

BUDGET COMMITTEE

MEETING AGENDA

December 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	Traci Ebue	Lisa Romo	
Irene Malmgren	Mary McGuire	Victoria Streitenberger	
Doug Jenson	Vacant (Faculty)	Vacant (Student)	

AGENDA ITEMS:

1. **Agenda Check**
2. **Review the Budget Committee Meeting Summary of November 18, 2020**
3. **Processes used for SEAP Funds- Audrey Yamagata-Noji**
4. **CARES Grant Summary - Rosa Royce**

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

March 3, 2021

March 17, 2021

April 7, 2021

April 21, 2021

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

Mt. San Antonio College
Budget Committee Summary of
December 2, 2020
Location: Zoom Video Conferencing
Time: 3:00 p.m. – 4:30 p.m.

Committee Members[13]:		
<input checked="" type="checkbox"/> Morris Rodrigue- Co-Chair <input checked="" type="checkbox"/> Joan Sholars, Co-Chair <input checked="" type="checkbox"/> Audrey Yamagata-Noji <input checked="" type="checkbox"/> Irene Malmgren <input checked="" 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"/> Mary McGuire <input type="checkbox"/> Vacant (Faculty)	<input checked="" type="checkbox"/> Brandon Gillett <input checked="" type="checkbox"/> Lisa Romo <input type="checkbox"/> Anthony Stanisci <input checked="" type="checkbox"/> Victoria Streitenberger (Student) <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 November 18, 2020	The Budget Committee Meeting Summary of November 18, 2020, was reviewed and approved.	Meeting summary approved.
3. Processes used for SEAP Funds	<p>Audrey Yamagata-Noji presented the SEAP Funds presentation. Below are some highlights:</p> <ul style="list-style-type: none"> • Programs from the State: SSSP- credit and noncredit, Student Equity, and Basic Skills Initiative (BSI) • The Student Equity and Achievement (SEA) Program was established in 2018. It combines funding from the three state programs into one bucket with the goal of providing colleges more flexibility in spending. In 2018-19 district funding for the SEA program was based on 2017-18 allocations of Student Services and Support Programs funds, Student Equity funds and Basic Skills funds. Since then no additional funds have been allocated. • SEAP Budget and Planning implications were discussed. • Internal Monitoring and Accountability: SEAP Work plan. Developing of a SEAP work plan that every program/department receiving SEAP funds must complete in three sections. 	Accreditation Standard - IIID.

	<p>SEAP Budget 2020-21</p> <ul style="list-style-type: none"> • 2020-21 Unallocated funds \$947,209 • Approximate amount of dollars necessary for annual salary/benefits increase \$402,000 • Carry-Over budget from 2019-20 \$4,716,850 • Pending \$1,000,000 allocation for SEEC (Societal Education for Equity Challenge) to be funded out of carry-over • Previous carry-over budgets: 17-18 \$5,927,001 and 18-19 \$5,793,511 	
<p>4. CARES Grant Summary</p>	<p>Rosa Royce presented the CARES Grant Summary. Below are some highlights of her presentation (presentation attached).</p> <ul style="list-style-type: none"> • Current Mt. SAC grants: Cares Act Institutional, COVID-19 Response Block Grant, FEMA, Cares Minority Servicing Institutions, and Cares Act Student Portion. • Actual Expenditures FY 2019-20 are in Salaries and Benefits, Classroom Instruction, Technology, Revenue Reimbursement, Sanitizing, Medical, Cleaning, Student Financial Aid, and Miscellaneous(canopy rental and office supplies) • Actual Expenditures, Encumbrances, and Commitments FY 2020-21 are in Salaries and Benefits, Classroom Instruction/Counseling, Technology, Revenue Reimbursement/Loss, Sanitizing, Medical, Cleaning, and Student Financial Aid 	<p>Accreditation Standard - IIID.</p> <p>Next steps: Bring back Purpose and Function to discuss the committee's focus.</p>

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

- March 3, 2021**
- March 17, 2021**
- April 7, 2021**
- April 21, 2021**

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

UPDATE FOR BUDGET COMMITTEE

December 2, 2020

Cares Act Institutional
COVID-19 Response Block Grant
FEMA
Cares Minority Serving Institutions &
Cares Act Student Portion

“Recipient has a reasoned basis for concluding such costs have a clear nexus to significant changes to the delivery of instruction due to the coronavirus”.



- Facilitating distance learning
- Public health expenses
- Improve telework capabilities for employees
- Budgeted personnel and services diverted to a substantially different use
- Payroll for public safety employees
- Food programs
- Covid-19 testing and contact tracing, PPE, medical expenses.

- Reengagement strategies for students who received an incomplete or failing grade in the Spring 2020 term due to COVID-19.
- Grants to faculty to develop online, accelerated learning modules that allow students who received an incomplete or failing grade in the Spring 2020 term due to COVID-19 to continue to make progress towards their degree rather than retaking courses in the Fall 2020 term.

- Professional development opportunities for faculty and student services professionals needed to continue educational instruction due to COVID-19, including supporting students impacted by learning loss related to COVID-19 and preparing and supporting faculty to develop online instructional capabilities in response to COVID-19.
- Investments to close the digital divide, including investments in information technology infrastructure, facilitating student access to technology to be able to access online coursework, and technology, software, or other electronic instruments and materials for faculty to support courses that are difficult to teach online.

- Supports to address other barriers to learning as a result of disruption caused by COVID-19, such as access to basic needs and mental health services needed to support students impacted by COVID-19.
- Cleaning supplies and personal protective equipment for community college staff and student safety.



- Revenue loss as a result of unused parking lots
 - Must demonstrate year-over-year decreases in revenue disrupted by COVID-19.



SUMMARY OF GRANTS AND EXPENDITURE PLAN

DESCRIPTION	2	5	COVID-19 RESPONSE BLOCK GRANT		3	CARES ACT INSTITUTIONAL Student Portion
	CARES ACT INSTITUTIONAL	FEMA	1 FEDERAL	4 STATE	CARES MINORITY SERVING INSTITUTIONS (MSIs)	
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	\$8,728,980
Total Actual Expenditures as of June 30, 2020	\$2,380,866	\$485,638	\$1,413,904	\$0	\$0	\$8,402,700
Total Actual Expenditures, Encumbrances and Commitments as of December 1, 2020	\$3,525,351	\$2,113,008	\$184,051	\$943,328	\$1,186,193	\$324,200
Grand Total Actual Expenditures, Encumbrances, and Commitments FY 2019-20 and FY 2020-21	\$5,906,217	\$2,598,646	\$1,597,955	\$943,328	\$1,186,193	\$8,726,900
BALANCE December 1, 2020	\$2,822,762	(\$2,598,646)	\$0	1,018,182	\$0	\$2,080

FY 2019-20 EXPENDITURES

DESCRIPTION	2	5	COVID-19 RESPONSE BLOCK GRANT		3	CARES ACT INSTITUTIONAL Student Portion
	CARES ACT INSTITUTIONAL	FEMA	1 FEDERAL	4 STATE	CARES MINORITY SERVING INSTITUTIONS (MSIs)	
Actual Expenditures FY 2019-20:						
<i>Salaries and Benefits</i>						
Faculty stipends and reassigned time	790,829					
Classified - call back time essential workers		485,414				
Information Technology, Parking, Library, Custodial and Research	49,386		636,942			
<i>Classroom Instruction</i>						
Instructional materials, software and equipment	22,532	-	902	-		
<i>Technology</i>						
Computer laptop supplies		72	6,265			
Laptops for staff			147,953			
Laptops for students	590,485		190,423			
Mobile access blade			17,482			
Wi-Fi hot spots for students	33,494	44	74,519			
Wi-Fi hot spots for faculty			10,828			

FY 2019-20 EXPENDITURES

DESCRIPTION	2	5	COVID-19 RESPONSE BLOCK GRANT		3	CARES ACT INSTITUTIONAL Student Portion
	CARES ACT INSTITUTIONAL	FEMA	1 FEDERAL	4 STATE	CARES MINORITY SERVING INSTITUTIONS (MSIs)	
Revenue Reimbursement						
Student refunds	894,140					
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						
Emergency grants for students						8,402,700
Food distribution			33,717			
Miscellaneous						
Canopy rental			2,097			
Office supplies		55				
Total Actual Expenditures as of June 30, 2020	\$2,380,866	\$485,638	\$1,413,904	\$0	\$0	\$8,402,700

FY 2020-21 EXPENDITURES, ENCUMBRANCES, AND COMMITMENTS

DESCRIPTION	2 CARES ACT INSTITUTIONAL	5 FEMA	COVID-19 RESPONSE BLOCK GRANT		3 CARES MINORITY SERVING INSTITUTIONS (MSIs)	CARES ACT INSTITUTIONAL Student Portion
			1 FEDERAL	4 STATE		
Actual Expenditures, Encumbrances, and Commitments FY 2020-21:						
<i>Salaries and Benefits</i>						
Faculty stipends and reassigned time	470,869				11,574	
Adjunct counselors					137,132	
Coordinator MAP					119,652	
Classified - call back time essential workers		2,040,000				
Information Technology, Parking, Library, and Custodial	7,874		132,321			
Bilingual tutor student assistants	25,000					
Hourly support for digitation of textbooks	18,126					
Instructional Intervention to re-engage students					30,000	
Faculty Center for Learning Technology, technical experts	42,000					
Mental Health (Clinician and Occupational Therapy)					86,400	
Online support for students	24,500					
Student workers assisting with Canvas	35,680					
<i>Classroom Instruction/Counseling</i>						
Instructional materials, software, online services, and equipment	1,254,972				100,500	



FY 2020-21 EXPENDITURES, ENCUMBRANCES, AND COMMITMENTS

DESCRIPTION	2 CARES ACT INSTITUTIONAL	5 FEMA	COVID-19 RESPONSE BLOCK GRANT		3 CARES MINORITY SERVING INSTITUTIONS (MSIs)	CARES ACT INSTITUTIONAL Student Portion
			1 FEDERAL	4 STATE		
Technology						
Laptops for students	647,447					
Wi-Fi hot spots for students	743,715					
Wi-Fi hot spots for faculty	9,039		6,959	3,564		
Wi-Fi hot spots for Staff		46,484				
Revenue Reimbursement/Loss						
Parking revenue losses					1,186,193	
Sanitizing, Medical, Cleaning						
Medical services, supplies, and equipment	43,891	699	280	56,489		
PPE	17,190		17,583	9,000		
Sanitizers, cleaning, supplies, services and equipment	49	20,175	1,845	42,170		
Supplies for social distance	34,999	5,650	25,063	16,847		
Student Financial Aid						
Emergency grants for students (credit & Noncredit)	150,000					324,200
Food distribution				330,000		
Total Actual Expenditures, Encumbrances and Commitments as of December 1, 2020	\$3,525,351	\$2,113,008	\$184,051	\$943,328	\$1,186,193	\$324,200

QUESTIONS

