

**Mt. San Antonio College  
Budget Committee  
Summary of September 14, 2011**

**Committee Members:**

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| <input checked="" type="checkbox"/> Mike Gregoryk, Chair | <input checked="" type="checkbox"/> Jennifer Galbraith | <input checked="" type="checkbox"/> Mark Fernandez     | <input checked="" type="checkbox"/> Annette Loria (Guest)  |
| <input checked="" type="checkbox"/> Linda Baldwin        | <input checked="" type="checkbox"/> Art Morales        | <input type="checkbox"/> Aida Ghorbani                 | <input type="checkbox"/>                                   |
| <input checked="" type="checkbox"/> Virginia Burley      | <input checked="" type="checkbox"/> Jean Garrett       | <input type="checkbox"/> Alexa Leon                    | <input checked="" type="checkbox"/> Kerry Martinez (Notes) |
| <input checked="" type="checkbox"/> Audrey Yamagata-Noji | <input checked="" type="checkbox"/> Denise Lindholm    | <input checked="" type="checkbox"/> Crystal Lane Swift |  |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Review Agenda</b>		Approved, as submitted.
<b>2. Review Meeting Summary of August 18, 2011</b>	The Budget Committee Meeting Summary of August 18, 2011, was reviewed and approved, as submitted.	Approved, as submitted.
<b>3. Review 2011-12 Adopted Budget</b>	<p>The PowerPoint presentation of the 2011-12 Adopted Budget was reviewed with the Budget Committee members. Mike Gregoryk stated he will be taking this presentation to the Board of Trustees for approval this evening. He explained that the 2010-11 year-end actuals show a \$9,774,346 positive variance. He explained that \$3,216,623 of the positive variance total was mainly from Growth/Restoration dollars which were not budgeted in the 2010-11 Adopted Budget. The balance of the positive variance was due to salary and benefit savings for vacant positions, decreased use of short-term hourly and overtime, utility savings and energy management projects, balances from unspent department budgets, and unspent categorical support. The total estimated ongoing revenue budget for 2011-12 is \$137,362,853, which does not include COLA and Growth.</p> <p>Jennifer Galbraith asked if FTES were reduced and accounted for in the total given for the Base Apportionment Workload Reduction for 2011-12. Linda Baldwin stated yes, 122 FTES were reduced.</p> <p>Jennifer noted how deferrals can create a cash-flow problem, as seen in the Summary of Apportionment</p>	

	<p>Deferrals. Linda stated if Mt. SAC does not receive any revenue by June, 2012, the cash balance will be \$300,000 after Payroll is made.</p> <p>Mike stated Mt. SAC could still receive some one-time savings in vacant positions. If the triggers are implemented, the State will not implement the increase from \$36 to \$46 per unit until June 2012. Ginny Burley noted if the triggers are implemented, 97 additional classed will be cut (decreased workload) which is not included in the Assigned Fund Balance – Mid-Year Cuts total of \$1,839,377.</p> <p>Mike suggested we invite Dr. Scroggins to the first Budget Committee meeting in October. He stated we need to communicate to people to help them understand why Mt. SAC has a positive variance. Ginny stated that there has been a consistent message to expect mid-year cuts and no one knows how much money there is to work with. There is uncertainty when trying to budget because it has become distorted. People tend to be extra cautious. Mike stated the uncertainty is whether the cut is ongoing or one-time. It's when the cut is ongoing, it becomes a problem.</p> <p>In looking ahead, Mike stated the planning for the 2012-13 budget will begin; a college-wide program review will take place; a three-year plan to eliminate the structural deficit will be developed; and collaboration and teamwork will continue in the campus-wide effort to find solutions to ensure Mt. SAC's fiscal stability.</p>	
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<p><b>4. Immediate Needs Request Form</b></p>	<p>The Budget Committee members reviewed the Immediate Needs Request Form. Mike stated that the Budget Committee's roll is to make a recommendation to President's Cabinet on how the unassigned funds should be allocated. It is not Budget Committee's roll to review the Immediate Needs request forms, it is President's Cabinet's roll to do so. Linda stated there is a definition of an "Immediate Need." The Vice Presidents will give their recommendations to the President and his Cabinet. The Cabinet will review the recommendations and decide what will come to the Budget Committee for review.</p> <p>There was a discussion on what type of expenses the Budget Committee recommends to spend for Immediate Needs. Ginny noted \$3,000 is needed for tie-down rental for the airplane which is ongoing, money is needed for interpreter fees (two faculty members), and money is needed for welding material fees to cover the increased costs.</p> <p>It was noted that when the Budget Committee receives recommendations from President's Cabinet, a determination should be made to identify what needs are truly ongoing. If these items are budgeted, the structural deficit will increase.</p> <p>Mike noted that a boom truck/cherry-picker is needed in the Facilities department, and the voice-mail system needs to be updated.</p> <p>Annette Loria stated the fingerprinting machine quit working and it costs \$5,000 to repair, a new machine costs \$20,000.</p> <p>Budget Committee will recommend \$1 million to use</p>	
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	<p>over the course of a year for Immediate Needs requests. Linda noted that Immediate Needs requests are not so much a process but a mechanism to use should something break down. Jennifer stated with a \$7 million structural deficit, Immediate Needs should be defined; it is not part of the allocation process and can happen at any time.</p>	
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**FUTURE MEETING DATES (3:00 p.m. – 4:00 p.m.)**

**September 21, 2011**  
**October 12, 2011**  
**October 19, 2011**