

**Mt. San Antonio College
Budget Committee
Group Summary of October 22, 2008
Special Meeting**

Committee Members:

- Mike Gregoryk, Chair
- Linda Baldwin
- Ginny Burley
- Jennifer Galbraith

- Don Hurdle
- Eric Kaljumaji
- Denise Lindholm

- Richard McGowan
- Carolyn Keyes for
Audrey Yamagata-Noji

- Jill Miller (Notes)

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<p>1. Develop process for potential mid-year reductions for 2008-09 and base reduction for 2009-10</p>	<p>The following guidelines were developed for recommendation.</p> <p>The Budget Committee reaffirms the assumptions that inform planning for budget augmentation and reduction. They are as follows:</p> <ul style="list-style-type: none"> • Inclusive budget planning at the unit level will need to be incorporated. • Decision-making processes now in place will be utilized. • The College maintains a strong commitment to current full-time employees. • The College maintains a strong commitment to offering comprehensive educational programs and services for students. <p><u>Guidelines for Budget Review</u></p> <ol style="list-style-type: none"> 1. Analyze College Reserves for the short-term needs. 2. Freeze all open non-essential positions. (Cabinet will review requests for consideration of timing; final freeze authority with the President.) 3. Decisions on filling growth positions deferred to a later date. 4. <u>All</u> transfers will be reviewed by the appropriate vice 	

	<p>president. No budget transfers from personnel to non-personnel categories, and no budget transfers deemed non-essential for program functioning will be approved.</p> <ol style="list-style-type: none">5. Review class schedule for reduction of enrollment to funded CAP.6. Carefully monitor current operations budgets considering fiscal viability of programs and identifying potential cost savings.7. Monitor rate-driven increases and determine strategies for cost savings.8. Review current unbudgeted expenditures and restrict non-essential expenditures.9. All suggestions for cost-savings measures are welcome for consideration.	
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FUTURE MEETING DATES (3:30 p.m. – 4:30 p.m.)

- November 5, 2008**
- November 19, 2008**
- December 3, 2008**
- December 17, 2008 (tentative)**