

BUDGET COMMITTEE

MEETING AGENDA

September 16, 2020

3:00 p.m.



Location: Zoom Video Conferencing

Time: 3:00 p.m. – 4:30 p.m.

Committee Members:

Morris Rodrigue, Chair	Rosa Royce	Anthony Stanisci	Yadira Santiago (Notes)
Joan Sholars, Co-Chair	Gary Nellesen	Brandon Gillett	
Audrey Yamagata-Noji	Mary McGuire	Dominique Koesno	
Richard Mahon	Vacant (Faculty)	Lisa Romo	
Doug Jenson	Vacant (Faculty)	Vacant (Student)	

AGENDA ITEMS:

1. **Agenda Check**
2. **Review the Budget Committee Meeting Summary of September 2, 2020**
3. **Budget Committee Goals**
4. **IEC Liaisons**
5. **Budget Acronyms Review**

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

October 7, 2020

October 21, 2020

November 4, 2020

November 18, 2020

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

Mt. San Antonio College
Budget Committee Summary of
September 16, 2020
Location: Zoom Video Conferencing
Time: 3:00 p.m. – 4:30 p.m.

Committee Members[14]:		
<input checked="" type="checkbox"/> Morris Rodrigue- Co-Chair <input checked="" type="checkbox"/> Joan Sholars, Co-Chair <input checked="" type="checkbox"/> Audrey Yamagata-Noji <input checked="" type="checkbox"/> Richard Mahon <input checked="" type="checkbox"/> Doug Jenson	<input checked="" type="checkbox"/> Rosa Royce <input checked="" type="checkbox"/> Gary Nellesen <input checked="" type="checkbox"/> Tracy Ebue <input checked="" type="checkbox"/> Mary McGuire <input type="checkbox"/> Vacant (Faculty)	<input checked="" type="checkbox"/> Brandon Gillett <input checked="" type="checkbox"/> Lisa Romo <input type="checkbox"/> Anthony Stanisci <input checked="" type="checkbox"/> Dominique Koesno (Student) <input checked="" type="checkbox"/> Victoria Streitenberger (Student)
		<input checked="" type="checkbox"/> Yadira Santiago (Notes)
ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Agenda check	Agenda checked. Item #6 added by Dr. Richard Mahon – Spending Protocols for Guided Pathways.	Agenda approved with addition.
2. Review the Budget Committee Meeting Summary of September 2, 2020	The Budget Committee Meeting Summary of September 2, 2020, was reviewed and approved.	Meeting summary approved.
3. Budget Committee Goals and Membership	<p>The Committee developed the following new goal:</p> <p>Goal #7: The Budget Committee will review the budgeting processes and procedures for equity, diversity, and inclusivity to recommend changes if needed to President’s Advisory Council (PAC).</p>	<p>Discussion will continue at next meeting, October 7, 2020.</p> <p>Accreditation Standard IIID.</p>
4. IEC Liaisons	<p>Both, IEC and Budget Committees, share the same common goal. To ensure that a member from Budget Committee attends the IEC meetings, and that a member from IEC Committee attends the Budget meeting, as non-voting members.</p> <p>A request for the membership addition of the liaison to the Budget Committee will be taken to PAC for approval. This may increase the Budget Committee membership to 16.</p>	<p>Budget Committee membership may increase to 16, once approved by PAC.</p> <p>Accreditation Standard IIID.</p>

<p>5. Budget Acronyms Review</p>	<p>Morris Rodrigue reviewed the Apportionment and Advanced recap process with the group.</p> <ul style="list-style-type: none"> • The Principal Apportionment is a series of apportionment calculations that adjust the flow of state funds throughout the fiscal year as information becomes known. <ul style="list-style-type: none"> ➢ Advanced Principal Apportion in July ➢ First Apportion P-1 in February ➢ Second Apportionment P-2 d in June ➢ Recalculation of apportionment R-1 in February • Base allocation (flat amount based on the size of the campus) is combination of basic allocation and full time students (FTS) • Total Computational Revenue (TCR) is the large amount of money that we get to the college and it falls in unrestricted general fund. 	<p>Accreditation Standard IIID.</p>
<p>6. Spending Protocols for Guided Pathways</p>	<p>Dr. Richard Mahon mentioned that Guided Pathways to Success (GPS) has categorical funding of 1.4 million. The GPS Committee plans to spend the funds by forming smaller groups who can review proposals to fund GPS related initiatives. The GPS Committee wanted to make the Budget Committee aware of the budget process they are working on to make their efforts more transparent.</p>	<p>Richard will bring more information to the October 7th meeting.</p>

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

FUTURE AGENDA ITEMS

- **Budget Review and Development Guide – last updated September 2016.**

FUTURE MEETING DATES

- October 7, 2020**
- October 21, 2020**
- November 4, 2020**
- November 18, 2020**

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

BUDGET COMMITTEE

(Governance Committee – Reports to President’s Advisory Council)

Purpose

The Budget Committee is the primary governance body for developing, recommending, and evaluating policies and procedures for institutional planning as it relates to its integration of the budget process in all aspects of College finances.

Function

1. Evaluate and recommend changes to policies and procedures relating to overall resource allocation.
2. Develop, evaluate, and recommend related policies and procedures for budget development and review the current budget process for effectiveness.
3. Evaluate and recommend changes related to policies and procedures for allocating discretionary revenue.
4. Evaluate the College budget models using an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation (ACCJC Standard I.B.3).
5. Reports to President’s Advisory Council on the evaluation of the College budget models and informs the campus about budget-related matters.

Membership (15)

	Position Represented	Name	Term
1.	Vice President, Administrative Services	(Co-Chair) Morris Rodrigue	ongoing
2.	Chief Compliance and College Budget Officer	Rosa Royce	ongoing
3.	Associate Vice President, Administrative Services	Doug Jenson	ongoing
4.	Management, one from Instruction (appointed by the Vice President, Instruction)	Richard Mahon	2019-22
5.	Management, one from Facilities Planning & Management (appointed by the Vice President, Administrative Services)	Gary Nellesen	2018-21
6.	Management, one from Student Services (appointed by the Vice President, Student Services)	Audrey Yamagata-Noji	2017-20
7.	Faculty (appointed by the Academic Senate)	(Co-Chair) Joan Sholars	2019-22
8.		Mary McGuire	2020-23
9.		Vacant	2019-22
10.		Vacant	2019-22
11.	Classified (appointed by CSEA 651)	Anthony Stanisci	2019-22
12.	Classified (appointed by CSEA 262)	Brandon Gillett	2019-22
13.	Confidentials (appointed by the Confidentials)	Lisa Romo	2019-22
14.	Students (appointed by the Associated Students)	Dominique Koesno	2020-21
15.		Vacant	2019-20

Membership Meeting Times:

COMMITTEE TYPE	CO-CHAIRS	MEETING SCHEDULE	LOCATION	TIME
Governance	Doug Jenson/Joan Sholars	1 st and 3 rd Wednesdays of the month	4-2460	3:00-4:30 p.m.

Person Responsible to Maintain Committee Website:

Vivian Ruiz
vruiz6@mtsac.edu x5504

College Website Link and Last Time Website Was Updated:
www.mtsac.edu/governance/committees/budget

Current



Committee Goals and Progress Report 2019-20

Committee name: Budget Committee

Name of person completing the report: Vivian Ruiz

Instructions: Due by **October 1, 2019:** Columns 1 and 2
 Due by **June 1, 2020:** Column 3
 Please enter your committee's outcomes and accomplishments in Column 3 and submit electronically to bhebert3@mtsac.edu (on behalf of the President's Advisory Council).

(EXPAND AS NECESSARY)

Committee Goal	Link to College Goal #	Completed Outcomes/Accomplishments (descriptive bullet list)
GOAL #1: Committee website up-to-date	8, 12, 14	<ul style="list-style-type: none"> The Budget Committee website is kept accurate, complete, and current. The Budget Committee meeting summaries are posted on the website in a timely manner.
GOAL #2: Review, evaluate, and make recommendations for the OPEB Trust (Retirees Health Benefits).	7	<ul style="list-style-type: none"> The Budget Committee discussed the College practice to contribute \$2,500,000 annually to the OPEB Trust and to pay the retiree health premiums from interest earned on the OPEB Trust.
GOAL #3: Review, evaluate, and make recommendations for the PERS/STRS Trust.	7	<ul style="list-style-type: none"> The Budget Committee reviews and makes recommendations for the PERS/STRS Trust.
GOAL #4: Communicate about budget issues to the campus and community.	8, 9, 13, 14	<ul style="list-style-type: none"> The Budget Committee members communicate with their respective contingents. The Committee's website include meeting summaries, and is kept updated with the latest budget information.
GOAL #5: Review, evaluate, and make recommendations to align	11	<ul style="list-style-type: none"> The Budget Committee does not have any completed outcomes/accomplishments to report.

<p>the budget processes with the Sustainability and Climate Action Plan.</p>		
<p>GOAL #6: Evaluate the role of the Budget Committee and the planning processes of the College, in collaboration with the Institutional Effectiveness Committee.</p>	<p>11</p>	<ul style="list-style-type: none"> • Both committees have set up liaisons between the committees. The purpose of liaisons is to better integrate planning on campus. • Both committees have collaborated on the Planning for Institutional Effectiveness. <p><i>Joan Sholars and Rosa Royce serve as liaisons on IEC and Richard Mahon serves as liaison on the Budget Committee. IEC's positions are part of their Purpose and Function Statement. However, the Budget Committee position is not. PAC's recommendation is to make it a permanent position during the next membership cycle.</i></p>