

# BUDGET COMMITTEE

## MEETING AGENDA

April 6, 2016

3:00 p.m.



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

**Time: 3:00 p.m. – 4:30 p.m.**

### **Committee Members:**

Mike Gregoryk, Chair	Martin Ramey	Elizabeth Contreras (Student)	Bill Scroggins (Guest)
Dan Smith, Co-Chair	Rosa Royce	Johnny Montiel (Student)	
Irene Malmgren	Justin Ott		
Audrey Yamagata-Noji	Michael Sanetrick		Kerry Martinez (Notes)
Mark Fernandez	Lance Heard		
Gary Nellesen	Lisa Romo		

### **AGENDA ITEMS:**

- 1. Agenda Check**
- 2. Review the Budget Committee Meeting Summaries of December 2, 2015, and March 9, 2016**
- 3. Discuss 2014-15 and 2015-16 Physical Plant and Instructional Equipment Funding \$4 Million - Expended by June 30, 2017**
- 4. Discussion – Budget Development Guide Revisions and Format – Mark Fernandez**
- 5. Discussion – Communication with Campus Community/Budget Committee Web Page – Mark Fernandez**
- 6. Discussion – Gaps in Accreditation Standard IIID – Financial Resources – Mark Fernandez**



**Mt. San Antonio College  
Budget Committee  
Summary of April 6, 2016**

<b>Committee Members:</b>		
<input type="checkbox"/> Mike Gregoryk, Chair <input checked="" type="checkbox"/> Dan Smith, Co-Chair <input checked="" type="checkbox"/> Irene Malmgren <input type="checkbox"/> Audrey Yamagata-Noji	<input checked="" type="checkbox"/> Martin Ramey <input checked="" type="checkbox"/> Mark Fernandez <input checked="" type="checkbox"/> Rosa Royce <input checked="" type="checkbox"/> Lance Heard <input type="checkbox"/> Lisa Romo	
<input type="checkbox"/> Elizabeth Contreras(Student) <input type="checkbox"/> Johnny Montiel (Student) <input checked="" type="checkbox"/> Justin Ott <input type="checkbox"/> Gary Nellesen	<input type="checkbox"/> Michael Sanetrick <input type="checkbox"/> Bill Scroggins (Guest) <input checked="" type="checkbox"/> Kristina Allende (Guest) <input checked="" type="checkbox"/> Kerry Martinez (Notes)	
<b>ITEM</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTION/OUTCOME</b>
<b>1. Agenda Check</b>	The Budget Committee asked that Agenda Item #6 be revised as follows: Discussion – <del>Gaps-in</del> Accreditation Standard IIID – Financial Resources – Mark Fernandez	Approved, with one revision.
<b>2. Review the Budget Committee Meeting Summaries of December 2, 2015, and March 9, 2016</b>	The Budget Committee Meeting Summaries of December 2, 2015, and March 9, 2016, were reviewed and approved, as presented.	Approved, as presented.
<b>3. Discuss 2014-15 and 2015-16 Physical Plant and Instructional Equipment Funding \$4 Million – Expended by June 30, 2017</b>	Rosa Royce gave an update explaining when the expenditures need to happen for the Physical Plan and Instructional Equipment funds. Rosa stated the College has been getting Physical Plant and Instructional Equipment grants since the year 2014-15. It has been very challenging to meet all of the deadlines that the State requires. Many of the other community colleges are experiencing the same difficulties. In the past the State has required the encumbrance be completed in the current year and expended by the end of the following year. Many colleges could not expend their funds because it was difficult for the vendors to deliver on time. As a result of the College's asking for special permission to extend the deadlines, the State has changed their rules. Rosa stated for the 2014-15 and 2015-16 fiscal years the rule now says the funds need to be expended by June 30, 2017. Rosa stated she understands many divisions have been planning and working to meet	

	<p>the June 30, 2016, deadline. She encouraged them to continue their efforts even though the College was given more time. Irene Malmgren asked Rosa if the 2016-17 rules will be for a two-year time period. Rosa said she will try to find out what the rules are for 2016-17.</p>	
<p><b>4. Discussion – Budget Development Guide Revisions and Format – Mark Fernandez</b></p>	<p>Mark Fernandez stated he wanted to add this to the Agenda for accreditation purposes and talk about where the sub-committee is in the revision process. He explained the last time the Budget Development Process Guide was discussed in Budget Committee, the sub-committee brought definitions for New Resource Allocations and One-time Immediate Needs. Rosa stated they also brought terminology to the meeting. Rosa stated the sub-committee needs to get back to working on the revisions. Rosa explained that her accreditation team discussed this subject and she noted that Mt. SAC does have a working budget development process. The sub-committee's goal is to continue working on the Budget Development Process Guide with the idea to have something finished before the accreditation team arrives and we may need to show them that this is a living document and it keeps changing, a work in process. Mark noted that we call this a process guide but it is not a process, it is a book of definitions. He wants to discuss reorganizing the structure of the document. He suggested developing the PIE Calendar as the Process Guide and then insert the definitions where appropriate. Irene stated that there's already a calendar that has this information, it's the 3-column Integrated Planning and Budgeting Process Calendar. She knows people refer to this document and use it for the milestones. Irene stated she thought the Budget Development Guide was just for budget. She noted the managers need to know the difference between New Resource Allocations and Immediate Needs, she gets the question all the time. She is apprehensive about changing, as an institution, major documents right before the accreditation team arrives. Irene stated she invited Kristina Allende to Budget Committee today because she is the faculty Co-chair for Accreditation. Irene suggested the document be brought forward as a current revised version and adopt it, then possibly revise it every two years. Rosa suggested adding some of the changes that have been discussed to the document as revisions but to totally re-do the document would be hard to do at this point. Irene suggested adding the</p>	

	<p>revisions to the 3-column calendar (Integrated Planning and Budgeting Process Calendar) as a reference point. Mark stated they are planning to include the calendar in the document. Mark questioned whether this document is truly a budget development process guide or a glossary. Irene stated we want the manual to reflect what we do and if using a calendar that the institution has developed and adding definitions so people understand what the jargon means then maybe the calendar is a process. Lance Heard suggested adding placeholders, without all the details, that explain when things take place, then over time fill in and explain what the placeholders are and build the document. Irene stated we need to have a budget manual that meets the accreditation standard, there's no middle ground. Martin Ramey asked if the standard asks for the manual to be the benchmark against where you measure whether or not the process was followed or is it just a description of the process. Irene stated it's a description of process and is supposed to help people understand the process. It was suggested that the document be re-titled to remove "Process." The new title will be "Budget Development Guide." The sub-committee will meet again and bring the revised version to the next Budget Committee meeting.</p>
<p><b>5. Discussion –        Communication with        Campus        Community/Budget        Committee Web        Page – Mark        Fernandez</b></p>	<p>Mark noted in researching information he found that a lot of the committee's websites were not updated. He wanted to contact certain committee Chairs and the information was wrong because they were not updated. Lance said he ran into the same problem and contacted the President's office to make them aware of it. The websites may be updated today. Irene suggested looking in multiple places for evidence, not only on a web page. This was a tremendous amount of work done by a tremendous amount of people, and we need to look in other places for evidence, it is our charge as an accreditation team member to go and find it. Kerry noted that all of the minutes are up-to-date on the Budget Committee web page but she asked for direction on what other documents the Budget Committee would like posted on the web page. Lance noted the main items that need to be posted are the minutes, the purpose and function, and the membership. Kerry stated those items have been updated. The Budget Development Guide will be posted on the web page when it is completed.</p>

**6. Discussion – Accreditation Standard IIID – Financial Resources – Mark Fernandez**

Rosa asked for the deadline when the evidence needs to be included in the accreditation document. Kristina stated the evidence should be included in the Smart Sheet by May 16th. Irene stated her and Kristina's role is to take the work of all the committees and align it with the standards and make sure what they're talking about is standard-driven. They have a lot of opinions and thoughts but what goes in the accreditation report is a response to the standard. Some things may be pulled because they have nothing to do with accreditation. They will be simplifying or asking for more information which is part of the editing process.

**FUTURE AGENDA ITEMS**

- **May Revise**
- **Review Budget Development Guide**
- **Review Accreditation Report**

**FUTURE MEETING DATES**

**April 20, 2016**  
**May 4, 2016**  
**May 18, 2016**