

**Mt. San Antonio College**  
**Budget Committee Summary of**  
**November 2, 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"/> Rosa Royce       | <input type="checkbox"/> Brandon Gillett                         |  |
| <input checked="" type="checkbox"/> Phil Wolf, Co-Chair       | <input type="checkbox"/> Gary Nellesen               | <input checked="" type="checkbox"/> Lisa Romo                    | <input checked="" type="checkbox"/> Shannon Carter (Guest) |
| <input type="checkbox"/> Audrey Yamagata-Noji                 | <input checked="" type="checkbox"/> Shiloh Blacksher | <input type="checkbox"/> Manny Marquez                           | <input checked="" type="checkbox"/> Vivian Ruiz (Notes)    |
| <input 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 October 5, 2022</b>	The Budget Committee reviewed and approved the meeting summary of October 5, 2022.	<b>Meeting summary approved.</b>
<b>3. Committee Goals</b>	The Budget Committee reviewed and proposed changes to the committee goals (please see attached). For reference, the strikethrough is for deletions, and bold and underlined are for additions.	<b>Accreditation Standard - IIID.</b>
<b>4. Purpose and Function Statement Review</b>	The Budget Committee reviewed and proposed changes to the purpose and function statement (please see attached). For reference, the strikethrough is for deletions, and bold and underlined are for additions.	<b>Accreditation Standard - IIID.</b>
<b>5. Reserve Policy</b>	<p>The Budget Committee reviewed the California Community Colleges Summary of Unrestricted General Fund Transactions Fiscal Year 2020-2021 and compared the districts ending fund balances. With a 29% ending fund balance, Mt. San Antonio College operates in the average range compared to all the districts.</p> <p>Shannon analyzed the 311 reports over a five-year trend and reported that an increase 18.5% will support two-month operational reserve and not functionally change how we operate. The district already establishes</p>	<p><b>Accreditation Standard - IIID.</b></p> <p><b>The committee approved to move forward with the 18.5% reserve recommendation.</b></p>

	<p>a 10% reserve of the unrestricted general fund at the beginning of each fiscal year. The recommendation is to meet the Chancellor’s requirement to maintain a two-month operational reserve in case of a catastrophic event. The fund balance will have an ending balance of at least 18.5% of the unrestricted general fund expenditures.</p>	
<p><b>6. Local Budget Assumptions</b></p>	<p>Morris explained emergency conditions to the committee. The district is operating with emergency conditions with one-time dollars. Other elements of emergency conditions in the computation of revenue include FTES, the number of degrees, and different rules. The focus is to restore enrollment for an increase in FTES.</p>	<p><b>Accreditation Standard - IIID.</b></p>

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.

**November 16, 2022**

**December 7, 2022**

**December 21, 2022**

**March 1, 2023**

**March 15, 2023**



## Committee Goals and Progress Report 2022-23

**Committee name:** Budget Committee

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

**Instructions:**      **Due by November 14, 2022:**      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](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)
GOAL #1: Communicate to the campus community by maintaining an up-to-date website	<del>8, 12,</del> 14 <u>6</u>	
GOAL # 2: Develop an understanding of the budget and <del>C</del> ommunicate about budget issues to the campus and community.	<del>8, 9, 13,</del> 14 <u>6</u>	
GOAL #3: Review, evaluate, and make recommendations to <del>align the budget processes with the Campus Strategic Plan,</del> including the Sustainability and Climate Action Plan. <u>update the Budget Review and Development Guide.</u>	14 <del>1, 2, 3,</del> <u>5, 6</u>	

<p>GOAL #4: Evaluate the role of the Budget Committee and the planning processes of the College, in collaboration with the Institutional Effectiveness Committee. <b><u>Update Budget Committee processes to ensure communication and collaboration with Institutional Effectiveness Committee (IEC).</u></b></p>	<p>11 <b><u>1, 4, 6</u></b></p>	
<p>GOAL #5: The Budget Committee will review the budgeting processes and procedures for <b><u>Diversity, Equity, Inclusion, Social Justice, Anti-Racism and Access (DEISA-A)</u></b> and inclusivity to recommend changes if needed to President's Advisory Council (PAC).</p>	<p>9 <b><u>1,6</u></b></p>	
<p><b><u>Goal GOAL #6:</u></b> Review Standard III.D and confirm areas where compliance can be improved and make recommendations to the Accreditation Steering Committee.</p>	<p>7,9,14 <b><u>3, 5, 6</u></b></p>	

## **BUDGET COMMITTEE**

(Governance Committee – Reports to President’s Advisory Council)

### Purpose

The Budget Committee is the primary governance body for developing, recommending, and evaluating policies and procedures for institutional planning as it relates to its integration of the budget process in all aspects of College finances.

### Function

1. Evaluate and recommend changes to policies and procedures relating to overall resource allocation.
2. Develop, evaluate, and recommend related policies and procedures for budget development and review the current budget process for effectiveness.
3. Evaluate and recommend changes related to policies and procedures for allocating discretionary revenue.
4. Evaluate the College budget models using an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation.
5. Reports to President’s Advisory Council on the evaluation of the College budget policies and procedures. ~~and informs the campus about budget-related matters.~~

### **6. Maintains an up-to-date website, which informs the campus of budget-related matters.**

~~6.~~ **7.** Monitor college-wide compliance with ACCJC Standard III.D, “Financial Resources.”

### Membership (16)

	Position Represented	Name	Term
1.	Vice President, Administrative Services	(Co-Chair) Morris Rodrigue	ongoing
2.	Chief Compliance and College Budget Officer	Rosa Royce	ongoing
3.	<del>Associate Vice President, Administrative Services</del> <b>Chief Fiscal Service Officer</b>	<del>Doug Jensen</del> <b>Delana Miller</b>	ongoing
4.	Management, one from Instruction (appointed by the Vice President, Instruction)	Kelly Fowler	<del>2019-22</del> <b>2022-25</b>
5.	Management, one from Facilities Planning & Management (appointed by the Vice President, Administrative Services)	Gary Nellesen	2021-24
6.	Management, one from Student Services (appointed by the Vice President, Student Services)	Audrey Yamagata-Noji	2021-24
7.	Faculty (appointed by the Academic Senate)	(Co-Chair) <del>Mary McGuire</del> <b>Phil Wolf</b>	<del>2019-22</del> <b>2022-25</b>
8.		Emily Woolery	2020-23
9.		Traci Ebue	2021-24
10.		<del>Phil Wolf</del> <b>Shiloh Blacksher</b>	<del>2019-22</del> <b>2022-25</b>
11.	Classified (appointed by CSEA 651)	Manny Marquez	<del>2019-22</del> <b>2022-25</b>

12.	Classified (appointed by CSEA 262)	Brandon Gillett	<del>2019-22</del> <b><u>2022-25</u></b>
13.	Confidentials (appointed by the Confidentials)	Lisa Romo	<del>2019-22</del> <b><u>2022-25</u></b>
14.	Students (appointed by the Associated Students)	Lyda Im <b><u>Jasmine Nguyen</u></b>	<del>2020-21</del> <b><u>2022-23</u></b>
15.		An Ha <b><u>Calvin Haroutonian</u></b>	<del>2021-22</del> <b><u>2022-23</u></b>
16.	IEC Liaison (can cross over between IEC and Budget Committees)	Kelly Fowler	<del>2019-22</del> <b><u>2022-25</u></b>

Membership Meeting Times:

COMMITTEE TYPE	CO-CHAIRS	MEETING SCHEDULE	LOCATION	TIME
Governance	Morris Rodrigue/ <del>Mary McGuire</del> <b><u>Phil Wolf</u></b>	1 <sup>st</sup> and 3 <sup>rd</sup> Wednesdays of the month	<del>Via Zoom</del> <b><u>4-2460</u></b>	3:00-4:30 p.m.

Person Responsible to Maintain Committee Website:

Vivian Ruiz  
vruiz6@mtsac.edu x5504

College Website Link and Last Time Website Was Updated:  
[www.mtsac.edu/governance/committees/budget](http://www.mtsac.edu/governance/committees/budget)

Current