

# BUDGET COMMITTEE

## MEETING AGENDA

March 18, 2015

3:00 p.m.



**Location: Building 4, Conference Rm. #2460**

**Time: 3:00 p.m. – 4:30 p.m.**

### **Committee Members:**

Mike Gregoryk, Chair	Gary Nellesen	Fernando Aguayo (Student)	Bill Scroggins (Guest)
Richard McGowan, Co-Chair	Martin Ramey	Gisela Carrillo-Lopez (Student)	
Irene Malmgren	Rosa Royce	Lisa Romo	
Audrey Yamagata-Noji	Johnny Jauregui		Kerry Martinez (Notes)
Mark Fernandez	Michael Sanetrick		
	Lance Heard		

### **AGENDA ITEMS:**

- 1. Agenda Check**
- 2. Review Budget Committee Meeting Summary of March 4, 2015**
- 3. Discuss Language from Budget Development Process Regarding Ongoing One-time Funding to Ongoing**
- 4. Review 2015-16 New Resources Allocation Requests Form**
- 5. Discuss and Complete Goal and Progress Report 2014-15**



**Mt. San Antonio College  
Budget Committee  
Summary of March 4, 2015**

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<p><b>Committee Members:</b></p> <p><input type="checkbox"/> Mike Gregoryk, Chair  <input checked="" type="checkbox"/> Richard McGowan, Co-Chair  <input checked="" type="checkbox"/> Irene Malmgren  <input checked="" type="checkbox"/> Grace Hanson for Audrey Yamagata-Noji</p> <p><input checked="" type="checkbox"/> Martin Ramey  <input type="checkbox"/> Mark Fernandez  <input checked="" type="checkbox"/> Rosa Royce  <input type="checkbox"/> Lance Heard  <input checked="" type="checkbox"/> Lisa Romo</p> <p><input checked="" type="checkbox"/> Gisela Carrillo Lopez (Student)  <input checked="" type="checkbox"/> Fernando Aguayo (Student)  <input type="checkbox"/> Johnny Jauregui  <input checked="" type="checkbox"/> Gary Nellesen</p> <p><input checked="" type="checkbox"/> Michael Sanetrick  <input type="checkbox"/> Bill Scroggins (Guest)  <input checked="" type="checkbox"/> Kerry Martinez (Notes)</p>		
1. Agenda Check		Approved, as presented.
2. Review Budget Committee Meeting Summary of February 4, 2015	The Budget Committee Meeting Summary of February 4, 2015, was approved, as presented.	Approved, as presented.
3. Review New Resources Allocation Prioritized List	<p>There was a discussion on whether or not Budget Committee should review the Vice President's most recent prioritized short lists or their entire list that was previously reviewed by Budget Committee in the fall of last year. Budget Committee reviewed the prioritized short lists from Instruction, Administrative Services, and Human Resources and agreed that they have seen everything needed in terms of the process. They stated the New Resources Allocation Prioritized lists should move on to President's Cabinet for review.</p> <p>Irene shared the latest news from the State Chancellor's Office regarding the recalc. Because Mt. SAC is over cap by 683 FTES, it was anticipated that Mt. SAC would be fully funded. The recalc came in last week and Mt. SAC was defunded. Instead of picking up the anticipated \$1.9 million, Mt. SAC lost \$206,000. The anticipated funding did not materialize. There will be another recalc in March and the College is not sure what will happen.</p>	

<p><b>4. Discuss Ongoing One-time Funding to Ongoing</b></p>	<p>Richard McGowan stated there has been discussion in Budget Committee regarding concerns with funding ongoing items on a one-time basis. The current process states that an item can be funded on a one-time basis three times, after that the requestor can approach the Budget Committee and request that it be funded as ongoing. The problem is funding positions as one-time. Rosa Royce noted that the process already says that positions should be funded as ongoing. Irene said that the practice to fund positions on a one-time basis was used as survival mechanism during the budget crunch over the past few years. This not only applies to personnel, there are other areas that are funded as one-time that should be moved to ongoing. It was suggested the specific language in the Budget Development Process, regarding this subject, be brought to Budget Committee for review.</p>	<p>Rosa will bring the language for review at the next Budget Committee meeting.</p>
<p><b>5. Discuss New Resources Allocation Process – Document Required for Funding (Report from Sub-Committee)</b></p>	<p>Rosa explained and reviewed the form to be used for the funded New Resources Allocation Requests. After discussion, the Budget Committee agreed that in order to save time and effort, this form should be revised for next year's submissions. Only pertinent information needed by President's Cabinet and the President's Advisory Council should initially be submitted as indicated on the form. At the end of the process; when it is known what requests will be funded, then the remainder of the form can be completed with the information needed by Fiscal Services, with quotes attached. Rosa will bring the revised form to the next Budget Committee.</p>	<p>Rosa will bring the revised form to the next Budget Committee meeting.</p>
<p><b>6. Review AP6250 Budget Management and BP6200 Budget Preparation</b></p>	<p>The Budget Committee members reviewed AP6250, BP6250, and BP6200. These are scheduled to be presented in President's Advisory Council. Richard will represent Budget Committee and note revisions made by Budget Committee for consistency in the content.</p> <p>Rosa brought a new 2015-16 Budget Development Calendar for the Budget Committee members to review.</p> <p>Kerry Martinez brought a memorandum from Bill Scroggins, President/CEO, regarding Planning for 2014-15 (New Procedures), and a form titled Committee Goal and Progress Report 2014-15. The Committee Goal and Progress Report 2014-15 is due to be completed and submitted by March 31, 2015. Kerry asked that everyone review the procedures and come prepared to discuss and complete</p>	

# Budget Review and Development Process Guide



March 2009

**BUDGET REVIEW AND DEVELOPMENT PROCESS GUIDE**

Mt. San Antonio College's Budget Review and Development Process provides guidance to the college community regarding the association of college and unit goals to funding allocations. The process is continuous and ongoing; but, for the convenience of the reader, this document will follow a typical calendar year.

After the Governor of California submits an initial budget to the State in January, Fiscal Services will begin to make preliminary projections as to what the College's next budget year might look like. (Sample on Page X) By the first of March, departments/units can expect to receive a memo from Fiscal Services (Sample on Page X), which will provide important information and deadlines for the tentative budget development. Included with the memo will be the department's/unit's "Status Quo Budget Sheets" (Sample on Page X).

### **What To Do With the Status Quo Budget Sheet(s)**

The Status Quo Budget Sheet(s) display the department's/unit's current budget as it was originally allocated in the prior year's Adopted Budget. Based on what has been reported in PIE, the department/unit should decide which line item changes they would need to transfer into the correct account number to better meet their PIE goals without the assumption of any new budget resources. The Status Quo Budget Sheet(s), with or without changes, are then forwarded to the appropriate dean/director to review and approve. The department/unit will generally have about two weeks to accomplish this task.

### **Immediate Need Request**

At times, departments/units will discover that they have an "immediate need." Immediate needs are shortfalls in funding that, unless filled immediately, could cause the program to cease to function. For example, an "immediate need" would occur if an expensive required piece of equipment has broken and cannot be repaired; instruction cannot continue without it, but the department/unit does not have enough available budget to purchase a replacement. If the equipment is so expensive that it would by itself drain much of the supply budget, and so necessary that the program could not continue without it, then it qualifies as an "immediate need." The Immediate Need Request Form (Sample on Page ) should be submitted to the appropriate dean/director as an attachment to the Status Quo Budget Sheet.

## **Rate Driven Increase Request**

Departments/units may also experience a need for a budget increase, which is mandated and out of the departments/unit control. This type of budget increase is considered a “rate driven increase.” Examples of rate driven increases are an increase cost in equipment maintenance agreements, institutional memberships, insurances, and utilities. The increased cost of paper is not considered a rate driven increase. Please complete the Rate Driven Request Form (Sample on Page ) anytime during the fiscal year when this type of increase occurs. Both the Immediate Need Request Form and the Rate Driven Increase form may be requested electronically from Fiscal Services.

## **New Resources**

By mid-March, the Budget Committee should send out an email announcing whether or not there are any new resources available for allocation. These new resources are generally a combination of the previous year’s growth money (which we don’t budget for, since the amount the State estimates may change multiple times during most years), funded COLA, and various one-time allocations. It is possible that the Budget Committee will ~~choose recommend to that the College~~ hold some new money in reserve or that new resources **will may** be announced at other times, as they become available.

Once new resources are deemed available, departments/units will be given the opportunity to make a request for new funding to meet their PIE goals. Except for new personnel position requests, this new funding (if granted) will initially be given on a one-time basis. To receive the allocation again for the next fiscal year, the department/unit would need to submit the request again. The request should be forwarded to the appropriate dean/director to review and create a prioritized list of requests under his/her purview.

## **Where the Paperwork Goes**

The Status Quo Budget Sheet(s) will travel from the department/unit, to the dean/director (for review and approval), and to the appropriate vice president (also for review and approval) and returned to Fiscal Services based on the due dates established in the Budget Review and Development Calendar (Appendix). Once approved, Fiscal Services will make the approved changes to the next year’s tentative budget.

If the department/unit returns an "Immediate Needs Request Form," these requests will be accumulated and presented to President's Cabinet for discussion. This discussion will usually occur in June, and President's Cabinet will either approve or disapprove the Immediate Needs. Fiscal Services will notify all departments/units of the outcome of their request(s) (approved or not approved). The Immediate Needs Requests that are approved will be included in the proposed Adopted Budget.

Requests for new resources take a longer path. Departments/units must submit their request(s) using the "The New Resources Allocation Request Form" (Appendix). The request(s) should be aligned to specific planning goals or activities as defined in the department's/unit's PIE process. Each form should also include specific documentation to support the amount requested, such as price quotes from vendor or other proof of price. Also, include any "ongoing" ancillary costs, such as maintenance, annual software license fees, etc. From the department/unit, new resource requests travel to the dean/director (for review, approval, and prioritization) and to the appropriate vice president (for review and prioritization). All new resource requests should be summarized and prioritized by each vice president using the established format (Appendix) before presenting the request to the Budget Committee. The Budget Committee does not approve new funding requests, but they will review all submitted requests and may attach comments or recommendations to a request, if they choose. These comments and recommendations, if affirmed by the President's Advisory Council, will travel with the request to President's Cabinet.

Requests for new academic faculty positions are submitted in the spring semester, but no action is taken on them until the following fall.

### **Who Decides Whether To Give You Money?**

President's Cabinet consists of the College's president and vice presidents. This group will discuss the strengths and weaknesses of the submitted new resources allocation and immediate need requests and how best to prioritize by mandate, innovation, expected program improvement, and alignment with college goals. While each vice president advises the president, the final list of what to fund and what to deny is made by the college president. The Budget Committee strongly recommends that the College president allocate the funding of any new resources on a one-time basis. The College's Board of Trustees generally adopts our budget in August.

### **Follow-up Happens In Fall**



In September, departments/units who have received one-time funding for the same expenditure **requested** for a third consecutive year may request that expenditure be changed to “ongoing” for the fourth year. These requests go directly to the Budget Committee, which may make a recommendation to keep the funding on a one-time basis, to fund the expenditure for a specified number of years, or to switch the funding to ongoing. This recommendation then needs to be affirmed by PAC and approved by the College president. If the funding is switched to ongoing, then the amount of the ongoing funding will be added to the department’s/unit’s Status Quo Budget during budget preparation for the next fiscal year.

The Budget Committee also spends time in the fall reviewing the previous fiscal year’s actual expenditures, evaluating the effectiveness of the Budget Review and New Resources Allocation Process, and recommending changes, as needed, to the President’s Advisory Council. The Budget Committee also meets with the Institutional Effectiveness Committee annually to review the PIE summaries and coordinate planning efforts.

For academic departments, the new academic faculty requests submitted the previous spring are independently prioritized both by the Academic Senate Executive Board and by the division deans as per AP 7120. In late October, the division and Academic Senate hiring prioritization lists are merged into a single list by the Academic Mutual Agreement Council. Although the College president makes the determination as to the number of new faculty to hire, by agreement the College president will not alter the order of the merged list. The recruitment of new positions for the subsequent fall semester should be able to begin by early January.

### **Other Budgetary Issues**

To fulfill its purpose of developing, recommending, and evaluating policies and processes relating to all aspects of College finances, it is necessary for the Budget Committee to understand the College’s finance structure and to remain informed as to the progress of each year’s budget development. To obtain this information, the Budget Committee undertakes a series of reviews. In March, the Committee shall review the “Preliminary Tentative Budget” based upon the best estimates available to Fiscal Services. This information helps guide the Committee to determine the available new resources for the year. In April, time is spent reviewing the details of the previous year’s actual expenses for selected departments/units. At this time, the selected departments/units are recommended by the vice presidents, and the intended purpose is to educate the members of the Budget Committee. Time is also spent reviewing

relationships across campus, such as department costs per FTES and comparative unit staffing levels. An additional goal of the Budget Committee is to communicate to the campus community critical information related to the College's finances, budgeting and planning.

### **Communication**

An additional goal of the Budget Committee is to communicate to the campus community critical information related to the College's finances, budgeting, and planning.

## **Budget Committee Calendar:**

### **Spring:**

- Reviews Preliminary Tentative Budget (March);
- Determines new resources available for allocation (usually March);
- Communicates expected budget situation, resources, and process to campus community (usually March);
- Reviews details of the previous year's actual expenses for selected departments/units (usually April);
- Reviews relationships across campus (e.g.: department costs per FTES) (usually April);
- Reviews and comments on requests for new one-time resources (May); and
- Reviews Tentative Budget (June)

### **Summer:**

- Meets only if an emergency arises

### **Fall:**

- Makes recommendations on changing one-time funding expenditures to ongoing (October);
- Meets jointly with the Institutional Effectiveness Committee to review PIE summaries and coordinate planning efforts (October);
- Reviews previous fiscal year's total actual expenditure summary from Fiscal Services (November);
- Compares Adopted Budget to previous year's actual expenditures (November);
- Evaluates Budget Allocation Process (November); and
- Makes recommendations on changing budgetary policies and procedures to PAC (December)

### **Winter:**

- Meets only if needed to complete fall activities

## History

The Budget Committee originally developed the New Resources Allocation Process and the Budget Review and Development Process during the 2005-06 fiscal year. The goal of this new process was the following:

- Integrate and align the budget process with the College's Planning for Institutional Effectiveness (PIE) process. This process was used for the first time in February 2006 to distribute \$681,009 in one-time funds;
- Define a method for allocating new resources;
- Review of current "Status Quo" budgets;
- Provide budget flexibility within departments, divisions, and teams; and
- Conclude with an annual review of the budget process.

During the 2008-09 fiscal year, the Budget Committee evaluated this process and determined that the process should be more cyclical in nature, as planning and budget development is an ongoing process that occurs on a continual basis. The Budget Committee also determined it would be less confusing to combine the New Resources Allocation Process and the Budget Review and Development Process into the new Budget Review and Development Process.

The Budget Committee plans to implement the new Budget Review and Development Process in March 2010.



# MT. SAN ANTONIO COLLEGE

DATE: February 24, 2015

TO: College Committees and Selected College Programs

FROM: Bill Scroggins, Ph.D., President/CEO

SUBJECT: **PLANNING FOR 2014-15 (NEW PROCEDURES)**

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The President’s Advisory Council (PAC) seeks to maintain a systematic mechanism for documenting and reviewing the important work taking place at committee and program levels. We want to reflect this work in our reporting of institutional effectiveness. As a result, we are asking that each committee use the college-wide goals and complete the following:

- Committee Goal and Progress Report. Use the attached template to *document the goals and accomplishments* that your committee/program works on this year. You will note the first Goal has been completed for you. To comply with Accreditation Standards, your college committee website needs to be maintained and kept up-to-date. The Council is encouraging your group to be thoughtful with its goals. The College continues to use its goals and College mission to drive its planning. The attached goals have been reviewed and approved by the Institutional Effectiveness Committee (IEC), PAC, the College President, and the Board of Trustees.
- Annual Review of College Committees (Purpose and Function Statement). Use the attached file to find your committee’s most current Purpose and Function Statement. Please make changes directly to this file using strikethrough for deletions and bold and underlined for additions. The purpose, function, and membership of a council/committee cannot be changed without approval by the President’s Advisory Council. If your council/committee believes that changes are warranted, they need to be recommended during this annual review process.

Once you have completed these tasks, please communicate them electronically to PAC [send to Denise Lindholm ([dlindholm@mtsac.edu](mailto:dlindholm@mtsac.edu)) and the manager responsible for the program or respective council] using the attached templates. Please see the due dates below.

Form	Due Date
Committee Goal and Progress Report – Columns 1 and 2	March 31
Committee Goal and Progress Report – Column 3	June 1
Annual Review of College Committees (Purpose and Function Statement Review)	October 1

As a reminder, if you need to change your purpose and function statements, or add/delete members to your committee, Senate committees must have Senate approval before the request is made through the President's Advisory Council.



**Committee Goal and Progress Report  
2014-15**

**Committee name:** Budget Committee

**Name of person completing the report:** Kerry Martinez

**Instructions:** By October 1, 2014: complete Columns 1 and 2; submit electronically to [dlinholm@mtsac.edu](mailto:dlinholm@mtsac.edu) (on behalf of the President's Advisory Council). By June 1, 2015: Complete Column 3 and submit electronically to [dlinholm@mtsac.edu](mailto:dlinholm@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)
<b>GOAL # 1: Maintain the Budget Committee website and make sure it is up-to-date.</b>	<b>8,9,13,14</b>	
<b>GOAL #2: Assess and Update the Budget Review and Development Process (Current Edition 2009).</b> <ul style="list-style-type: none"> <li>• <b>Align with Institutional Effectiveness Committee to integrate campus-wide planning processes.</b></li> <li>• <b>Coordinate the Budget Review and Development Process with the PIE Process and the 2014-2016 Mt. SAC Strategic Plan Process and Timeline.</b></li> </ul>	<b>7,9,14</b>	

Strategic Plan Goals  
2014-15

1. The College will prepare students for success through the development and support of exemplary programs and services.
2. The College will improve career/vocational training opportunities to help students maintain professional currency and achieve individual goals.
3. The College will utilize student learning outcome and placement assessment data to guide planning, curriculum design, pedagogy, and/or decision-making at the department/unit and institutional levels.
4. The College will increase access for students by strengthening recruitment opportunities for full participation in college programs and services.
5. Student entering credit programs of study will be ready for college level academic achievement. (NEW)
6. The College will ensure that curricular, articulation, and counseling efforts are aligned to maximize students' successful university transfer.
7. The College will secure funding that supports exemplary programs and services.
8. The College will utilize technology to improve operational efficiency and effectiveness and maintain state-of-the-art technology in instructional and support program.
9. The College will provide opportunities for increased diversity and equity for all across campus.
10. The College will encourage and support participation in professional development to strengthen programs and services.
11. The College will provide facilities and infrastructure that support exemplary programs and the health and safety of the campus community.
12. The College will utilize existing resources and improve operational processes to maximize efficiency of existing resources and to maintain necessary services and programs.
13. The College will improve the quality of its partnerships with business and industry, the community, and other educational institutions.
14. The College will improve the effectiveness and consistency of dialogue between and among departments, committees, teams, and employee groups across the campus.



<p><b>GOAL #3: Review and make recommendations for the OPEB Trust (Retirees Health Benefits) to meet its funding goals.</b></p>	<p>7</p>	
<p><b>GOAL #4: Strengthen communication with the Campus Community regarding budget issues.</b></p> <ul style="list-style-type: none"> <li>• <b>Communication to the Campus Community using the Budget Committee web page/Mt. SAC website, and campus-wide e-mail announcements.</b></li> <li>• <b>Meet and collaborate with Mt. SAC's Director of Marketing to strengthen communication with the Campus Community.</b></li> </ul>	<p>8,9 13,14</p>	

