

BUDGET COMMITTEE

MEETING AGENDA

October 6, 2021

3:00 p.m.



Location: Zoom Video Conferencing

Time: 3:00 p.m. – 4:30 p.m.

Committee Members:

Morris Rodrigue, Chair
Mary McGuire, Co-Chair
Audrey Yamagata-Noji
Kelly Fowler
Doug Jenson

Rosa Royce
Gary Nellesen
Emily Woolery
Traci Ebue
Phil Wolf

Manny Marquez
Brandon Gillett
Lisa Romo
An Ha (Student)
Lyda Im(Student)

Guest:
Vivian Ruiz (Notes)

AGENDA ITEMS:

1. **Agenda Check**
2. **Review the Budget Committee Meeting Summary of September 1, 2021**
3. **Budget Committee Goals and Progress Report**
4. **Review Purpose and Function**
5. **Student Centered Funding Formula (SCFF) and Local Budgeting**

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 20, 2021

November 3, 2021

November 17, 2021

December 1, 2021

December 15, 2021

March 2, 2022

Mt. San Antonio College
Budget Committee Summary of
October 6, 2021
Location: Zoom Video Conferencing
Time: 3:00 p.m. – 4:30 p.m.

Committee Members[15]:		
<input checked="" type="checkbox"/> Morris Rodrigue- Co-Chair <input checked="" type="checkbox"/> Mary McGuire, Co-Chair <input checked="" type="checkbox"/> Audrey Yamagata-Noji <input type="checkbox"/> Kelly Fowler <input type="checkbox"/> Doug Jenson	<input checked="" type="checkbox"/> Rosa Royce <input type="checkbox"/> Gary Nellesen <input checked="" type="checkbox"/> Traci Ebue <input checked="" type="checkbox"/> Emily Woolery <input checked="" type="checkbox"/> Phil Wolf	<input checked="" type="checkbox"/> Brandon Gillett <input checked="" type="checkbox"/> Lisa Romo <input checked="" type="checkbox"/> Manny Marquez <input checked="" type="checkbox"/> An Ha (Student) <input checked="" type="checkbox"/> Lyda Im (Student)
		<input checked="" type="checkbox"/> Vivian Ruiz (Notes)
ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Agenda check	Agenda checked.	Agenda approved.
2. Review the Budget Committee Meeting Summary of September 1, 2021	The Budget Committee Meeting Summary of September 1, 2021, was reviewed and approved.	Meeting summary approved.
3. Budget Committee Goals and Progress Report	The Budget Committee Goals and Progress Report was reviewed and discussed. The committee will continue to work on the goals during the next scheduled meeting.	Accreditation Standard - IIID.
4. Review Purpose and Function	The Purpose and Function was reviewed and discussed. The committee will continue to work on the Purpose and Function during the next scheduled meeting.	Accreditation Standard - IIID.
5. Student Centered Funding Formula (SCFF) and Local Budgeting	<p>Morris reviewed the 2020-21 Second Principal (P2) Apportionment (report attached), which includes all components of the SCFF. The following provides details of funding at P2:</p> <p>Total Computational Revenue (TCR) is based on the following:</p> <ul style="list-style-type: none"> I. Base Allocation (FTES + Basic Allocation) \$148,528,359 II. Supplemental Allocation \$34,975,512 III. Student Success Allocation \$16,088,792 	Accreditation Standard - IIID.

	<p style="text-align: center;">Total 199,592,633</p> <p>(A) 2020-21 Student Funding Formula (SCFF) Calculated Revenue (B) 2019-20 SCFF Calculated Revenue + COLA (C) 2020-21 Hold Harmless Revenue Total TCR (Max of A,B, or C) \$199,592,663 Available Revenue \$198,381,525 Revenue Deficit \$(1,211,138)</p> <p>Discussion will continue at the next meeting.</p>	
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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

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

- October 20, 2021**
- November 3, 2021**
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Committee Goals and Progress Report 2020-21

Committee name: Budget Committee

Name of person completing the report: Vivian Ruiz

Instructions: Due by **November 5, 2021**: Columns 1 and 2
 Due by **June 1, 2021**: 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: 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 #3: Review, evaluate, and make recommendations to align the budget processes with the Campus Strategic Plan, including the Sustainability and Climate Action Plan.	11	<ul style="list-style-type: none"> The Budget Committee does not have any completed outcomes/accomplishments to report.
GOAL #4: Evaluate the role of the Budget Committee and the planning processes of the College, in collaboration	11	<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.

	with the Institutional Effectiveness Committee.		<ul style="list-style-type: none"> The Budget Committee has made the IEC position as a part of their Purpose and Function Statement.
GOAL #5:	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).	9	<ul style="list-style-type: none"> The Budget Committee reviewed the SEAP budget processes.
Goal #6:	Review Standard III.D and confirm areas where compliance can be improved and make recommendations to the Accreditation Steering Committee.	7,9,14	<ul style="list-style-type: none"> The Budget Committee has reviewed and discussed areas of compliance for Standard III.D 11.

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 policies and procedures and informs the campus about budget-related matters.
6. Monitor college-wide compliance with ACCJC Standard III.D, “Financial Resources.”

Membership (16)

	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)	Kelly Fowler Irene Malmgren	ongoing <u>2019-22</u>
5.	Management, one from Facilities Planning & Management (appointed by the Vice President, Administrative Services)	Gary Nellesen	2021-24
6.	Management, one from Student Services (appointed by the Vice President, Student Services)	Audrey Yamagata-Noji	ongoing <u>2021-24</u>
7.	Faculty (appointed by the Academic Senate)	(Co-Chair) Mary McGuire Joan Sholars	2019-22
8.		Emily Woolery Mary McGuire	2020-23
9.		Traci Ebue	<u>2021-24</u> 2018-21
10.		Phil Wolf Vacant	2019-22
11.		Classified (appointed by CSEA 651)	Anthony Stanisci Manny Marquez
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)	Lyda Im Victoria Streitenberger	2020-21 2021-22
15.		An Ha Vacant	2020-21

			2021-22
16.	IEC Liaison (can cross over between IEC and Budget Committees)	Kelly Fowler Irene Malmgren	2019-22

Membership Meeting Times:

COMMITTEE TYPE	CO-CHAIRS	MEETING SCHEDULE	LOCATION	TIME
Governance	Morris Rodrigue/ Jean Sholars Mary MGuire	1 st and 3 rd Wednesdays of the month	Via Zoom	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