

# BUDGET COMMITTEE

## MEETING AGENDA

September 6, 2017

3:00 p.m.



**Location: Building 4, Conference Room #2460**

**Time: 3:00 p.m. – 4:30 p.m.**

### **Committee Members:**

Mike Gregoryk, Chair  
Joan Sholars, Co-Chair  
Irene Malmgren  
Audrey Yamagata-Noji  
Gary Nellesen  
Myeshia Armstrong  
Bobby Bates

Rosa Royce  
Mark Fernandez  
Lisa Romo  
Justin Ott  
Michael Sanetrick  
Lance Heard

Brian Moon (Student)  
Israel Garcia (Student)

Kerry Martinez (Notes)  
Yadira Santiago (Notes)

### **AGENDA ITEMS:**

- 1. Agenda Check**
- 2. Review the Budget Committee Meeting Summary of June 7, 2017**
- 3. Review the Proposed 2017-18 Adopted Budget**
- 4. Review Committee Goal and Progress Report – New Procedures**

**Mt. San Antonio College  
Budget Committee Summary of  
September 6, 2017**

**Committee Members:**

- |  |   |   |   |
|--|---|---|---|
| <input checked="" type="checkbox"/> Mike Gregoryk, Chair   | <input checked="" type="checkbox"/> Gary Nellesen | <input type="checkbox"/> Justin Ott                           |   |
| <input checked="" type="checkbox"/> Joan Sholars, Co-Chair | <input checked="" type="checkbox"/> Rosa Royce    | <input checked="" type="checkbox"/> Lance Heard               |   |
| <input type="checkbox"/> Irene Malmgren                    | <input checked="" type="checkbox"/> Vicki Greco   | <input checked="" type="checkbox"/> Lisa Romo                 |   |
| <input checked="" type="checkbox"/> Audrey Yamagata-Noji   | <input type="checkbox"/> Bobby Bates              | <input checked="" type="checkbox"/> Mohsin Moosa (Student)    | <input checked="" type="checkbox"/> Kerry Martinez (Notes)  |
| <input checked="" type="checkbox"/> Myeshia Armstrong      | <input type="checkbox"/> Mark Fernandez           | <input checked="" type="checkbox"/> Matthew McBride (Student) | <input checked="" type="checkbox"/> Yadira Santiago (Notes) |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Agenda check	Introductions by all and agenda checked.	Agenda approved.
2. Review the Budget Committee Meeting Summary of June 7, 2017	The Budget Committee Meeting Summary of June 7, 2017, was reviewed and approved.	Memory approved.
3. Review of the Proposed 2017-18 Adopted Budget	<p>Rosa Royce presented the Mt. San Antonio College 2017-18 Adopted Budget. This PowerPoint presentation will be presented at the September 13<sup>th</sup> Board of Trustees meeting. The highlights of the presentation are comprised of :</p> <ul style="list-style-type: none"> <li>• 2017-18 Funding for Mt. SAC's Unrestricted General Fund; which consists of COLA (1.56%) for \$2,493,309, Growth (1%) for \$1,352,240, and an Increase in the Base Allocation for \$4,546,089.</li> <li>• 2017-18 Mt. SAC's Restricted Funding comprised of the Guided Pathways Program with funding to be based on a formula that has yet to be determined, Physical Plant and Instructional Support (one-time 50% split between the two) for \$2,095,794, and Energy Efficiency Projects for \$1,062,417.</li> <li>• 2016-17 Stability and 2017-18 Restoration Update. The College will need to increase 374 FTES to meet stabilization. If the College does not restore to the level of 31,385 FTES in 2017-18, funds will be cut. In addition, of the 374 FTES, the College is planning to grow 314 FTES (1% growth).</li> </ul>	Rosa will update the presentation slides with the changes suggested by Joan in regards to slides 5 & 6, the line totals, they should be down a line. Joan also suggested the random capitalization in the presentation should be reviewed. Kerry will do a final review once Rosa makes the revisions.

	<ul style="list-style-type: none"> <li>• <b>Changes to the fund balance from the 2016-17 Adopted Budget to the 2017-18 Adopted Budget resulted in positive variances of Unbudgeted Revenues of \$4.2 million and Unexpended Expenditure Budgets of \$11.0 million. These variances will be utilized to fund the 2016-17 Purchases in Progress and Carryovers of \$2.9 million, Unexpended New Resources Allocation Phases 1 to 6 of \$3.2 million, and Assigned to 2017-18 One-Time Expenditures of \$7.2 million.</b></li> <li>• <b>The 2017-18 Ongoing Projected Budget Deficit is estimated at \$1.1 million and the Projected Ending Balance as of June 30, 2018, is estimated at \$21.6 million or 10.46%, which is over the 10% Board Policy for reserves.</b></li> <li>• <b>The 2017-18 Adopted Budget Unrestricted General Fund includes a Total Ongoing Revenue of \$182,374,487 and Total Ongoing Expenditures of \$183,476,155 leaving an Ongoing Projected Deficit of \$1,101,668.</b></li> <li>• <b>The Budget for all the funds is \$476.6 million and the General Fund Unrestricted and Restricted totals \$278.1 million.</b></li> <li>• <b>The Restricted General Fund totals \$49.5 million and includes the funding for the grants and categorical programs.</b></li> <li>• <b>The Unrestricted General Fund Apportionment Revenues of \$168,959,226 include the allocation for the Education Protection Account (EPA). These EPA funds are funded with temporary increases to the personal income tax. These increases have been extended for twelve years or until December 2030 by Proposition 55.</b></li> <li>• <b>Other Budget Issues that continue to be a concern for the College are the rate increase for STRS and PERS.</b></li> </ul>	
<p><b>4. Review Committee Goal and Progress Report – New Procedures</b></p>	<p><b>New process, and form, due in PAC by October 1, 2017. The Goal and Progress Report was reviewed, Purpose &amp; Function was reviewed and updated to reflect the current membership. Gary will speak to Cesar Castaneda in regards to Unit 651 Representation. Updates will be emailed to the committee prior to sending to PAC.</b></p>	<p><b>Committee approved Goal and Progress Report and Purpose &amp; Function.</b></p>

**FUTURE AGENDA ITEMS**

**FUTURE MEETING DATES**

- **September 20, 2017**
- **October 4, 2017**
- **October 18, 2017**



# MT. SAN ANTONIO COLLEGE

DATE: June 1, 2017  
TO: College Committees and Selected College Programs  
FROM: Bill Scroggins, Ph.D., President/CEO  
SUBJECT: **PLANNING FOR 2017-18 (NEW PROCEDURES)**

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The President's Advisory Council (PAC) seeks to maintain a systematic mechanism for documenting and reviewing 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 use the college-wide goals and complete the following:

- Purpose and Function Statement and Committee Goals. Your committee's 2016-17 PAC-approved Purpose and Function Statement is attached to this email. Please make changes directly to this file using strikethrough for deletions and bold and underlined for additions. The purpose, function, and membership of a council/committee cannot be changed without approval by the President's Advisory Council. If your council/committee believes that changes are warranted, they need to be recommended during this annual review process. As a reminder, if you need to change your purpose and function statements, or add/delete members to your committee, Senate committees must have Senate approval before the request is made through the President's Advisory Council.

**New to the Purpose and Function Statement this cycle** is an area to set your committee goals for the year. We are encouraging your group to be thoughtful with its goals. You will note the first goal has been completed for you. To comply with Accreditation Standards, your College committee website needs to be maintained and kept up-to-date. 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, and the College President.

- Committee Goals and Progress Report. Use the attached template to *document your committee's accomplishments* of the goals that were set above.

Once you have completed these tasks, please communicate them electronically to PAC [send to Brigitte Hebert ([bhebert3@mtsac.edu](mailto:bhebert3@mtsac.edu)) and the manager responsible for the program or respective council] using the attached templates. Please see the due dates below.

Form	Due Date
Purpose and Function Statement Review and Committee Goals	October 1
Committee Goals and Progress Report – Columns 1, 2, and 3 (report on Goals listed on your Purpose and Function Statement)	June 1

## Strategic Plan Goals

1. The College will prepare students for success through the development and support of exemplary programs and services.
2. The College will improve career/vocational training opportunities to help students maintain professional currency and achieve individual goals.
3. The College will utilize student learning outcome and placement assessment data to guide planning, curriculum design, pedagogy, and/or decision-making at the department/unit and institutional levels.
4. The College will increase access for students by strengthening recruitment opportunities for full participation in college programs and services.
5. Student entering credit programs of study will be ready for college level academic achievement.
6. The College will ensure that curricular, articulation, and counseling efforts are aligned to maximize students' successful university transfer.
7. The College will secure funding that supports exemplary programs and services.
8. The College will utilize technology to improve operational efficiency and effectiveness and maintain state-of-the-art technology in instructional and support program.
9. The College will provide opportunities for increased diversity and equity for all across campus.
10. The College will encourage and support participation in professional development to strengthen programs and services.
11. The College will provide facilities and infrastructure that support exemplary programs and the health and safety of the campus community.
12. The College will utilize existing resources and improve operational processes to maximize efficiency of existing resources and to maintain necessary services and programs.
13. The College will improve the quality of its partnerships with business and industry, the community, and other educational institutions.
14. The College will improve the effectiveness and consistency of dialogue between and among departments, committees, teams, and employee groups across the campus.



## Committee Goals and Progress Report 2017-18

**Committee name:** Budget Committee

**Name of person completing the report:** Kerry Martinez

**Instructions:** By June 1, 2018: Columns 1 and 2 can be transferred from the Goals submitted on your committee's purpose and function statement. Please enter your committee's outcomes and accomplishments in column 3 and submit electronically to [bhebert3@mtsac.edu](mailto: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)
<b>GOAL # 1:</b> Committee website up-to-date	8, 12, 14	
<b>GOAL #2:</b> Review, evaluate, and make recommendations for the OPEB Trust (Retirees Health Benefits) so the Trust will continue to meet its funding goals.	7	
<b>GOAL #3:</b> Review, evaluate, and make recommendations for a PERS/STRS Trust to meet its funding goals.	7	
<b>GOAL #4:</b> Improve communication about budget issues to the campus and community.	8, 9, 13, 14	

## **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 relating to planning and its link to all aspects of College finances.

### Function

1. Develop and recommend policies and procedures relating to overall resource generation and allocation.
2. Develop and recommend policies and procedures for budget development and review the current budget process for effectiveness.
3. Develop and recommend policies and procedures for allocating discretionary revenue.
4. Evaluate effectiveness of policies and procedures relating to all aspects of College finances.
5. 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).
6. Reports to President’s Advisory Council on the evaluation of the College budget models and informs the campus about budget-related matters.

### Membership (15 14)

	<u>Position Represented</u>	<u>Name</u>	<u>Term</u>
1.	Vice President, Administrative Services (Co-Chair)	Mike Gregoryk	ongoing
2.	Associate Vice President, Fiscal Services	<b><u>Myeshia Armstrong</u></b> Rosa Royce	ongoing
3.	Management (one from Facilities Planning & Management, one from Student Services, and one from Instruction)	Irene Malmgren	ongoing
4.		Gary Nellesen	ongoing
5.		Audrey Yamagata-Noji	ongoing
6.	Faculty (appointed by the Academic Senate)	(Co-Chair) <b><u>Joan Sholars</u></b>	<b><u>2017-20</u></b>
7.		Martin Ramey	<b><u>2016-19</u></b>
8.		Michael Sanetrick	2014-17
9.		Lance Heard	<b><u>2016-19</u></b>
		<b><u>Bobby Bates</u></b> Mauricio Goncalves	<b><u>2016-19</u></b> <b><u>2015-18</u></b>
10.	Classified (one appointed by CSEA 651 and one appointed by CSEA 262)	Justin Ott	2016-19
11.		Mark Fernandez	2016-19
12.	Confidential (appointed by the Confidentals)	Lisa Romo	2016-19
13.	Students (appointed by the Associated Students)	<b><u>Israel Garcia</u></b>	2016-17
14.		Ty Wright	
		Brian Moon	2016-17
<b>15.</b>	<b><u>Ex-Officio – Chief Compliance and College Budget Officer</u></b>	<b><u>Rosa Royce</u></b>	<b><u>ongoing</u></b>

2017-18 Committee Goals		Link to College Goal #
GOAL #1:	Committee website up-to-date	8, 12, 14

GOAL #2:	Review, evaluate, and make recommendations for the OPEB Trust (Retirees Health Benefits) so the Trust will continue to meet its funding goals.	
GOAL #3:	Review, evaluate, and make recommendations for a PERS/STRS Trust to meet its funding goals.	
GOAL #4:	Improve communication about budget issues to the campus and community.	

Membership Meeting Times:

COMMITTEE TYPE	CHAIR	MEETING SCHEDULE	LOCATION	TIME
Governance	Mike Gregoryk/ <u>Joan Sholars</u> Martin Ramey	1 <sup>st</sup> and 3 <sup>rd</sup> Wednesdays of the month	4-2460	3:00-4:30 p.m.

Person Responsible to Maintain Committee Website:

Yadira Santiago ~~Kerry Martinez~~  
[Ysantiago2@mtsac.edu](mailto:Ysantiago2@mtsac.edu) X5504 ~~[kmartinez@mtsac.edu](mailto:kmartinez@mtsac.edu)~~ X5502

College Website Link and Last Time Website Was Updated:

[www.mtsac.edu/governance/committees/budget](http://www.mtsac.edu/governance/committees/budget)

09/05/2014