

BUDGET COMMITTEE

MEETING AGENDA

September 2, 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	Vivian Ruiz (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 June 17, 2020**
3. **State Budget Update**
4. **CARES, FEMA, and COVID Mitigation Funds Update**
5. **Local 2020-21 Budget Update**
6. **Review of Budget Committee Purpose and Function**
7. **Budget Committee Goals**

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

September 16, 2020

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 2, 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"/> Rosa Royce | <input checked="" type="checkbox"/> Brandon Gillett | |
| <input checked="" type="checkbox"/> Joan Sholars, Co-Chair | <input checked="" type="checkbox"/> Gary Nellesen | <input checked="" type="checkbox"/> Lisa Romo | <input checked="" type="checkbox"/> Edwin Estes (Guest) |
| <input checked="" type="checkbox"/> Audrey Yamagata-Noji | <input checked="" type="checkbox"/> Mary McGuire | <input checked="" type="checkbox"/> Anthony Stanisci | |
| <input checked="" type="checkbox"/> Richard Mahon | <input type="checkbox"/> Vacant (Faculty) | <input checked="" type="checkbox"/> Dominique Koesno (Student) | |
| <input checked="" type="checkbox"/> Doug Jenson | <input type="checkbox"/> Vacant (Faculty) | <input type="checkbox"/> Vacant (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 June 17, 2020	The Budget Committee Meeting Summary of June 17, 2020, was reviewed and approved.	Meeting summary approved.
3. State Budget Update	<p>Morris Rodrigue provided the State Budget Update:</p> <ul style="list-style-type: none"> The Legislature will not propose a Budget Bill Junior, but any changes will be changed during Omnibus Bill. The budget that passed is a flat budget from last year's first principal apportionment (P1). Mt. SAC has \$46 million in deferrals but has been conservative and is in good standing to handle the deferrals. Morris and the team will be working on a cash flow analysis to determine if the college needs to borrow money. The economy needs to recover to at least fill those one-time gaps to avoid future deferrals. 	Accreditation Standard IIID.
4. CARES, FEMA, and COVID Mitigation Funds Update	Rosa Royce provided the CARES, FEMA, AND COVID Mitigation Update (PowerPoint attached):	Accreditation Standard IIID.

	<ul style="list-style-type: none"> • Cares Act Institutional Allowable Expenses are cost associated with significant changes for instruction delivery due to coronavirus. • COVID-19 Response Block Grant Allowable Expenses: re-engagement strategies for students, professional development opportunities for faculty and student impacted by learning loss and develop online instruction, supports to address other barriers to learning, Personnel and Services diverted to substantially different use, Expenses associated with the issuance of TRANS, Improve Telework capabilities of public employees, Payroll for Public Safety Health and Safety employees, and COVID-19 testing and contract tracing and PPE. • The Performance Period Deadlines for each grant were reviewed. • The CARES ACT institutional funds Federal Fact Sheet is being revised. It looks like part of lost revenue (parking was emphasized) due to the pandemic will be allowed for CARES Act funding. This will be helpful as some staffing budgets are paid from student parking fees. The Chancellor's Office will be putting out more information. • Rosa reviewed expenses with the committee. More information is on the attached the PowerPoint. 	
<p>5. Local 2020-21 Budget Update</p>	<ul style="list-style-type: none"> • The Fiscal Team is currently working on the budget process with a timeline to ensure the local budget is ready in October. • Fiscal is working diligently but facing working from home challenges. 	
<p>6. Review of Budget Committee Purpose and Function</p>	<p>Morris Rodrigue reviewed the Purpose and Function with the new Committee members. He mentioned he would start looking into policies that the committee can make recommendations related to policy and procedures to help the budget process.</p>	

7. Budget Committee Goals	<ul style="list-style-type: none">• Morris will like the committee focus on the goals at the beginning of the year to ensure the goals are met.• President’s Advisory Council recommended making the Institutional Effectiveness Committee liaisons positions permanent during the next membership cycle.	Budget Committee Goals will be brought back for discussion for next meeting.
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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

September 16, 2020

October 7, 2020

October 21, 2020

November 4, 2020

November 18, 2020

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

Cares Act Institutional COVID-19 Response Block Grant

FEMA

Cares Minority Serving Institutions & Cares Act Student Portion

UPDATE

September 2, 2020

Cares Act Institutional Allowable Expenses

Cost associated with significant changes to the delivery of instruction due to the coronavirus

COVID-19 Response Block Grant Allowable Expenses

- Reengagement strategies for students
- Professional development opportunities for faculty and student services professionals to support students impacted by learning loss, and to develop online instruction
- Supports to address other barriers to learning such as access to basic needs
- Personnel and Services diverted to substantially different use
- Expenses associated with the issuance of TRANs
- Improve Telework capabilities of public employees
- Payroll for Public Safety Health and Safety employees
- COVID-19 Testing and Contact tracing and PPE

Summary of Grants and Expenditure Plan

DESCRIPTION	2 CARES ACT INSTITUTIONAL	5 FEMA/ CARES	COVID-19 RESPONSE BLOCK GRANT		3 CARES MINORITY SERVING INSTITUTIONS (DHIS)	CARES ACT INSTITUTIONAL Student Portion
			1 FEDERAL	4 STATE		
Performance Period	03/14/20 to 05/03/21	OPEN	03/01/20 to 12/30/2020	03/01/20 to 06/30/2022	03/14/20 to 06/25/21	
Total Allocation	\$8,728,979		\$1,597,955	\$1,961,510	\$1,186,193	\$8,928,980
Grand Total Budget and Actual Expenditures	3,631,473	750,026	1,420,203	199,326	-	8,728,600
BALANCE	\$5,097,506	(\$750,026)	\$177,752	\$1,762,184	\$1,186,193	\$200,380

FY 2019-20 Expenditures

DESCRIPTION	2	5	COVID-19 RESPONSE BLOCK GRANT		3	CARES ACT INSTITUTIONAL Student Portion
	CARES ACT INSTITUTIONAL	FEMA/ CARES	1 FEDERAL	4 STATE	CARES MINORITY SERVING INSTITUTIONS (DHIS)	
Actual Expenditures FY 2019-20:						
Salaries and Benefits						
Faculty Stipends and Reassigned Time	790,829					
Classified - Call Back Time Essential Workers		532,156				
Information Technology, Parking, Library, Custodial and Research	49,386		643,239			
Classroom Instruction						
Classroom/Instructional Materials and Software	15,051	-	902	-		
Technology						
Computer laptop supplies		72	6,265			
Laptops for staff			147,953			
Laptops for students	590,485		190,423			
Mobile access blade			17,483			
Wi-Fi hot spots and service for students	33,494	44	74,519			
Wi-Fi hot spots for Faculty			10,829			

FY 2019-20 Expenditures

DESCRIPTION	2 CARES ACT INSTITUTIONAL	5 FEMA/ CARES	COVID-19 RESPONSE BLOCK GRANT		3 CARES MINORITY SERVING INSTITUTIONS (DHIS)	CARES ACT INSTITUTIONAL Student Portion
			1 FEDERAL	4 STATE		
Revenue Reimbursement						
Student Refunds	380,696					
Student Refunds-Parking <i>(In Process of Reconciliation)</i>	557,245					
Sanitizing, Medical, Cleaning						
Medical supplies		53	2,754			
PPE			105,004			
Sanitizers, cleaning, supplies, services and equipment			182,864			
Supplies for social distance			2,154			
Student Financial Aid						
Financial Aid Grants to Students						8,402,700
Miscellaneous						
Canopy rental			2,097			
Office supplies		55				
Meals for Students			33,717			
Total Expenditures as of 6/30/20	2,417,186	532,380	1,420,203	-	-	8,402,700

FY 2020-21 Expenditures

DESCRIPTION	2 CARES ACT INSTITUTIONAL	5 FEMA/ CARES	COVID-19 RESPONSE BLOCK GRANT		3 CARES MINORITY SERVING INSTITUTIONS (DHIS)	CARES ACT INSTITUTIONAL Student Portion
			1 FEDERAL	4 STATE		
Budget and Actual Expenditures FY 2020-21:						
Salaries and Benefits						
Faculty Stipends and Reassigned Time	164,877					
Adjunct Counselors				80,972		
Coordinator for MAP				118,354		
Classified - Call Back Time Essential Workers - July 2020 <i>(TB transfer to COVID-19 Response Grant an CARES)</i>		217,646				
Other Expenditures						
Classroom/Instructional Materials and Software	165,960			-		
Classroom Supplies and Equipment	216,192					
Technology						
Computer laptop supplies	2,210					
Laptops for students	211,698					
Wi-Fi hot spots and service for students	388,350					
Sanitizing, Medical, Cleaning						
COVID-19 testing for students	15,000					
Student Financial Aid						
Financial Aid Grants to Students	50,000					325,900
Total Budget and Actual Expenditures as of September 1, 2020	1,214,287	217,646	-	199,326	-	325,900

Questions



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>