

BUDGET COMMITTEE

MEETING AGENDA

March 19, 2014

3:00 p.m.



Location: Building 4, Conference Rm. #2460

Time: 3:00 p.m. – 4:30 p.m.

Committee Members:

Mike Gregoryk, Chair	Mark Fernandez	Johnny Jauregui	Lance Heard
Rosa Royce, Co-Chair	Martin Ramey	Edmond Xiong (Student)	Bill Scroggins (Guest)
Irene Malmgren	Michelle Sampat	Justin Lin (Student)	
Audrey Yamagata-Noji	Richard McGowan	Gary Nellesen	Kerry Martinez (Notes)

AGENDA ITEMS:

- 1. Agenda Check**
- 2. Review Budget Committee Meeting Summary of March 5, 2014**
- 3. Review Budget Committee Recommendation – Funding of OPEB Trust**
- 4. Budget Committee Goal & Progress Report**

**Mt. San Antonio College
Budget Committee
Summary of March 19, 2014**

Committee Members:		
<input checked="" type="checkbox"/> Mike Gregoryk, Chair <input checked="" type="checkbox"/> Rosa Royce, Co-Chair <input checked="" type="checkbox"/> Irene Malmgren <input checked="" type="checkbox"/> Audrey Yamagata-Noji	<input checked="" type="checkbox"/> Michelle Sampat <input checked="" type="checkbox"/> Martin Ramey <input checked="" type="checkbox"/> Mark Fernandez <input checked="" type="checkbox"/> Richard McGowan	
<input checked="" type="checkbox"/> Edmond Xiong (Student) <input checked="" type="checkbox"/> Fernando Aguayo (Student) <input checked="" type="checkbox"/> Johnny Jauregui <input checked="" type="checkbox"/> Gary Nellesen	<input checked="" type="checkbox"/> Lance Heard <input type="checkbox"/> Bill Scroggins (Guest) <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Kerry Martinez (Notes)	
ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Agenda Check	Mike Gregoryk asked Budget Committee members to introduce themselves. The Budget Committee members welcomed new student member Fernando Aguayo. Mike shared that the student e-mail accounts at Mt. SAC will switch to Google in the near future.	Approved, as presented.
2. Review Budget Committee Meeting Summary of March 19, 2014	The Budget Committee Meeting Summary of March 19, 2014, was approved, as presented.	Approved, as presented.
3. Review Budget Committee Recommendation - Funding of OPEB Trust - DRAFT	Mark Fernandez recommended a fourth bullet be added regarding accreditation. The committee agreed to eliminate in bullet three; "and are used in accreditation reviews," and move from bullet three to a fourth bullet; "accreditation reviews now include making sure there is an institutional plan for funding the liability." Mike informed committee members that if this recommendation is accepted; the \$2 million payment to the OPEB Trust could take most of the variance money, which is used for one-time money allocations. Mike stated he wanted the Budget Committee to be aware of this but he thinks this is a good expenditure for this kind of money.	
4. Budget Committee Goal & Progress Report	The committee members reviewed the Budget Committee Goal & Progress Report of 2010-11. It was suggested the Budget Committee Mt. SAC webpage be revised, with updated Budget Committee documents, and a notification sent out to the campus	

	<p>community giving instructions on how to easily find the webpage.</p> <p>The Committee discussed and agreed to the following submissions to the Committee Goal and Progress Report for 2013-14:</p> <p>Goal #1: Assess and Update the Budget Review and Development Process.</p> <ul style="list-style-type: none"> • Align with Institutional Effectiveness Committee to integrate campus-wide planning processes. • Coordinate the Budget Review and Development Process with the PIE Process. <p>Goal #2 Review and make recommendations for the OPEB Trust (Retirees Health Benefits) to meet its funding goals.</p> <p>Goal #3 Strengthen communication with the Campus Community regarding budget issues.</p> <ul style="list-style-type: none"> • Communicate to the Campus Community using the Budget Committee web page/Mt. SAC website, and campus-wide e-mail announcements.
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FUTURE AGENDA ITEMS:

- Continue Review of the Budget Review and Development Process
- Review and Update Annual Review of College Committees Form
- Budget Committee Web Page – Documents to be Posted

FUTURE MEETING DATES:

- April 2, 2014
- April 16, 2014
- May 7, 2014
- May 21, 2014



Mt. San Antonio College

1100 North Grand Avenue | Walnut, CA 91789 | (909) 274-7500

To: Bill Scroggins, President & CEO, and President's Cabinet Members

From: The Budget Committee:
Michael Gregoryk (Chair), Rosa Royce (Co-Chair), Irene Malmgren, Audrey Yamagata-Noji, Mark Fernandez, Richard McGowan, Michelle Sampat, Johnny Jauregui, Lance Heard, Martin Ramey, Gary Nellesen, Edmond Xiong (Student), Justin Lin (Student)

Date: March 5, 2014

Subject: Budget Committee Recommendation – Funding of OPEB Trust

This memorandum serves as a formal recommendation from the Budget Committee for the District to discontinue its current practices of one, making no annual contributions to the OPEB Trust, and two, paying the retirees' health premiums from the interest earned on the OPEB Trust. The Budget Committee members would like the College to return as soon as possible to the previous practice of contributing, and paying the retirees health premiums out of the Unrestricted General Fund in an effort to eliminate the accumulating liability.

Following are some very important reasons to consider this recommendation:

- The estimated net OPEB liability will be \$19,973,728 million on June 30, 2015 if the College continues its current practice.
- Increased liabilities in the audited financial statements may have an adverse effect on bond ratings as they reduce the net assets of the College.
- GASB 45 standards which require public agencies to account for retiree health benefits like pensions. These standards apply to accrual basis financial statements and are used in accreditation reviews. Accreditation reviews now include making sure there is an institutional plan for funding the liability.

The Budget Committee would like to hear your ideas for the development of a plan that will allow the College to return to the practice of making contributions to the OPEB Trust and paying the retiree health premiums from the Unrestricted General Fund. Committee members would like to see the final plan begin implementation this year.

Thank you for your consideration.

BOARD OF TRUSTEES

DR. MANUEL BACA - ROSANNE BADER - JUDY CHEN HAGGERTY, ESQ. - FRED CHYR - DR. DAVID K. HALL – LAURA SANTOS – ROBERT HIDALGO
COLLEGE PRESIDENT & CEO: DR. WILLIAM T. SCROGGINS



College Committee Goals - 2013-14

Denise Lindholm (cc) Eric Kaljumagi, Irene Malmgren, Lance Heard, James Ocampo, Michelle Sampat, Terri Long, Glenda Bro, Carolyn Keys, Michael Gregoryk, Rosa Royce, Barbara Gonzales, James Czaja, DeeJay Santiago, Michelle Grimes-Hillman, Meghan Chen, Kerry Martinez, Laura Martinez, Susana Andrade, Suzi Hayward

02/27/2014 05:21 PM

Hi everyone,

Attached is the memo that Dr. Scroggins sent out last October that contains some important due dates. This is a reminder that Committee Goals are due no later than March 25, 2014.

Following is a list of chair/co-chair names:

- Academic Mutual Agreement Council (Academic Senate Committee): **Eric Kaljumagi**
- Accreditation Steering Committee (Governance Committee - Reports to President's Advisory Council): **Irene Malmgren and Lance Heard**
- Assessment and Matriculation Committee (Academic Senate Committee - Reports to Student Preparation & Success Council): **Jim Ocampo and Michelle Sampat**
- Basic Skills Coordinating Committee (Academic Senate Committee - Reports to Curriculum & Instruction Council): **Terri Long and Glenda Bro**
- Board of Appeals Committee (Operational Committee - Reports to Student Services): **Carolyn Keys**
- Budget Committee (Governance Committee - Reports to President's Advisory Council): **Mike Gregoryk and Rosa Royce**
- Campus Equity and Diversity Committee (Governance Committee - Reports to President's Advisory Council): **Barbara Gonzales and James Czaja**
- Classified Professional Development Committee (Operational Committee - Reports to Professional Development Council): **Irene Malmgren and DeeJay Santiago**
- Curriculum & Instruction Council (Academic Senate Committee): **Irene Malmgren and Michelle Grimes-Hillman**
- Curriculum and Program Planning (Academic Senate Committee - Reports to Curriculum and Instruction Council): **Irene Malmgren and Eric Kaljumagi**
- Distance Learning Committee (Academic Senate Committee - Reports to Curriculum & Instruction Council): **Meghan Chen and Mary Johnson**
- Educational Design Committee (Academic Senate Committee - Reports to Curriculum & Instruction Council): **Terri Long and Michelle Grimes-Hillman**
- Equivalency Committee (Academic Senate Committee - Reports to Curriculum & Instruction Council): **Eric Kaljumagi**
- Facilities Advisory Committee (Operational Committee - Reports to the Campus Master Plan Coordinating Team): **Gary Nellesen**
- Faculty Professional Development Committee (FPDC) (Operational Committee - Reports to the Professional Development Council): **Beta Meyer**
- Governmental Affairs Advisory Committee (Reports to the College President): **Bill Scroggins**
- Health and Safety Committee (Operational Committee - Reports to Vice President, Administrative Services): **Karen Saldana**
- Information Technology Advisory Committee (Governance Committee - Reports to President's Advisory Council): **Vic Belinski and Paul Kittle**
- Institutional Effectiveness Committee (Governance Committee - Reports to President's Advisory Council): **Irene Malmgren**
- Institutional Review Board (Operational Committee - Reports to the Vice President, Instruction): **Barbara McNeice-Stallard and Nancy Meggelin**
- Insurance Committee (Operational Committee - Reports to Vice President, Administrative Services): **Karen Saldana**
- Outcomes Committee (Academic Senate Committee - Reports to Curriculum & Instruction Council): **Jason Chevalier**
- President's Advisory Council (Governance Committee - Reports to College President): **Bill Scroggins**
- Professional Development Council (Governance Committee - Reports to President's Advisory Council): **Irene Malmgren and Beta Meyer**
- Professional Relations Committee (Operational Committee - Reports to Academic Senate): **Janet McMullin**
- Scholarship Committee (Operational Committee - Reports to Financial Aid): **Desiree Marquez**
- Senate Events Planning Committee (Operational Committee - Reports to Academic Senate): **Jeff Archibald**
- Student Equity Committee (Academic Senate Committee - Reports to Student Preparation & Success Council): **Carolyn Keys**
- Student Preparation & Success Council (Academic Senate Committee): **Audrey Yamagata-Noji and Daniel Smith**



MT. SAN ANTONIO COLLEGE

DATE: October 23, 2013
TO: College Committees and Selected College Programs
FROM: Bill Scroggins, Ph.D., President/CEO
SUBJECT: **PLANNING FOR 2013-14**

The President's Advisory Council (PAC) seeks to maintain a systematic mechanism for documenting 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 continue to use the college-wide goals and the attached template to **document the goals** that your committee/program will work on this year. 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.

Once you have established committee goals, please communicate them electronically to PAC [send to Denise Lindholm (dlindholm@mtsac.edu) and the manager responsible for the program or respective council using the attached template (complete Columns 1 and 2)]. **Please submit your goals no later than March 25, 2014.**

Near the end of the academic year, you are asked to complete Column 3 of the template to document your accomplishments relative to each of your goals. **Please plan to re-submit the template by June 27, 2014.** Academic Senate committees should also submit a year-end report through either the Student Preparation & Success Council or the Curriculum & Instruction Council.

COLLEGE GOALS – 2012-13

1. The College will secure funding that supports exemplary programs and services.
2. The College will prepare students for success through the development and support of exemplary programs and services.
3. The College will improve career/vocational training opportunities to help students maintain professional currency and achieve individual goals.
4. The College will improve the quality of its partnerships with business and industry, the community, and other educational institutions.
5. The College will utilize and support appropriate technology to enhance educational programs and services.
6. The College will provide opportunities for increased diversity and equity for all across campus.
7. The College will increase access for students by strengthening recruitment and opportunities for full participation in College programs and services.
8. The College will encourage and support participation in professional development to strengthen programs and services.
9. The College will provide facilities and infrastructure that support exemplary programs and consider the health and safety of the campus community.
10. The College will ensure that basic skills development is a major focus in its planning efforts.
11. The College will improve effectiveness and consistency of dialogue between and among departments, committees, teams, and employee groups across the campus.
12. The College will engage students in activities and programs designed to increase their term-to-term enrollment (i.e., persistence).
13. The College will ensure that curricular, articulation, and counseling efforts are aligned to maximize students' successful university transfer.
14. The College will utilize assessment data to guide planning, curriculum design, pedagogy and/or decision-making at the department/unit and institutional levels.
15. The College will utilize existing resources and improve business processes to maximize efficiency of existing resources and to maintain necessary services and programs.
16. The College will ensure appropriate staffing to maintain necessary services and support critical functions to implement the College Mission.

Prior to April 2, 2014, all College committees will receive the Annual Review of College Committees form. As a reminder, if you need to change your purpose and/or function statements or add/delete members of your committee, Senate committees must have Senate approval before the request is made through the President's Advisory Council. The Academic Senate's last meeting of the 2013-14 year will be June 6, 2014; so, you should plan to have any request to your respective Council (Curriculum & Instruction Council or Student Preparation & Success Council) by May 7, 2014, so it can go through the approval process.



**Committee Goal and Progress Report
2013-14**

Committee name: _____

Name of person completing the report: _____

Instructions: **By March 28, 2014:** Complete Columns 1 and 2; submit electronically to dlinholm@mtsac.edu (on behalf of the President's Advisory Council.) **By June 27, 2014:** Complete Column 3 and submit electronically to 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)
GOAL # 1:		
GOAL #2:		



**Committee Goal and Progress Report
2013-14**

Committee name: Budget Committee

Name of person completing the report: Kerry Martinez

Instructions: **By March 28, 2014:** Complete Columns 1 and 2; submit electronically to dlinholm@mtsac.edu (on behalf of the President's Advisory Council.) **By June 27, 2014:** Complete Column 3 and submit electronically to 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)
GOAL # 1: Assess and Update the Budget Review and Development Process. <ul style="list-style-type: none"> • Align with Institutional Effectiveness Committee to integrate campus-wide planning processes. • Coordinate the Budget Review and Development Process with the PIE Process. 	1,11,15	

<p>GOAL #2: Review and make recommendations for the OPEB Trust (Retirees Health Benefits) to meet its funding goals.</p>	<p>1</p>	
<p>GOAL #3: Strengthen communication with the Campus Community regarding budget issues.</p> <ul style="list-style-type: none"> • Communicate to the Campus Community using the Budget Committee web page/Mt. SAC website, and campus-wide email announcements. 	<p>5,11</p>	