

BUDGET COMMITTEE

MEETING AGENDA

September 24, 2025

3:00 – 4:30 p.m.



Location: Zoom

Time: 3:00 p.m. – 4:30 p.m.

Committee Members: 12

Joe Dominguez, Chair Delana Miller Emily Woolery Joe Louis Hernandez Kelly Fowler Lisa Romo	Madelyn Arballo Rosa Royce Valerie Arenas-Rey Zak Gallegos Miki Matsumoto (Student) Xenia Chen (Student)	Vacant, Co-Chair Vacant, Faculty, Academic Senate Vacant, Faculty, Academic Senate Vacant, CSEA 651	<u>Guest:</u> Patricia Quinones Vivian Ruiz (Notes)
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AGENDA ITEMS:

1. Agenda Check
2. Review the Budget Committee Meeting Summary of September 3, 2025
3. Bond Project Approval Process
4. Crafting a Response for the Next PAC Report Out

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 22, 2025

November 26, 2025

December 24, 2025 (will need to reschedule)

Mt. San Antonio College
Budget Committee Summary of
September 24, 2025
Location: Zoom
Time: 3:00 p.m. – 4:30 p.m.

Committee Members:

☒ Joe Dominguez- Co-Chair
☐ Vacant, Co-Chair
☐ Kelly Fowler
☐ Delana Miller
☒ Rosa Royce

☒ Valerie Arenas Rey
☒ Emily Woolery
☒ Zak Gallegos
☒ Joe Louis Hernandez

☒ Lisa Romo
☒ Madelyn Arballo
☐ Miki Matsumoto (Student)
☐ Xenia Chen (Student)

☐ Patty Quinones (Guest)
☒ Tania Anders (Guest)
☒ Vivian Ruiz (Notes)

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Agenda check	Agenda checked.	
2. Review the Budget Committee Meeting Summary of September 3, 2025	The Budget Committee reviewed and approved the meeting summary of September 3, 2025.	The meeting summary was approved.
3. Bond Project Approval Process	Valerie Arenas-Rey presented the Bond Project Approval Process Presentation: • Annual Review: Facilities Planning & Management conducts yearly assessments to prioritize projects for CCCO funding. • Comprehensive Planning: Projects are aligned with the Mt. SAC 2035 Educational and Facilities Master Plan. • Facilities Advisory Committee (FAC): Collects input, prioritizes facility requests, and recommends projects. • Campus Master Plan Coordinating Team (CMPCT): Chaired by the President, approves budgets, scope, and projects. • Request Process: All projects are submitted through a Facilities Request Form, reviewed and approved by managers and Vice Presidents, analyzed by Planning, confirmed by FAC, and given final approval by CMPCT before a Project Manager is assigned.	

4. Crafting a Response for the Next PAC Report Out	PAC Updates: The office of Administrative Services has started and will continue to provide quarterly budget updates through Campus Announcements. The committee also reviewed the bond project approval process, which includes an annual facilities review, alignment with the Mt. SAC 2035 plan, and project prioritization by the Facilities Advisory Committee (FAC). Final approval rests with the Campus Master Plan Coordinating Team (CMPCT), led by the President, with projects moving forward through a formal request and review process before a Project Manager is assigned. Report Out OPEB Trust: The OPEB Trust grew by \$11M, with \$6M drawn and \$2.5M added, reaching a fully funded \$145M. If markets stay stable, it should cover the full liability within two years. A recent study confirmed the \$145M liability, which may vary with staffing. The investment firm noted risks from tariffs, global conflicts, consumer confidence, and rising costs. Overall, Mt. SAC is strong compared to districts relying on their general fund, with two-year audits updating liability figures.	
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FUTURE MEETING DATES

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

October 22, 2025

November 26, 2025

December 24, 2025



Bond Project Approval Process

September 24, 2025

Valerie Arenas

Assistant Director, Capital Construction Programs

Bond Projects Planning and Approval Process

- **Annual Facilities Review**

- Facilities Planning and Management (FPM) conducts an annual inventory of all campus facilities, as required by the California Community College Chancellor's Office (CCCCO).
- A facilities condition assessment is conducted and subsequently submitted to the Foundation of California Community Colleges (FCCC) to determine each building's Facility Condition Index (FCI). This index is used by the CCCC to assess, rank, and prioritize campus facility needs and related funding.

- **Long-term Planning**

- Master Planning is a comprehensive evaluation of existing facilities that identifies deficiencies, deferred maintenance, and necessary upgrades. This process ensures alignment with the institution's Educational and Facilities Master Plan (MTSAC 2035).

Bond Projects Planning and Approval Process

Facilities Advisory Committee (FAC)

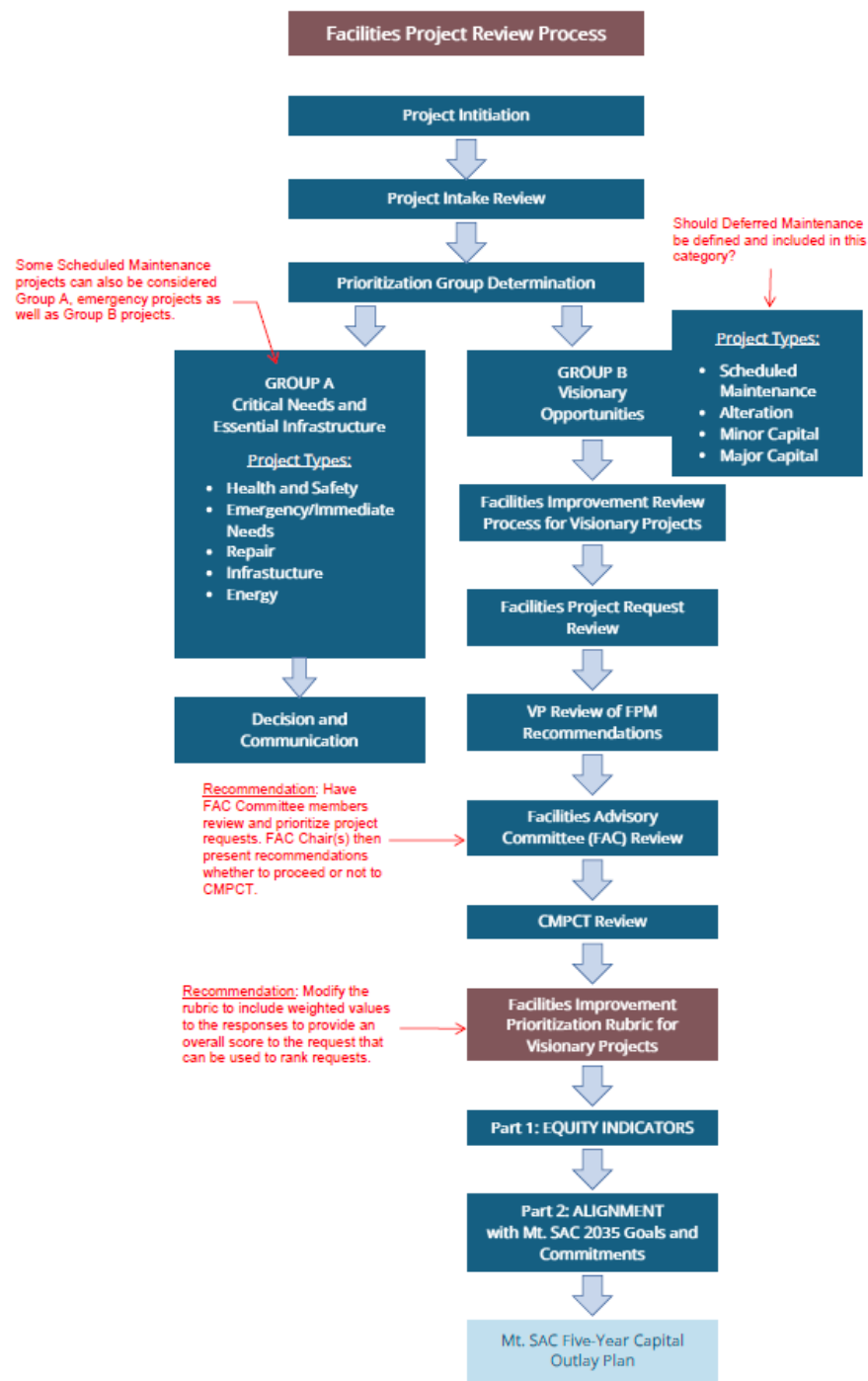
- The FAC serves as the primary advisory group for campus facilities planning, providing broad input from the campus community to the Campus Master Plan Coordinating Team (CMPCT). The committee:
 - Collects and shares information related to campus facilities.
 - Reviews and recommends changes to the Facilities Master Plan (MTSAC 2035).
 - Prioritizes facilities requests – both large and small - to address critical needs
 - Balances program delivery, student success, and fiscal responsibility.
 - Reports to President's Advisory Council (PAC) and submits recommendations to CMPCT.

Bond Projects Planning and Approval Process

Campus Master Plan Coordinating Team (CMPCT)

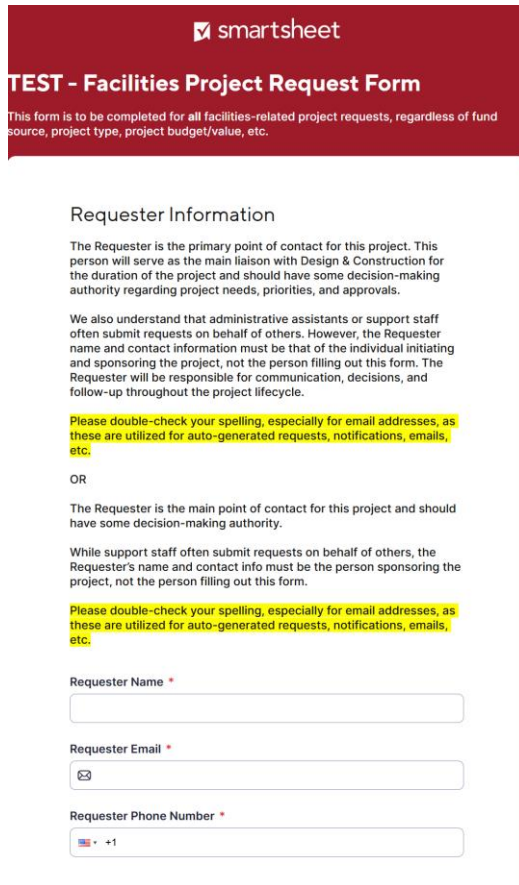
The CMPCT is chaired by the College President and includes Vice Presidents and the Executive Director of FPM. This team is responsible for:

- Approving budgets and overseeing project development.
- Prioritizing and approving projects, including scope and funding.



Facilities Project Review Process

Facilities Project Request – Intake Form* Process



The screenshot shows a SmartSheet form titled 'TEST - Facilities Project Request Form'. The form includes a header with the SmartSheet logo and a sub-header 'TEST - Facilities Project Request Form'. Below this, there is a paragraph explaining the form's purpose: 'This form is to be completed for all facilities-related project requests, regardless of fund source, project type, project budget/value, etc.' The form is divided into sections. The first section is 'Requester Information', which contains two paragraphs of instructions. The first paragraph states that the Requester is the primary point of contact and should have decision-making authority. The second paragraph states that administrative assistants or support staff often submit requests on behalf of others, but the Requester's name and contact information must be that of the individual initiating and sponsoring the project. Below these paragraphs are two yellow-highlighted lines of text: 'Please double-check your spelling, especially for email addresses, as these are utilized for auto-generated requests, notifications, emails, etc.' and 'OR'. The third paragraph states that the Requester is the main point of contact and should have decision-making authority. The fourth paragraph states that support staff often submit requests on behalf of others, but the Requester's name and contact info must be the person sponsoring the project. Below these paragraphs are two more yellow-highlighted lines of text: 'Please double-check your spelling, especially for email addresses, as these are utilized for auto-generated requests, notifications, emails, etc.' and 'OR'. The form then has three input fields: 'Requester Name *', 'Requester Email *', and 'Requester Phone Number *'. The 'Requester Name' field is a text box. The 'Requester Email' field is a text box with an email icon. The 'Requester Phone Number' field is a text box with a phone icon and a '+1' country code selector.

smartsheet

TEST - Facilities Project Request Form

This form is to be completed for all facilities-related project requests, regardless of fund source, project type, project budget/value, etc.

Requester Information

The Requester is the primary point of contact for this project. This person will serve as the main liaison with Design & Construction for the duration of the project and should have some decision-making authority regarding project needs, priorities, and approvals.

We also understand that administrative assistants or support staff often submit requests on behalf of others. However, the Requester name and contact information must be that of the individual initiating and sponsoring the project, not the person filling out this form. The Requester will be responsible for communication, decisions, and follow-up throughout the project lifecycle.

Please double-check your spelling, especially for email addresses, as these are utilized for auto-generated requests, notifications, emails, etc.

OR

The Requester is the main point of contact for this project and should have some decision-making authority.

While support staff often submit requests on behalf of others, the Requester's name and contact info must be the person sponsoring the project, not the person filling out this form.

Please double-check your spelling, especially for email addresses, as these are utilized for auto-generated requests, notifications, emails, etc.

Requester Name *

Requester Email *

Requester Phone Number *

- Link to Test form:
<https://app.smartsheet.com/b/form/78add9272bd84118823b5483a092da1e>
- All projects, small or large, regardless of funding source, will be submitted through the Facilities Project Request Form
- Approvals are required from both the immediate manager and the Vice President
- If all approvals have been obtained, the form will auto route to Design & Construction where Planning will begin to analyze the request
- Information is submitted by the Planning team to the requester's division Vice President for review
- If the project is approved, then requester will begin completing the rubric that was approved as part of Mt. SAC 2035
- Once the rubric is completed, FAC will review and confirm that the information is complete
- CMPCT will approve the project, and a Project Manager will be assigned.

**This form is still under review and has not yet been finalized.*

Questions?

