

**Mt. San Antonio College
Budget Committee
Summary of October 13, 2010**

Committee Members:

Mike Gregoryk, Chair
 Linda Baldwin
 Virginia Burley
 Jason Chevalier

Jennifer Galbraith
 Art Morales
 James Thao
 Denise Lindholm

Laura Martinez
 Audrey Yamagata-Noji
 Jaejin Eum
 Jean Garrett

Kerry Martinez (Notes)

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Review Agenda	Mike Gregoryk asked that the subject of Pilot Program for Course Material Rental be placed on the Agenda.	Approved, with one addition.
2. Review Meeting Summary of September 15, 2010	The Budget Committee Meeting Summary of September 15, 2010, was approved, as submitted.	Approved, as submitted.
3. Pilot Program for Course Material Rental	Mike stated Adrienne Price and Suzanne Luetjen prepared a grant application regarding text book rental. Mt. SAC has been awarded a two-year grant for \$983,000. Sixty-three applications were submitted nationwide and Mt. SAC was one of twelve who received a grant. Mike stated he will invite Suzanne and Adrienne to the next Budget Committee meeting to present the grant and its details.	
4. Review Approved State Budget	Mike stated he received a memorandum from Scott Lay that says it is unknown if the trailer bill will survive; if it does, the dollars will be deferred to July 2011. \$189 million in growth money will also be deferred to July 2011.	
5. Planning and Budgeting	Mike reviewed with the Budget Committee members Page 17 of the Mt. San Antonio College Adopted Budget which shows an undistributed reserve of \$9,287,375. He stated that the Board of Trustees is willing to distribute this money, but not before the new Governor comes into office. Budget allocations will be referred to the Budget Committee for suggestions after the January 2011 Board of Trustees meeting.	

	<p>Jennifer Galbraith asked if the Budget Review and Development Process will be followed and is the surplus/deficit total ongoing. Linda Baldwin stated the surplus/deficit total is ongoing and will be revised throughout the fiscal year as the changes are received from the State.</p> <p>The Budget Committee members agreed to start the budget process, in case money is available, and discuss this subject at the upcoming Joint Committee meeting.</p> <p>Virginia Burley stated the Institutional Effectiveness Committee is finalizing the PIE summary and discovering the staggering needs of the college community. Virginia suggested the PIE process be reformatted to review resource requests. Linda stated the Immediate Needs Request form can be used for this. She explained that this year the campus was focused on cutting. Had the process been followed; the immediate needs would be known and included with the status-quo budget sheets. Being a new process, it didn't get rolled out properly. The process can still begin, just a little bit later.</p> <p>Mike stated the PIE/Budget Process, including the immediate needs and new resource allocation forms, will be discussed at the Joint Committee meeting on October 27th. The immediate one-time need requests will go to the Board of Trustees in January and will be funded in February. Virginia suggested the College identify needs across the teams. Mike agreed and stated that everyone will be included in the conversation. He expects participation from everyone. He will invite Annette Loria to some of the Budget</p>	
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	<p>Committee meetings to provide her expertise in Human Resources.</p> <p>Jennifer suggested communicating to the Campus Community the Measure RR timeline and project list along with information to explain the bonds and assessed valuation. Mike agreed and stated he would send out a communication.</p>	
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FUTURE MEETING DATES (3:00 p.m. – 4:30 p.m.)

October 27, 2010 (Joint Committee Meeting, Budget Committee and Institutional Effectiveness Committee)
November 17, 2010
December 1, 2010

FUTURE AGENDA ITEMS:

Continue Review Actual Expenses for Previous Year of Selected Departments/Units
Continue Discussion of Creation of Priorities/Guidelines for Reducing the Budget, Reduction of Expenses in the Budget