEC (see-attached calendar).</li> </ul> | <b>Accreditation Standard - IIID.</b> |

|                                                     |                                                                                                                                                                                                                              |                                       |
|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>5. Local Budget Assumptions</b>                  | Item was tabled for next meeting.                                                                                                                                                                                            | <b>Accreditation Standard - IIID.</b> |
| <b>6. Accreditation Standard Review Opportunity</b> | Budget members have an opportunity to review additional sections of the accreditation standard that have budget components. If any member is interested, please email Morris and he can provide you with sections to review. | <b>Accreditation Standard - IIID.</b> |

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.

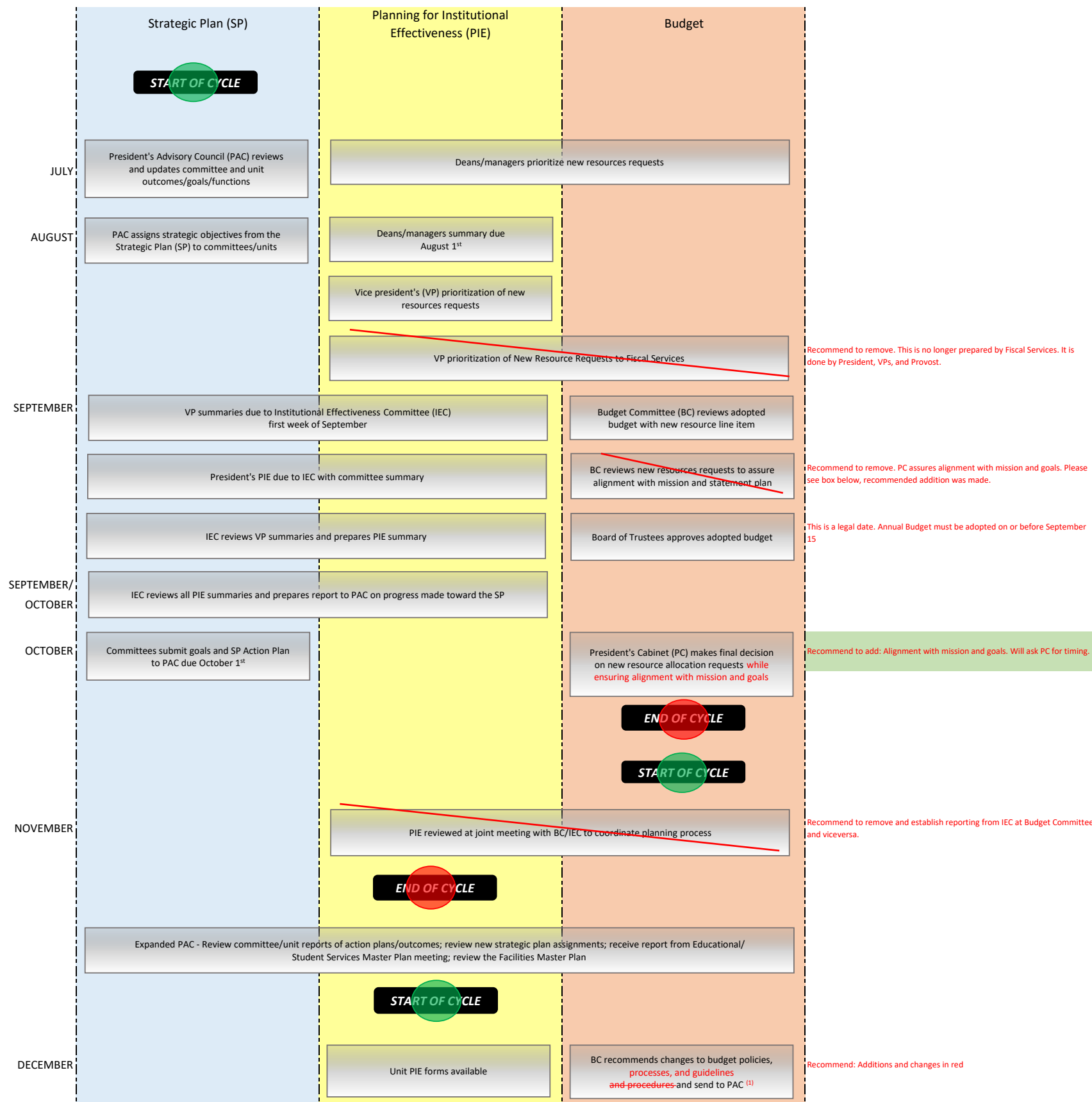
**FUTURE MEETING DATES**

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

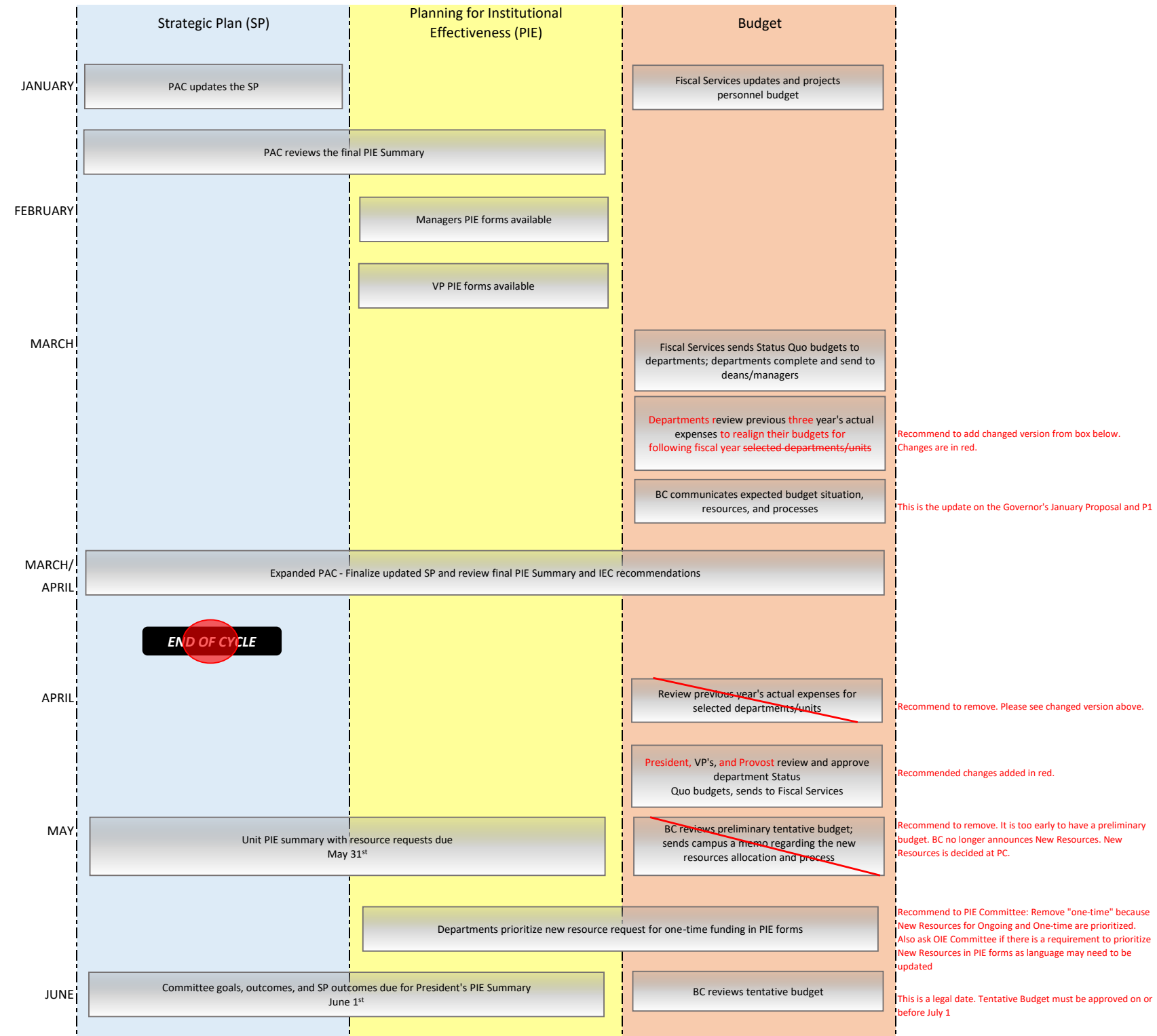
- October 19, 2022**
- November 2, 2022**
- November 16, 2022**
- December 7, 2022**
- December 21, 2022**
- March 1, 2023**
- March 15, 2023**

Integrated Planning and Budgeting Process Calendar

APPENDIX N



Recommend to add: (1) Timing is flexible



SP = Strategic Plan  
 PIE = Planning for Institutional Effectiveness  
 VP = Vice President  
 PC = President's Cabinet  
 PAC = President's Advisory Council  
 BC = Budget Committee

## 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<br>(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> |