

BUDGET COMMITTEE

MEETING AGENDA

September 25, 2024

3:00 – 4:30 p.m.



Location: Building 4, Conference Room # 2460

Time: 3:00 p.m. – 4:30 p.m.

Committee Members: 14

Morris Rodrigue, Chair
Stephen Lancaster, Co-Chair
Rosa Royce
Delana Miller
Joe Louis Hernandez

Kelly Fowler
Gary Nellesen
Shiloh Blacksher
Emily Woolery
Gabriel Tinoco

Zak Gallegos
Lisa Romo
Lisa Zahn
Sophie Gieng (Student)
Vacant (Student)

Guest:
Shannon Carter
Patricia Quinones
Vivian Ruiz (Notes)

AGENDA ITEMS:

1. Agenda Check
2. Review the Budget Committee Meeting Summary of August 28, 2024
3. Report from IEC Representative
4. New Reporting Cycle for Committee Goals and Progress Report

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

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

October 9, 2024

October 23, 2024

November 13, 2024

November 27, 2024

December 11, 2024

Mt. San Antonio College
Budget Committee Summary of
September 25, 2024
Location: Building 4-2440
Time: 3:00 p.m. – 4:30 p.m.

Committee Members:

- | | | | |
|---|---|---|---|
| <input checked="" type="checkbox"/> Morris Rodrigue- Co-Chair | <input type="checkbox"/> Gary Nellesen | <input checked="" type="checkbox"/> Lisa Romo | <input checked="" type="checkbox"/> Shannon Carter (Guest) |
| <input checked="" type="checkbox"/> Stephen Lancaster, Co-Chair | <input type="checkbox"/> Shiloh Blacksher | <input type="checkbox"/> Gabriel Tinoco | <input type="checkbox"/> Patty Quinones (Guest) |
| <input type="checkbox"/> Kelly Fowler | <input checked="" type="checkbox"/> Emily Woolery | <input checked="" type="checkbox"/> Lisa Zahn | <input checked="" type="checkbox"/> Suzanne Vasquez (Notes) |
| <input checked="" type="checkbox"/> Delana Miller | <input checked="" type="checkbox"/> Zak Gallegos | <input type="checkbox"/> Sophie Gieng (Student) | |
| <input type="checkbox"/> Rosa Royce | | <input type="checkbox"/> Vacant (Student) | |
| <input type="checkbox"/> Joe Louis Hernandez | | | |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Agenda check	Agenda checked.	
2. Review the Budget Committee Meeting Summary August 28, 2024	Due to a lack of quorum, the meeting summary was not approved.	Tabled for next meeting.
3. Report from IEC Representative	Patty was not in attendance; however, she provided the following IEC update via email: IEC voted to merge with the PIE Committee. A formal recommendation is being submitted to PAC.	
4. New Reporting Cycle for Committee Goals and Progress Report	Morris reviewed the new reporting cycle for committee goals and reports. The goals were analyzed and discussed, with further discussions planned once a full quorum is present to finalize the goals by the November 22nd deadline.	

FUTURE MEETING DATES

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

October 23, 2024

November 13, 2024

November 27, 2024

December 11, 2024

March 12, 2024

From: [Santiago, Yadira](#)
To: [Rodrigue, Morris](#); [Mrofka, David](#)
Cc: [Nelson, Carol](#); [Hebert, Brigitte](#); [Ruiz, Vivian](#)
Subject: NEW Reporting Cycle for Committee Goals and Progress Report - Budget Committee
Date: Thursday, July 18, 2024 11:50:21 AM
Attachments: [2024-26 Committee Goals and Progress Report - Budget Committee.docx](#)

Good morning,

On June 5, 2024, President's Advisory Council took Action and approved the following changes to the Annual Planning Memo.

Each council/committee is required to provide the following:

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- **Purpose and Function Statement.** The annual revision/review process is no longer required; you will submit a revised Purpose and Function Statement only when changes are recommended to your Purpose, Function, and/or Membership Position Represented.
- **Committee Goals and Progress Report.** The reporting cycle for Committee Goals and Progress Report is now a **two year** cycle. Your committee will set goals every two years (in November of even numbered years) and will report out the Outcomes/Accomplishments of those Goals in June of each year, with a cumulative list in June of even numbered years. As an example, the next two year cycle begins in 2024 and will end in 2026. You will submit your Committee Goals in November 2024, initial annual reporting of Outcomes/Accomplishments in June 2025, and closing the loop with a final cumulative reporting of Outcomes/Accomplishments in June 2026. Use the attached template to *document* the Committee Goals and Completed Outcomes/Accomplishments for your Committee/Council. You will note the first Goal has been completed for you.

PAC encourages your group to be thoughtful with its goals. The College continues to use its priorities and College mission, vision, and core values (<https://www.mtsac.edu/about/mission-and-goals.html>) to drive planning.

- To comply with Accreditation Standards, your College council/committee website needs to be maintained and kept up-to-date. An audit will be completed each year during the Fall to ensure that council/committee webpages are up-to-date.

Please submit your completed documents to Yadira Santiago (yadira.santiago@mtsac.edu) and the manager responsible for the respective council/committee using the attached template. Please see the due dates below.

	Due Date
Purpose and Function Statement Review	Submit a revised Purpose and Function Statement only when changes are recommended to your Purpose, Function, and Membership Position Represented

Committee Goals and Progress Report – Columns 1 and 2	November of even numbered years
Website Audit	Fall
Committee Goals and Progress Report – Column 3	Two year cycle in June of each year, with a cumulative list in June of even numbered years

- Council/Committees that report to the Academic Senate must get Academic Senate approval prior to submitting your documents to PAC.

Thank you,



Yadira Santiago

Executive Assistant II
Office of the President and Board of Trustees
(she/her/ella)

✉ yadira.santiago@mtsac.edu

📞 [909.274.5430](tel:909.274.5430)

📠 [909.274.2990](tel:909.274.2990)

📍 Building: Founders Hall, Building 10

Mt. San Antonio College

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Walnut CA 91789
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Our office observes all College Holidays and breaks.

Please note that the Campus will be closed on Fridays from June 21, 2024, through August 9, 2024.



Committee Goals and Progress Report

2023-24

Committee name: Budget Committee

Name of person completing the report: Vivian Ruiz

Instructions: Due by **November 22, 2023**: Columns 1 and 2

Due by **June 26, 2024**: Column 3

Please enter your committee's outcomes and accomplishments in Column 3 and submit electronically to yadira.santiago@mtsac.edu (on behalf of the President's Advisory Council).

(EXPAND AS NECESSARY)

Committee Goal	Link to College Priority #	Completed Outcomes/Accomplishments (descriptive bullet list)
GOAL # 1: Communicate to the campus community by maintaining an up-to-date website.	6	<ul style="list-style-type: none">The Budget Committee website is kept accurate, complete, and current. Meeting summaries are posted on the Budget Committee website in a timely manner.
GOAL #2: Develop an understanding of the budget so Budget Committee members can communicate budget issues and processes to the campus and community.	4,6	<ul style="list-style-type: none">On September 6, 2023, the Budget Committee received an update on the budget, highlighting a key element: the cost of living adjustment and how it is calculated using the Student Centered Funding Formula. The final budget was presented and discussed.On October 4, 2023, the Budget Committee reviewed and discussed the Faculty Obligation Number (FON).

	<p>Examples of topics that will help develop an understanding of budget:</p> <ul style="list-style-type: none"> • SCFF (student center funding formula) • 50% Law • Budget Calendar • P1 & P2 • FON 		<ul style="list-style-type: none"> • On October 18, 2023, the Budget Committee examined the Budget Development Guide. • On November 15, 2023, the Budget Committee explored the Budget Development Process. The presentation offered a thorough understanding of the precise steps involved in budget development and provided valuable insights for all stakeholders in the financial planning and decision-making processes. • On December 6, 2023, the Budget Committee was given an update on the New Resource Allocation Timeline (NRA). • On March 13, 2024, the Budget Committee reviewed and approved the 2024-25 Budget Development Calendar. The committee also received a State Budget Update and the First Principal Apportionment Update (P1), which provided insights into our performance within the Student Centered Funding Formula.
GOAL #3:	Review, evaluate, and make recommendations to update the Budget Review and Developmental Guide.	3,4	<ul style="list-style-type: none"> • The Budget Committee reviewed and provided input on recommended updates to the Budget Review and Development Guide.
GOAL #4:	Strengthen Budget Committee processes to ensure communication and collaboration with the Institutional Effectiveness Committee (IEC) and Planning for Institutional Effectiveness (PIE) committees on fiscal planning and policy.	6	<ul style="list-style-type: none"> • The Budget Committee continues to establish a requirement for cross-representation for committee members on the Institutional Effectiveness Committee and Budget Committee. This includes a standing agenda item for the IEC member to update and receive input from the Budget Committee.

<p>GOAL #5:</p> <p>Review the budgeting processes and procedures for Diversity, Equity, Inclusion, Social Justice, Anti-Racism, and Access (DEISA+) components to provide recommendations to the Planning for Institutional Effectiveness (PIE).</p> <p>Examples:</p> <ul style="list-style-type: none"> • Investigate where DEISA+ initiatives have been funded • Review possible rubric for prioritization that ensures DEISA+ 	<p>1</p>	<ul style="list-style-type: none"> • Continued support of a strategic partnership with our fellow IEC Committee while advocating for a resource allocation rubric that integrates DEISA+ elements.
<p>GOAL #6:</p> <p>Review fiscal areas in the new Accreditation Standards to advise where compliance can be improved and make recommendations to the Accreditation Steering Committee.</p>	<p>3,4</p>	<ul style="list-style-type: none"> • Significant effort was dedicated to reviewing Standard IIID. for the development of the Institutional Self Evaluation Report (ISER) during the 2022-23 year. For the 2023-2024 year, we are providing the new standards to the budget committee in preparation for their review next year.