

# BUDGET COMMITTEE

## MEETING AGENDA

April 7, 2021

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)
Vacant, 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 March 17, 2021**
3. **Annual Accreditation Fiscal Report**

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

**April 7, 2021**

**April 21, 2021**

**May 5, 2021**

**May 19, 2021**

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

**Mt. San Antonio College  
Budget Committee Summary of  
April 7, 2021  
Location: Zoom Video Conferencing  
Time: 3:00 p.m. – 4:30 p.m.**

<b>Committee Members[13]:</b>			
<input checked="" type="checkbox"/> Morris Rodrigue- Co-Chair	<input checked="" type="checkbox"/> Rosa Royce	<input checked="" type="checkbox"/> Brandon Gillett	
<input type="checkbox"/> Vacant, Co-Chair	<input type="checkbox"/> Gary Nellesen	<input checked="" type="checkbox"/> Lisa Romo	<input checked="" type="checkbox"/> Vivian Ruiz (Notes)
<input checked="" type="checkbox"/> Audrey Yamagata-Noji	<input checked="" type="checkbox"/> Traci Ebue	<input type="checkbox"/> Anthony Stanisci	
<input checked="" type="checkbox"/> Irene Malmgren	<input checked="" type="checkbox"/> Mary McGuire	<input checked="" type="checkbox"/> Victoria Streitenberger (Student)	
<input checked="" type="checkbox"/> Doug Jenson	<input type="checkbox"/> Vacant (Faculty)	<input type="checkbox"/> Vacant (Student)	

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Agenda check	Agenda checked.	Agenda approved.
2. Review the Budget Committee Meeting Summary of March 17, 2021	The Budget Committee Meeting Summary of March 17, 2021, was reviewed and approved.	Meeting summary approved.
3. Annual Accreditation Fiscal Report	<p>Rosa Royce presented the Annual Accreditation Fiscal report which was submitted on April 15, 2021. The Accrediting Commission for Community and Junior Colleges (ACCJC) reviews the report to determine the College’s fiscal health and stability. The Annual report is developed from the CCFS 311 Annual report, Annual Audit Report, and 320 Report. The report covers the following information</p> <ul style="list-style-type: none"> <li>• District Data (including single college organizations) Revenue, Expenditures/Transfers (General Fund Expenditures/Operating Expenditures)</li> <li>• Liabilities, Other Post-Employment Benefits</li> <li>• Cash Position</li> <li>• Annual Audit Information</li> <li>• Other District Information</li> <li>• College Data</li> <li>• District and College Data</li> </ul>	Accreditation Standard - IIID.

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**

**April 21, 2021**

**May 5, 2021**

**May 19, 2021**

**June 2, 2021**

**June 16, 2021**

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



ACCREDITING COMMISSION FOR  
COMMUNITY AND JUNIOR COLLEGES  
WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES

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**2021 Annual Fiscal Report**  
**California Community College**  
Reporting Year: 2019-2020  
**Final Submission**  
04/05/2021

Mt. San Antonio College  
1100 North Grand Avenue  
Walnut, CA 91789

**General Information**

#	Question	Answer
1.	Confirm College Information	<b>Confirmed</b>
2.	District Name: Is the college a single college district?	<b>Mt. San Antonio College</b> <b>Yes</b>
<b>2. Additional Information:</b> If the college is a single college district, questions 21a, 21b, 22, 23 and 24 will "auto fill" from 18a, 18b, 4a, 6a, and 6d respectively.		
3.	a. Name of College Chief Business Officer (CBO) b. Title of College CBO c. Phone number of College CBO d. E-mail of College CBO e. Name of District CBO f. Title of District CBO g. Phone number of District CBO h. E-mail of District CBO	<b>Morris Rodrigue</b> <b>Vice President, Administrative Services</b> <b>9092744230</b> <b>mrodrigue@mtsac.edu</b> <b>Mt. San Antonio Community College District</b> <b>Vice President, Administrative Services</b> <b>9092744230</b> <b>mrodrigue@mtsac.edu</b>
<b>3. Additional Information:</b> The District CBO email address will be copied on the final report once it has been approved by the CEO.		

**DISTRICT DATA (including single college organizations) Revenue**

(Source: Unrestricted General Fund, CCFS 311 Annual, Revenues, Expenditures, and Fund Balance)		FY 17/18	FY 18/19	FY 19/20																												
4.	a. Total Unrestricted General Fund Revenues (excluding account 8900)	<b>\$ 201,856,459</b>	<b>\$ 215,663,831</b>	<b>\$ 225,597,229</b>																												
	b. Other Unrestricted Financing Sources (Account 8900)	<b>\$ 1,629,518</b>	<b>\$ 1,732,664</b>	<b>\$ 384,191</b>																												
	i. Other Unrestricted Financing Sources (account 8900) is primarily comprised of (if applicable):																															
	<table border="1"> <thead> <tr> <th>Year</th> <th>Description</th> <th>Amount</th> <th>Sustainable/One-time</th> </tr> </thead> <tbody> <tr> <td><b>FY 17/18</b></td> <td><b>Carryover funds from International Student Fees</b></td> <td><b>\$ 1,530,740</b></td> <td><b>One-time</b></td> </tr> <tr> <td><b>FY 17/18</b></td> <td><b>Various carryover budgets</b></td> <td><b>\$ 98,778</b></td> <td><b>One-time</b></td> </tr> <tr> <td><b>FY 18/19</b></td> <td><b>Carryover funds from International Student Fees</b></td> <td><b>\$ 1,612,165</b></td> <td><b>One-time</b></td> </tr> <tr> <td><b>FY 18/19</b></td> <td><b>Various carryover budgets</b></td> <td><b>\$ 120,499</b></td> <td><b>One-time</b></td> </tr> <tr> <td><b>FY 19/20</b></td> <td><b>CARES Act Tuition Reimbursement</b></td> <td><b>\$ 156,748</b></td> <td><b>One-time</b></td> </tr> <tr> <td><b>FY 19/20</b></td> <td><b>Carryover budget for Professional Development and other miscellaneous</b></td> <td><b>\$ 227,443</b></td> <td><b>One-time</b></td> </tr> </tbody> </table>	Year	Description	Amount	Sustainable/One-time	<b>FY 17/18</b>	<b>Carryover funds from International Student Fees</b>	<b>\$ 1,530,740</b>	<b>One-time</b>	<b>FY 17/18</b>	<b>Various carryover budgets</b>	<b>\$ 98,778</b>	<b>One-time</b>	<b>FY 18/19</b>	<b>Carryover funds from International Student Fees</b>	<b>\$ 1,612,165</b>	<b>One-time</b>	<b>FY 18/19</b>	<b>Various carryover budgets</b>	<b>\$ 120,499</b>	<b>One-time</b>	<b>FY 19/20</b>	<b>CARES Act Tuition Reimbursement</b>	<b>\$ 156,748</b>	<b>One-time</b>	<b>FY 19/20</b>	<b>Carryover budget for Professional Development and other miscellaneous</b>	<b>\$ 227,443</b>	<b>One-time</b>			
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<b>4. Additional Information:</b> ACCJC does not count other unrestricted financing sources as a regular and ongoing source of revenue, unless it is a sustainable annual revenue.																																
5.	(Source: Unrestricted General Fund, CCFS 311 Annual, Revenues, Expenditures, and Fund Balance)	FY 17/18	FY 18/19	FY 19/20																												
	a. Net (Adjusted) Unrestricted General Fund Beginning Balance	<b>\$ 43,857,311</b>	<b>\$ 47,618,617</b>	<b>\$ 55,945,717</b>																												
	b. Net Unrestricted General Fund Ending Balance, including transfers in/out	<b>\$ 47,618,617</b>	<b>\$ 55,945,717</b>	<b>\$ 61,960,216</b>																												

**5. Additional Information:**

- a. Use adjusted beginning fund balance from CCFS 311 Annual.
- b. This amount is the amount reported on the CCFS 311 report after transfers in/out

**Expenditures/Transfers (General Fund Expenditures/Operating Expenditures)**

(Source: Unrestricted General Fund, CCFS 311 Annual, Revenues, Expenditures, and Fund Balance)

	FY 17/18	FY 18/19	FY 19/20
a. Total Unrestricted General Fund Expenditures (including account 7000)	\$ 199,724,671	\$ 209,069,395	\$ 219,966,921
b. Total Unrestricted General Fund Salaries and Benefits (accounts 1000, 2000, 3000)	\$ 175,461,802	\$ 183,816,829	\$ 197,449,699
6. c. Other Unrestricted General Fund Outgo (6a - 6b)	\$ 24,262,869	\$ 25,252,566	\$ 22,517,222
d. Unrestricted General Fund Ending Balance	\$ 47,618,617	\$ 55,945,717	\$ 61,960,216
e. If the report year closed with an Unrestricted General Fund deficit, does the district anticipate to close 2020-21 with a deficit?			No
i. If yes, what is the estimated unrestricted deficit?			

**6. Additional Information:**

- d. 6.d. same as 5.b., which includes transfers in/out

**Liabilities**

	FY 17/18	FY 18/19	FY 19/20
7. Did the District borrow funds for cash flow purposes?	No	No	No
8. Total Borrowing/Total Debt — Unrestricted General Fund			
a. Short-Term Borrowing (TRANS, etc)	\$ 0	\$ 0	\$ 0
b. Long Term Borrowing (COPs, Capital Leases, other long-term borrowing):	\$ 0	\$ 0	\$ 0

**8. Additional Information:**

- a. list total short-term Unrestricted General Fund Borrowing/Debt
- b. list total long-term Unrestricted General Fund Borrowing/Debt (not G.O. Bonds)

	FY 17/18	FY 18/19	FY 19/20
9. a. Did the district issue long-term debt instruments or other new borrowing (not G.O. bonds) during the fiscal year noted?	No	No	No
b. What type(s)			
c. Total amount	\$ 0	\$ 0	\$ 0

	FY 17/18	FY 18/19	FY 19/20
10. Debt Service Payments (Unrestricted General Fund)	\$ 0	\$ 0	\$ 0

**10. Additional Information:**

This amount also includes transfers made from the Unrestricted General Fund to any other fund for the purposes of debt service payments.

**Other Post Employment Benefits**

	FY 19/20
11. (Source: <b>Most recent GASB 74/75 OPEB Actuarial Report</b> )	
a. Total OPEB Liability (TOL) for OPEB	\$ 130,839,504
b. Net OPEB Liability (NOL) for OPEB	\$ 58,401,133
c. Funded Ratio [Fiduciary Net Position (FNP/TOL)]	55.36 %
d. NOL as Percentage of OPEB Payroll	39.7 %
e. Service Cost (SC)	\$ 4,421,064
f. Amount of Contribution to Annual Service Cost, plus any	\$ 2,835,764

additional funding of the Net OPEB Liability

**11. Additional Information:**

Annual contribution to the Service Cost is generally the pay-as-you-go cost paid by the unrestricted general fund. Any contribution to the NOL is generally above that amount, and is paid into an Irrevocable Trust during the fiscal year. Please list both amounts here. Note this does not include any change in value or investment earnings of the trust.

12. Date of most recent GASB 74/75 OPEB Actuarial Report – use valuation date (mm/dd/yyyy) 06/30/2019

a. Has an irrevocable trust been established for OPEB liabilities? Yes

	FY 17/18	FY 18/19	FY 19/20
13. b. Amount deposited into Irrevocable OPEB Reserve/Trust	<b>\$ 2,500,000</b>	<b>\$ 2,500,000</b>	<b>\$ 2,835,764</b>
c. Amount deposited into non-irrevocable Reserve specifically for OPEB	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
d. OPEB Irrevocable Trust Balance as of fiscal year end	<b>\$ 71,740,416</b>	<b>\$ 74,934,134</b>	<b>\$ 72,438,371</b>

e. Has the district utilized OPEB or other special retiree benefit funds to help balance the general fund budget in 2019/20? No

**13. Additional Information:**

b. Add amounts deposited during the fiscal year. These amounts are usually included in the District’s Annual Audit.  
e. If "yes", that description and amount should be reported in 4.b.i. for FY 19/20

**Cash Position**

	FY 17/18	FY 18/19	FY 19/20
14. Cash Balance at June 30 from Annual CCFS-311 Report (Combined General Fund Balance Sheet Total — Unrestricted and Restricted-accounts 9100 through 9115)	<b>\$ 170,482,733</b>	<b>\$ 416,385,959</b>	<b>\$ 316,368,612</b>

15. Does the district prepare cash flow projections during the year? Yes

b. Does the district anticipate significant cash flow issues during 2020-21? No

**15. Additional Information:**

b. Significant cash flow issues are defined as needing additional cash equal to or exceeding 15% of unrestricted general fund revenues

**Annual Audit Information**

16. Date annual audit report for fiscal year was electronically submitted to accjc.org, along with the institution's response to any audit exceptions (mm/dd/yyyy) 2/18/21

**NOTE:** Audited financial statements are due to the ACCJC no later than April 9, 2021. A multi-college district may submit a single district audit report on behalf of all the colleges in the district.

	FY 17/18	FY 18/19	FY 19/20
17. a. List the number of audit findings for each year (enter 0 if none):	<b>1</b>	<b>0</b>	<b>0</b>

b. From Summary of Auditors Results (Annual Audit) for 2019-20 (this is usually a single page at the beginning of the Findings and Questioned Costs section):

Financial Statements

i. Type of auditor’s report issued Unmodified

ii. Internal Control Material Weaknesses identified No

iii. Internal Control Significant Deficiencies identified No

Federal Awards

i. Type of auditor’s report issued on compliance Unmodified

ii. Internal Control Material Weaknesses identified No

iii. Internal Control Significant Deficiencies identified No

iv. Qualified as low-risk auditee Yes

**State Awards**

i. Type of auditor's report issued on compliance	<b>Unmodified</b>
If qualified, how many state programs were qualified	<b>0</b>
ii. Internal Control Material Weaknesses identified	<b>No</b>
iii. Internal Control Significant Deficiencies identified	<b>No</b>

**Other District Information**

		FY 17/18	FY 18/19	FY 19/20
18.	a. Final Adopted Budget — budgeted Full Time Equivalent Students (FTES) (Annual Target)	<b>31,699</b>	<b>32,855</b>	<b>32,820</b>
	b. Actual Full Time Equivalent Students (FTES) from Annual CCFS 320	<b>32,720</b>	<b>32,694</b>	<b>32,633</b>

**18. Additional Information:**

- a. Resident FTES only.
- b. Report resident FTES only. Please use actual FTES, not hold harmless FTES.

		FY 17/18	FY 18/19	FY 19/20
19.	Number of FTES shifted into the fiscal year, or out of the fiscal year	<b>0</b>	<b>249</b>	<b>0</b>

**19. Additional Information:**

- d. If the District shifted both in and out of a fiscal year, report the net (positive or negative). A negative number may be entered. For FTES shifted into a given year, that same amount should be subtracted from the corresponding report year.

20.	a. During the reporting period, did the district settle any contracts with employee bargaining units?	<b>Yes</b>
	b. Did any negotiations remain open?	<b>No</b>
	c. Describe significant impacts of settlements. If any negotiations remain open over one year, describe length of negotiations, and issues	
<p><b>For the fiscal year 2019-20, the Faculty, Management, Confidential, CSEA 262, and CSEA 651 employee groups received a 3.26 percent increase in salaries. These increases have been funded from the Unrestricted and Restricted funds.</b></p>		

**College Data**

**NOTE:** For a single college district the information is the same that was entered into the District section of the report.

		FY 17/18	FY 18/19	FY 19/20
21.	a. Final Adopted Budget ♦ budgeted Full Time Equivalent Students (FTES) (Annual Target)	<b>31,699</b>	<b>32,855</b>	<b>32,820</b>
	b. Actual Full Time Equivalent Students (FTES) from Annual CCFS 320	<b>32,720</b>	<b>32,694</b>	<b>32,633</b>
	c. Is the college experiencing enrollment decline in the current (2020-21) year?	<b>Yes</b>		
	i. If yes, what is the estimated FTES decline?	<b>2,318</b>		

**21. Additional Information:**

- Report resident FTES only.

		FY 17/18	FY 18/19	FY 19/20
22.	Final Unrestricted General Fund allocation from the District (for Single College Districts, use the number in 4a.)	<b>\$ 201,856,459</b>	<b>\$ 215,663,831</b>	<b>\$ 225,597,229</b>

		FY 17/18	FY 18/19	FY 19/20
23.	Final Unrestricted General Fund Expenditures (for Single College Districts, use the number in 6a.)	<b>\$ 199,724,671</b>	<b>\$ 209,069,395</b>	<b>\$ 219,966,921</b>

**23. Additional Information:**

		FY 17/18	FY 18/19	FY 19/20
24.	Final Unrestricted General Fund Ending Balance (for Single College Districts, use the number in 6d.)	<b>\$ 47,618,617</b>	<b>\$ 55,945,717</b>	<b>\$ 61,960,216</b>

25.

	FY 17/18	FY 18/19	FY 19/20
What percentage of the Unrestricted General Fund prior year Ending Balance did the District permit the College to carry forward into the next year's budget?	48.15 %	46.52 %	45.46 %
	Cohort Year 2014	Cohort Year 2015	Cohort Year 2016
26. USDE official cohort Student Loan Default Rate (FSLD) (3 year rate)	10 %	10 %	14 %

**District and College Data**

27.	a. Were there any executive or senior administration leadership changes at the College or District during the fiscal year, including June 30? List for the District and for the College.	No
	b. Please describe the leadership change(s)	N/A
	c. How many executive or senior administration positions have been replaced with an interim, or remain vacant?	0

**27. Additional Information:**

Senior administrative leadership generally includes the Chief Executive Officer (CEO) of the college/district and any administrators who report to that position and/or sit on the CEO's cabinet or executive committee. 'Senior executive leadership' always includes the chief business official, chief financial officer of the college/district.

The data included in this report are certified as a complete and accurate representation of the reporting college.

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