

BUDGET COMMITTEE

MEETING AGENDA

March 13, 2024

3:00 – 4:30 p.m.



Location: Building 4, Conference Room # 2460

Time: 3:00 p.m. – 4:30 p.m.

Committee Members:

Morris Rodrigue, Chair Stephen Lancaster, Co-Chair Rosa Royce Delana Miller Joe Louis Hernandez	Kelly Fowler Gary Nellesen Shiloh Blacksher Traci Ebue Emily Woolery	Gabriel Tinoco Zak Gallegos Lisa Romo Kelly Lin (Student) Sophie Gieng (Student)	Guest: Shannon Carter Patricia Quinones Vivian Ruiz (Notes)
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AGENDA ITEMS:

1. Agenda Check
2. Review the Budget Committee Meeting Summary of December 6, 2023
3. Purpose and Function (approve recommendations made by PAC)
4. Report from IEC Representative
5. Budget Calendar Review
6. State Budget Update
7. First Principal Apportionment Update (P1)
8. Immediate Needs (Emergency Request) Update
9. Budget Review and Development Guide Update

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

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

March 27, 2024

April 10, 2024

**Mt. San Antonio College
Budget Committee Summary of
March 13, 2024**

Location: Building 4-2440

Time: 3:00 p.m. – 4:30 p.m.

Committee Members:

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|---|--|--|--|
| <input checked="" type="checkbox"/> Morris Rodrigue- Co-Chair | <input checked="" 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 checked="" type="checkbox"/> Shiloh Blacksher | <input checked="" type="checkbox"/> Hector Gonzalez | <input checked="" type="checkbox"/> Patty Quinones (Guest) |
| <input checked="" type="checkbox"/> Kelly Fowler | <input checked="" type="checkbox"/> Traci Ebue | <input checked="" type="checkbox"/> Sophie Gieng (Student) | <input checked="" type="checkbox"/> Vivian Ruiz (Notes) |
| <input checked="" type="checkbox"/> Delana Miller | <input checked="" type="checkbox"/> Emily Woolery | <input type="checkbox"/> Kelly Lin (Student) | |
| <input checked="" type="checkbox"/> Rosa Royce | <input checked="" type="checkbox"/> Zak Gallegos | | |
| <input checked="" type="checkbox"/> Joe Louis Hernandez | | | |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Agenda check	Agenda checked.	Agenda approved.
2. Review the Budget Committee Meeting Summary December 6, 2023	The Budget Committee Meeting reviewed and approved the meeting Summary of December 6, 2023.	The meeting summary was approved.
3. Purpose and Function (approve recommendations made by PAC)	The recommendation to add a School of Continuing Education representative to the Budget Committee from the President’s Advisory Council (PAC) was approved.	
4. Report out from IEC Representative	<p>Patricia Quinones informed the Budget Committee that the Institutional Effectiveness Committee (IEC) is currently reassessing their priorities, with a keen eye on accreditation standards and a quality-focused essay submitted to the accreditation report to enhance the program review process.</p> <p>PAC has approved the recommendation for transitioning to a 3-year cycle. Subsequently, the IEC and the Planning for Institutional Effectiveness (PIE) Committee will collaborate on implementing this new cycle.</p>	

<p>5. Budget Calendar Review</p>	<p>The annual implementation of the 2024-25 Budget Development Calendar (attached) is essential to the budget development process and is part of the budget review and development guide. It provides a comprehensive overview of key deadlines leading up to the completion of the adopted budget.</p>	<p>Zak Gallegos is requesting a comparison of actual budgets.</p>
<p>6. State Budget Update</p>	<p>Morris provided a presentation on the State Budget Update, highlighting key points through a PowerPoint Presentation:</p> <ul style="list-style-type: none"> • Governor’s Proposal for 2024-2025 Fiscal Year • Governor's Proposal Challenges • LAO Prop 98 Estimated Changes • Potential State Budget Deficits (Based on LAO Estimates) • LAO Providing Alternative Suggestions Cover Gaps • First Principal Apportionment (P-1) SCFF Allocation 	
<p>7. First Principal Apportionment Update (P1)</p>	<ul style="list-style-type: none"> • Throughout the year, we receive two apportionment reports that provide insights into our performance within the Student Center Funding Formula. The first report, known as P1, arrived in February and P2 in July. This report utilizes data we supply, including supplemental counts, along with projections FTES. • Positive news is that we budgeted \$259.6 million for P1 reports, and the actual amount reported is \$267 million, surpassing our initial budget projections. However, it's important to acknowledge the impact of state deficits, which may result in a revised figure of \$257.6 million. 	
<p>8. Immediate Needs (Emergency Funding Request) Update</p>	<p>Cabinet has proposed renaming the former "Immediate Needs" form to "Emergency Funding Request." This adjustment reflects that the form should only be utilized in genuine emergencies. Fiscal Services will handle funding processing following approval from the President's Cabinet. Emergency funding requests are accepted at any point during the fiscal year.</p>	

9. Budget Review and Development Guide Updates	The Committee reviewed the most recent revision of the emergency funding request form within the Budget Review and Development Guide.	
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FUTURE MEETING DATES

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

March 27, 2024

April 10, 2024

April 24, 2024

May 8, 2024

May 2, 2024

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.
5. Reports to President’s Advisory Council on the evaluation of the College budget policies and procedures.
6. Maintains an up-to-date website and informs the campus about budget-related matters.
7. Monitor college-wide compliance with ACCJC Standard III.D, “Financial Resources.” **fiscal areas in the ACCJC Accreditation Standards and Policies.**

Membership (16)

	Position Represented	Name	Term
1.	Vice President, Administrative Services (Chair)	Morris Rodrigue	ongoing
2.	Chief Compliance and College Budget Officer	Rosa Royce	ongoing
3.	Chief Fiscal Service Officer	Delana Miller	ongoing
4.	Management, one from Instruction (appointed by the Vice President, Instruction)	Kelly Fowler	2022-25
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 <u>Joe Louis Hernandez</u>	2021-24
	<u>School of Continuing Education representative (appointed by the Vice President, School of Continuing Education)</u>	<u>New position</u>	<u>2023-26</u>
7.	Faculty (appointed by the Academic Senate)	(Co-Chair) Phil Wolf <u>Stephen Lancaster</u>	2022-25
8.		Emily Woolery	2020-23 <u>2023-26</u>
9.		Traci Ebue	2021-24
10.		Shiloh Blacksher	2022-25
11.	Classified (appointed by CSEA 651)	Manny Marquez	2022-25

		Hector Gonzalez	
12.	Classified (appointed by CSEA 262)	Brandon Gillett Zak Gallegos	2022-25
13.	Confidentials (appointed by the Confidentials)	Lisa Romo	2022-25
14.	Students (appointed by the Associated Students)	Jasmine Nguyen Kelly Lin	2022-23 2024-25
15.		Galvin Haroutonian Sophie Gieng	2022-23 2024-25
16.	IEC Liaison (can cross over between IEC and Budget Committees)	Kelly Fowler	2022-25

Membership Meeting Times:

COMMITTEE TYPE	CO-CHAIRS	MEETING SCHEDULE	LOCATION	TIME
Governance	Morris Rodrigue/ Phil Wolf Stephen Lancaster	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
vrui6@mtsac.edu x5504

College Website Link and Last Time Website Was Updated:

www.mtsac.edu/governance/committees/budget

Current

Appendix C
2024-25 BUDGET DEVELOPMENT CALENDAR
(March 1, 2024)

DRAFT

DESCRIPTION OF TASK	DUE DATE	COMPLETION DATE
Fiscal Services Updates and Projects Personnel Budget (Changes through January 11, 2023 Board Agenda)	01/26/24	
Fiscal Services Distributes Status Quo Budget Templates to Departments for Tentative Budget Changes/Analysis	03/01/24	
Departments Complete Status Quo Budget Review (**Unit/Grant Review); Then Sends to Deans/Directors	03/15/24	
Deans/Directors Review and Approve Department's Status Quo Budgets (**Division/Department Budget); Then Sends to President and VPs	03/29/24	
Budget Committee communicates expected budget situation, resources, and processes	03/20/24	
President and VPs Review and Approve Department's Status Quo Budgets (**Area/Team Budget); Then Sends to Fiscal	04/19/24	
Departments Prioritize New Resources Requests for funding in PIE	May/June	
Budget Committee Reviews the Tentative Budget (Budget Scenarios)	06/12/24	
Fiscal Services Completes the Tentative Budget and Prepares Board Agenda Item	06/15/24	
Tentative Budget Submitted for Board Approval	06/26/24	
Fiscal Services' Deadline for 2023-24 Year-End Closing - Target	07/18/24	
Deans/Directors Prioritize Department's New Resource Allocation Requests	July	
President and VPs Prioritize Team's New Resource Allocation Requests	August	
Budget Committee Reviews the Proposed Annual Budget (including the New Resources budget line items)	08/28/24	
Board of Trustees Approves Adopted Budget	09/11/24*	
President's Cabinet (PC) Makes Final Decision on New Resources Requests	October	

LEGEND:

- Budget Committee
- Department level
- Administrative Level
- Other Groups
- Fiscal Services

* Timeframe

** Terminology used in Questica Budget System

* Tentative until the 2024-25 Board of Trustees Meeting dates are approved.