### 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)

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<th>ITEM</th>
<th>DISCUSSION/COMMENTS</th>
<th>ACTION/OUTCOME</th>
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| 1. **Develop process for potential mid-year reductions for 2008-09 and base reduction for 2009-10** | The following guidelines were developed for recommendation. The Budget Committee reaffirms the assumptions that inform planning for budget augmentation and reduction. They are as follows:  
  - 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.  
  **Guidelines for Budget Review**  
  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. All transfers will be reviewed by the appropriate vice |


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<td>1. No budget transfers from personnel to non-personnel categories, and no budget transfers deemed non-essential for program functioning will be approved.</td>
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<td>2. Review class schedule for reduction of enrollment to funded CAP.</td>
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<td>3. Carefully monitor current operations budgets considering fiscal viability of programs and identifying potential cost savings.</td>
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<td>5. Review current unbudgeted expenditures and restrict non-essential expenditures.</td>
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<td>6. All suggestions for cost-savings measures are welcome for consideration.</td>
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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)