

# BUDGET COMMITTEE

## MEETING AGENDA

October 18, 2023

3:00 – 4:30 p.m.



**Location:** Building 4, Conference Room # 2440

**Time:** 3:00 p.m. – 4:30 p.m.

### Committee Members:

Morris Rodrigue, Chair Vacant, Co-Chair Rosa Royce Delana Miller George Bradshaw	Kelly Fowler Gary Nellesen Shiloh Blacksher Traci Ebue Emily Woolery	Hector Gonzalez Zak Gallegos Lisa Romo Brandon Yee (Student) Allen Zhang (Student)	<b>Guest:</b> Shannon Carter Patricia Quinones Vivian Ruiz (Notes)
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### AGENDA ITEMS:

1. Agenda Check
2. Review the Budget Committee Meeting Summary of October 4, 2023
3. Report out from IEC Representative
4. Committee Goals
5. Budget Development Guide

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

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

**November 1, 2023**

**November 15, 2023**

**December 6, 2023**

**Mt. San Antonio College  
Budget Committee Summary of  
October 18, 2023**

**Location: Building 4-2440**

**Time: 3:00 p.m. – 4:30 p.m.**

**Committee Members:**

- Morris Rodrigue- Co-Chair
- Vacant, Co-Chair
- Kelly Fowler
- Delana Miller
- Rosa Royce
- George Bradshaw

- Gary Nellesen
- Shiloh Blacksher
- Traci Ebue
- Emily Woolery
- Zak Gallegos

- Lisa Romo
- Hector Gonzalez
- Brandon Yee (Student)
- Allen Zhang (Student)

- Shannon Carter (Guest)
- Patty Quinones (Guest)
- Vivian Ruiz (Notes)

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. <b>Agenda check</b>	Agenda checked.	<b>Agenda approved.</b>
2. <b>Review the Budget Committee Meeting Summary October 4, 2023</b>	<p>The Budget Committee Meeting reviewed and approved the meeting Summary of October 4, 2023, with the following changes:</p> <ul style="list-style-type: none"> <li>• IEC Faculty members expressed interest in Rosa to present on the budget significant expenditures <u><b>development process.</b></u></li> </ul>	<b>The meeting summary was approved with changes.</b>
3. <b>Report out from IEC Representative</b>	<p>Institutional Effectiveness Committee (IEC) Representative Patty Quiñones reported the following:</p> <ul style="list-style-type: none"> <li>• They are still working with the President's Office for the Fall EPAC meeting, which has not been scheduled. The IEC Committee would like to create an activity to have more representation from other groups in various college plans.</li> <li>• The PIE Committee has a workgroup looking at the program review cycle. A partnership resource team that visited us uses a rubric supporting DEISA+. The workgroup is looking into using a similar rubric.</li> </ul>	<b>Accreditation Standard - IIID.</b>

<p><b>4. Committee Goals</b></p>	<p>The Budget Committee reviewed and finalized the Budget Committee Goals. See the attached final draft.</p>	<p><b>Accreditation Standard - IIID.</b></p>
<p><b>5. Budget Development Guide</b></p>	<ul style="list-style-type: none"> <li>• Last year, the Committee updated the Budget Development Guide with the goal to continue updating this guide every year.</li> <li>• Morris already has ideas on discussions on adjustments to implement as we go through the Budget Development process in the Spring.</li> <li>• Morris and Rosa reviewed the Budget Development Guide with the Committee.</li> <li>• Some top discussions were Status Quo Budgets, Budget Guidelines, Dual Adoption of Budget, budget templates (Appendix B), and the New Process to Increase Supply Accounts.</li> </ul>	

Accreditation Standard- IIID. Financial Resources- Plans and manages financial affairs with integrity and in support of all institutional planning.

**FUTURE MEETING DATES**

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

**November 1, 2023**

**November 15, 2023**

**December 6, 2023**

## Budget Committee Goals 2023-24

Committee Goals		Proposed New Goals
<b>Goal 1</b>	Committee website up to date (Standard Goal)	Committee website up to date.
<b>Goal 2</b>	Develop an understanding of the budget and communicate about budget issues to the campus and community.	<p>Develop an understanding of the budget so Budget Committee members can communicate budget issues and processes to the campus and community.</p> <p>Examples of topics that will help develop an understanding of budget:</p> <ul style="list-style-type: none"> <li>• SCFF (student center funding formula)</li> <li>• 50% Law</li> <li>• Budget Calendar</li> <li>• P1 &amp; P2</li> <li>• FON</li> </ul>
<b>Goal 3</b>	Review, evaluate, and make recommendations to update the Budget Review and Developmental Guide.	Review, evaluate, and make recommendations to update the Budget Review and Developmental Guide.
<b>Goal 4</b>	Update Budget Committee processes to ensure communication and collaboration with the Institutional Effectiveness Committee (IEC).	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.
<b>Goal 5</b>	The Budget Committee will review the budgeting processes and procedures for Diversity, Equity, Inclusion, Social Justice, Anti-Racism and Access (DEISA-A) to recommend changes if needed to President’s Advisory Council (PAC).	<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"> <li>• Investigate where DEISA+ initiatives have been funded</li> <li>• Review possible rubric for prioritization that insures DEISA+</li> </ul>

## Budget Committee Goals 2023-24

<b>Goal 6</b>	Review Standard III.D and confirm areas where compliance can be improved and make recommendations to the Accreditation Steering Committee.	Review fiscal areas in the new Accreditation Standards to advise where compliance can be improved and make recommendations to the Accreditation Steering Committee.
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