

BUDGET COMMITTEE

MEETING AGENDA

March 16, 2022

3:00 p.m.



Location: Zoom Video Conferencing

Time: 3:00 p.m. – 4:30 p.m.

Committee Members:

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

Rosa Royce
Gary Nellesen
Emily Woolery
Traci Ebue

Manny Marquez
Brandon Gillett
Lisa Romo
An Ha (Student)
Lyda Im (Student)

Guest:

Yadira Santiago (Notes)

AGENDA ITEMS:

1. Agenda Check.
2. Review the Budget Committee Meeting Summary of March 2, 2021.
3. Accreditation Standard III D.

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

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

April 6, 2022
April 20, 2022
May 4, 2022
May 18, 2022
June 1, 2022
June 15, 2022

**Mt. San Antonio College
Budget Committee Summary of
March 16, 2022
Location: Zoom Video Conferencing
Time: 3:00 p.m. – 4:30 p.m.**

Committee Members[15]:

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Morris Rodrigue- Co-Chair
<input checked="" type="checkbox"/> Phil Wolf, Co-Chair
<input checked="" type="checkbox"/> Audrey Yamagata-Noji
<input checked="" type="checkbox"/> Kelly Fowler | <input checked="" type="checkbox"/> Rosa Royce
<input checked="" type="checkbox"/> Gary Nellesen
<input checked="" type="checkbox"/> Traci Ebue
<input checked="" type="checkbox"/> Emily Woolery | <input checked="" type="checkbox"/> Brandon Gillett
<input checked="" type="checkbox"/> Lisa Romo
<input type="checkbox"/> Manny Marquez
<input checked="" type="checkbox"/> An Ha (Student)
<input type="checkbox"/> Lyda Im (Student) |
|--|--|---|
- Yadira Santiago (Notes)

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Agenda check	Agenda checked.	Agenda approved.
2. Review the Budget Committee Meeting Summary of March 2, 2022	The Budget Committee Meeting Summary of March 2, 2022, was reviewed and approved.	Meeting summary approved.
3. Accreditation Standard III D. Financial Resources	Planner – Morris Rodrigue Investigator – Rosa Royce Documenter – Morris and Rosa (support from Yadira/Vivian), share with the committee for input. Standards Supporters (optional) https://accjc.org/wp-content/uploads/Guide-to-Institutional-Self-Evaluation-Improvement-and-Peer-Review.pdf Pages 70-77. <u>D. Financial Resources</u> Planning 1. Financial resources are sufficient to support and sustain student learning programs and services and improve institutional effectiveness. The distribution of resources supports the development, maintenance, allocation and reallocation, and enhancement of programs and services. The institution plans and	Morris and Rosa will meet with Brandon Gillett, Emily Woolery, and Phil Wolf. They will work together and bring back information to the committee on April 6 and April 20 for further committee discussion. Due April 25, 2022.

manages its financial affairs with integrity and in a manner that ensures financial stability. (ER 18)

2. The institution's mission and goals are the foundation for financial planning, and financial planning is integrated with and supports all institutional planning. The institution has policies and procedures to ensure sound financial practices and financial stability. Appropriate financial information is disseminated throughout the institution in a timely manner.
3. The institution clearly defines and follows its guidelines and processes for financial planning and budget development, with all constituencies having appropriate opportunities to participate in the development of institutional plans and budgets.

Fiscal Responsibility and Stability

4. Institutional planning reflects a realistic assessment of financial resource availability.
5. To assure the financial integrity of the institution and responsible use of its financial resources, the internal control structure has appropriate control mechanisms and widely disseminates dependable and timely information for sound financial decision2 Standard III.D: Review Criteria and Possible Sources of Evidence 73 making. The institution regularly evaluates its financial management practices and uses the results to improve internal control systems.
6. Financial documents, including the budget, have a high degree of credibility and accuracy, and reflect appropriate allocation and use of financial resources to support student learning programs and services.
7. Institutional responses to external audit findings are comprehensive, timely, and communicated appropriately.
8. The institution's financial and internal control systems are evaluated and assessed for validity and effectiveness, and the results of this assessment are used for improvement.
9. The institution has sufficient cash flow and reserves to maintain stability, support strategies for appropriate risk management, and,

	when necessary, implement contingency plans to meet financial emergencies and unforeseen occurrences. 10. The institution practices effective oversight of finances, including management of financial aid, grants, externally funded programs, contractual relationships, auxiliary organizations or foundations, and institutional investments and assets.	
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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

April 6, 2022

April 20, 2022

May 4, 2022

May 18, 2022

June 1, 2022

June 15, 2022

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

To: Morris Rodrigue and Mary McGuire, Co-chairs

Curriculum and Instruction Council

From: Kelly Fowler, Allie Frickert, Barbara Mezaki, Michelle Sampat, Lianne Greenlee

Because of your work related to the following accreditation standards/themes, your committee has been designated the primary contributor for:

Standard III D (Financial Resources)

- Liaisons: Michelle Sampat and Kelly Fowler
- ACCJC ballpark page length: 16
- Tentative expected date for draft and guide to be given to Team: **3-28-2022**
- Tentative date expected back: **4-25-2022** (4 weeks)

The suggested steps for the “weaving” teams are:

(1) Form a Weaving Team(s):

- Create a separate weaving team for each standard from the membership of your committee, taking care to keep the weaving teams small with representation from constituent groups (manager, faculty, classified, student) to ensure inclusion where possible.
- Your Accreditation Core Team Liaison can assist your committee in finding student members if needed.
- ACCJC suggests establishing three primary roles. (The same person may hold multiple roles):
 - **Planner** - facilitates meetings, sets agendas, communicates updates, and is the point of contact for the liaison.
 - **Investigator** - quality control with evidence gathering, formatting, ensuring evidence is recent and relevant, and matching the narrative text to the evidence.
 - **Documenter** - compiles info, supplements and/or revises draft responses to the standards, is the primary editor.
 - **Standards Supporters - (optional)** a specific lead assigned to each sub section of the standard.

(2) Review documents provided by your liaison:

- An initial draft outline (which provides a starting point)
- A guide tailored to your assigned standard which includes ACCJC review criteria, suggested sources of evidence, and committees/programs/units that are mapped to each sub-standard

(3) Gather Evidence:

- Consider suggested sources of evidence
- Keep in mind that evidence must be very selective rather than comprehensive
 - Your liaisons will help to determine evidence which overlaps with other standards (we will avoid redundancies where possible)
- Work with the mapped committees/programs/units which will serve as Resource Committees for your standard
- Contact your liaison(s) if you need assistance in acquiring data or information
- Evidence storage instructions will be forthcoming

(4) Edit and Revise the provided outline draft:

- Edit the draft to reflect the evidence of College practices, procedures, and policies that meet each sub-standard;
- Return the draft, guide and evidence to your liaison(s) by the date indicated.

Please accept our sincere appreciation for the work that you are doing.

On behalf of the Accreditation Steering Committee, we thank you for your participation in accreditation.