

BUDGET COMMITTEE

MEETING AGENDA

April 15, 2015

3:00 p.m.



Location: Building 4, Conference Rm. #2460

Time: 3:00 p.m. – 4:30 p.m.

Committee Members:

| | | | |
|------------------------------|-------------------|---------------------------------|------------------------|
| Mike Gregoryk, Chair | Gary Nellesen | Fernando Aguayo (Student) | Bill Scroggins (Guest) |
| Richard McGowan, Co-Chair | Martin Ramey | Gisela Carrillo-Lopez (Student) | |
| Irene Malmgren | Rosa Royce | Lisa Romo | Kerry Martinez (Notes) |
| Audrey Yamagata-Noji | Justin Ott | | |
| Mark Fernandez | Michael Sanetrick | | |
| | Lance Heard | | |

AGENDA ITEMS:

- 1. Agenda Check**
- 2. Review Budget Committee Meeting Summary of March 18, 2015**
- 3. Discuss Positions Funded with One-time Anticipated 2014-15 Growth, One-time Support, and Operating Expenses Funded with Anticipated 2014-15 Growth**
- 4. Discuss Budget Process Guide – Immediate Need Request and Rate Driven Increase Request**

**Mt. San Antonio College
Budget Committee
Summary of March 18, 2015**

| Committee Members: | | |
|--|--|-------------------------|
| <input checked="" type="checkbox"/> Mike Gregoryk, Chair <input checked="" type="checkbox"/> Richard McGowan, Co-Chair <input checked="" type="checkbox"/> James Jenkins for Irene Malmgren <input type="checkbox"/> Audrey Yamagata-Noji | <input type="checkbox"/> Martin Ramey <input checked="" type="checkbox"/> Mark Fernandez <input checked="" type="checkbox"/> Rosa Royce <input checked="" type="checkbox"/> Lance Heard <input type="checkbox"/> Lisa Romo | |
| <input type="checkbox"/> Gisela Carrillo Lopez (Student) <input type="checkbox"/> Fernando Aguayo (Student) <input checked="" type="checkbox"/> Johnny Jauregui <input checked="" type="checkbox"/> Gary Nellesen | <input checked="" type="checkbox"/> Michael Sanetrick <input checked="" type="checkbox"/> Justin Ott (Guest) <input type="checkbox"/> Bill Scroggins (Guest) <input checked="" type="checkbox"/> Kerry Martinez (Notes) | |
| ITEM | DISCUSSION/COMMENTS | ACTION/OUTCOME |
| 1. Agenda Check | | Approved, as presented. |
| 2. Review Budget Committee Meeting Summary of March 4, 2015 | The Budget Committee Meeting Summary of March 4, 2015, was approved, as presented. | Approved, as presented. |
| 3. Discuss Language from Budget Development Process Regarding One-time Funding to Ongoing | <p>Richard McGowan explained that in the last Budget Committee meeting there was a discussion about funding ongoing positions as one-time and how this is inappropriate. Richard voiced the Budget Committee's concerns in the last President's Advisory Council (PAC) meeting. Bill Scroggins gave an overview on the rationale for why the College does this. Dr. Scroggins stated the College has a budget process where we don't spend the money until we receive the money, and if we only have one-time money we still have to hire positions.</p> <p>Gary Nellesen stated if we have to hire positions with one-time money we should have a provision on the classified side that allows us to hire a one-year temporary position rather than hire that person as a permanent position and be stuck with a represented employee and lay-off rules, with no money to pay for this position. Mark Fernandez stated it is hard for Managers to plan when everything is up in the air. Mark suggested putting a provision in the Budget Guidelines that says if you are hiring an interim, one-year, or a temporary position then it's appropriate to use</p> | |

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| | <p>one-time money. Otherwise, permanent positions should be funded as ongoing. Mike Gregoryk stated that part of that issue goes back to what's in the union contract and if it's even allowable. Richard suggested we invite Dr. Scroggins to the next meeting to discuss this subject. The Budget Committee agreed.</p> | <p>Kerry will invite Dr. Scroggins to attend a future Budget Committee meeting.</p> |
| <p>4. Review 2015-16 New Resources Allocations Request Form</p> | <p>Rosa stated in the last Budget Committee meeting they made some changes to the 2015-16 New Resources Allocation Request form. Rosa updated the form and explained the changes.</p> <p>Mark suggested converting this form to Smart Sheet. It was noted that not all employees have been trained on Smart Sheet. The Budget Committee agreed that this is a very good idea and we should have a goal to transition this form to Smart Sheet.</p> | |
| <p>5. Discuss and Complete Goal and Progress Report 2014-15</p> | <p>The Budget Committee discussed and agreed on the following goals for 2014-15:</p> <p>GOAL # 1: Maintain the Budget Committee website to ensure it is accurate, complete, and current.</p> <p>GOAL #2: Review and Revise the Budget Review and Development Process to align and integrate with campus-wide planning processes and the Strategic Plan process and timelines.</p> <p>GOAL #3: Review and make recommendations for the OPEB Trust (Retirees Health Benefits) to meet its funding goals.</p> <p>GOAL #4: Improve communication about budget issues to the campus and community by utilizing technology and collaborating with the Marketing Department.</p> <p>The Budget Committee agreed to invite Uyen Mai, Director of Marketing, to a future Budget Committee Meeting.</p> | <p>Kerry will invite Uyen Mai to a future Budget Committee meeting.</p> |

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| | <p>one-time money. Otherwise, permanent positions should be funded as ongoing. Mike Gregoryk stated that part of that issue goes back to what's in the union contract and if it's even allowable. Richard suggested we invite Dr. Scroggins to the next meeting to discuss this subject. The Budget Committee agreed.</p> | <p>Kerry will invite Dr. Scroggins to attend a future Budget Committee meeting.</p> |
| <p>4. Review 2015-16 New Resources Allocations Request Form</p> | <p>Rosa stated in the last Budget Committee meeting they made some changes to the 2015-16 New Resources Allocation Request form. Rosa updated the form and explained the changes.</p> <p>Mark suggested converting this form to Smart Sheet. It was noted that not all employees have been trained on Smart Sheet. The Budget Committee agreed that this is a very good idea and we should have a goal to transition this form to Smart Sheet.</p> | |
| <p>5. Discuss and Complete Goal and Progress Report 2014-15</p> | <p>The Budget Committee discussed and agreed on the following goals for 2014-15:</p> <p>GOAL # 1: Maintain the Budget Committee website to ensure it is accurate, complete, and current.</p> <p>GOAL #2: Review and Revise the Budget Review and Development Process to align and integrate with campus-wide planning processes and the Strategic Plan process and timelines.</p> <p>GOAL #3: Review and make recommendations for the OPEB Trust (Retirees Health Benefits) to meet its funding goals.</p> <p>GOAL #4: Improve communication about budget issues to the campus and community by utilizing technology and collaborating with the Marketing Department.</p> <p>The Budget Committee agreed to invite Uyen Mai, Director of Marketing, to a future Budget Committee Meeting.</p> | <p>Kerry will invite Uyen Mai to a future Budget Committee meeting.</p> |

**POSITIONS FUNDED WITH ONE-TIME ANTICIPATED 2014-15 GROWTH
UNRESTRICTED GENERAL FUND**

| POSITION NUMBER | ACTUAL FTE | RANGE | MONTHS | NAME | FD | ORG | ACCT | PROG | ACCOUNT PERCENT | TOTAL SALARY | TOTAL BENEFITS | TOTAL SALARY & BENEFITS |
|--------------------------------------|------------|-------|--------|---|-------|--------|--------|--------|-----------------|-------------------|-------------------|-------------------------|
| HUMAN RESOURCES: | | | | | | | | | | | | |
| CA9423 | 1.000 | 880 | 12 | Vacant-Benefits Specialist ⁽³⁾ | 11900 | 200000 | 211000 | 673000 | 100.00% | 55,491 | 21,750 | 77,241 |
| TOTAL HUMAN RESOURCES | | | | | | | | | | \$ 55,491 | \$ 21,750 | \$ 77,241 |
| INSTRUCTION | | | | | | | | | | | | |
| CA9450 | 0.475 | 790 | 10 | Shiff, Jason A. ⁽¹⁾ | 11900 | 371040 | 251000 | 60400 | 100.00% | 19,797 | 1,245 | 21,042 |
| CA9458 | 0.475 | 620 | 12 | Quintero, Catalina A. ⁽²⁾ | 11900 | 321500 | 221000 | 611000 | 100.00% | 22,283 | 1,402 | 23,685 |
| CA9459 | 0.475 | 620 | 12 | Campos, Nancy ⁽²⁾ | 11900 | 321500 | 221000 | 611000 | 100.00% | 21,314 | 1,343 | 22,657 |
| CA9448 | 1.000 | 790 | 11 | Lopez, Selene ⁽²⁾ | 11900 | 336060 | 221000 | 130600 | 100.00% | 45,301 | 19,604 | 64,905 |
| CA9483 | 0.525 | 790 | 12 | Monugian, Annette B. ⁽²⁾ | 11900 | 312010 | 221000 | 010210 | 100.00% | 30,224 | 9,779 | 40,003 |
| NEW | 0.475 | 880 | 12 | Sports Publicist ⁽⁵⁾ | 11900 | 360000 | 211000 | 601000 | 100.00% | 26,358 | 1,653 | 28,011 |
| TOTAL INSTRUCTION | | | | | | | | | | \$ 165,277 | \$ 35,026 | \$ 200,303 |
| STUDENT SERVICES | | | | | | | | | | | | |
| MA9967 | 0.600 | 190 | 12 | Dorame, Francisco | 11900 | 510000 | 121000 | 631000 | 60.00% | 81,894 | 13,880 | 95,774 |
| TOTAL STUDENT SERVICES | | | | | | | | | | \$ 81,894 | \$ 13,880 | \$ 95,774 |
| ADMINISTRATIVE SERVICES | | | | | | | | | | | | |
| CB9891 | 1.000 | 340 | 12 | Galutria, Emmanuel D. ⁽²⁾ | 11900 | 625000 | 212000 | 653000 | 100.00% | 41,582 | 20,420 | 62,002 |
| CB9890 | 1.000 | 340 | 12 | Avila, Jacob L. ⁽²⁾ | 11900 | 625000 | 212000 | 653000 | 100.00% | 40,931 | 20,282 | 61,213 |
| MC9949 | 1.000 | 80 | 12 | Manager, Environ. Safety & Emergency ⁽⁴⁾ | 11900 | 650000 | 215000 | 677000 | 100.00% | 81,404 | 23,940 | 105,344 |
| TOTAL ADMINISTRATIVE SERVICES | | | | | | | | | | \$ 163,917 | \$ 64,642 | \$ 228,559 |
| TOTAL | | | | | | | | | | \$ 466,579 | \$ 135,298 | \$ 601,877 |

**POSITIONS FUNDED WITH ONE-TIME ANTICIPATED 2014-15 GROWTH
UNRESTRICTED GENERAL FUND**

| POSITION NUMBER | ACTUAL FTE | RANGE | MONTHS | NAME | FD | ORG | ACCT | PROG | ACCOUNT PERCENT | TOTAL SALARY | TOTAL BENEFITS | TOTAL SALARY & BENEFITS |
|-----------------|------------|-------|--------|------|----|-----|------|------|-----------------|--------------|----------------|-------------------------|
|-----------------|------------|-------|--------|------|----|-----|------|------|-----------------|--------------|----------------|-------------------------|

Notes:

(1) Funding approved as follows:

First Year Funding - Fiscal Year 2013-14 through the 2013-14 Immediate Needs One-Time, approved by President's Cabinet on December 10, 2013.
 Second Year Funding - Fiscal Year 2014-15 approved by President's Cabinet on June 24, 2014.

(2) Funding approved as follows:

First Year Funding - Fiscal year 2013-14 through the 2013-14 New Resources Allocation Process, approved by President's Cabinet on October 15, October 22, and November 5, 2013.
 Second Year Funding - Fiscal Year 2014-15 approved by President's Cabinet on June 24, 2014.

(3) Funding approved as follows:

First Year Funding - Fiscal Year 2014-15 through the 2014-15 Immediate Needs One-Time, approved by President's Cabinet on February 3, 2015.

(4) Funding approved as follows:

First Year Funding - Fiscal Year 2014-15 through the 2014-15 Immediate Needs One-Time, approved by President's Cabinet on October 7, 2014.

(5) Funding approved as follows:

First Year Funding - Fiscal Year 2014-15 as approved by President's Cabinet on March 3, 2015.

**POSITIONS FUNDED WITH ONE-TIME ANTICIPATED 2014-15 GROWTH
UNRESTRICTED GENERAL FUND**

| POSITION NUMBER | ACTUAL FTE | RANGE | MONTHS | NAME | FD | ORG | ACCT | PROG | ACCOUNT PERCENT | TOTAL SALARY | TOTAL BENEFITS | TOTAL SALARY & BENEFITS |
|-----------------|------------|-------|--------|------|----|-----|------|------|-----------------|--------------|----------------|-------------------------|
|-----------------|------------|-------|--------|------|----|-----|------|------|-----------------|--------------|----------------|-------------------------|

Notes:

- (1) Funding approved as follows:
 First Year Funding - Fiscal Year 2013-14 through the 2013-14 Immediate Needs One-Time, approved by President's Cabinet on December 10, 2013.
 Second Year Funding - Fiscal Year 2014-15 approved by President's Cabinet on June 24, 2014.
- (2) Funding approved as follows:
 First Year Funding - Fiscal year 2013-14 through the 2013-14 New Resources Allocation Process, approved by President's Cabinet on October 15, October 22, and November 5, 2013.
 Second Year Funding - Fiscal Year 2014-15 approved by President's Cabinet on June 24, 2014.
- (3) Funding approved as follows:
 First Year Funding - Fiscal Year 2014-15 through the 2014-15 Immediate Needs One-Time, approved by President's Cabinet on February 3, 2015.
- (4) Funding approved as follows:
 First Year Funding - Fiscal Year 2014-15 through the 2014-15 Immediate Needs One-Time, approved by President's Cabinet on October 7, 2014.
- (5) Funding approved as follows:
 First Year Funding - Fiscal Year 2014-15 as approved by President's Cabinet on March 3, 2015.

**ONE-TIME SUPPORT
UNRESTRICTED GENERAL FUND**

| ACCOUNT NUMBER | | | | ACCOUNT DESCRIPTION | | ORGANIZATION | TOTAL |
|---------------------------------|--------|--------|--------|---------------------|---|--------------------------|------------------|
| FUND | ORG | ACCT | PROG | ACTV | | | |
| 11300 | 336080 | 215000 | 692000 | 2100 | Assistant Director, Child Development Center ⁽¹⁾ | Child Development Center | 18,543 |
| 11300 | 336080 | 311000 | 692000 | 2100 | Assistant Director, Child Development Center ⁽¹⁾ | Child Development Center | 1,647 |
| 11300 | 336080 | 335000 | 692000 | 2100 | Assistant Director, Child Development Center ⁽¹⁾ | Child Development Center | 269 |
| 11300 | 336080 | 351000 | 692000 | 2100 | Assistant Director, Child Development Center ⁽¹⁾ | Child Development Center | 9 |
| 11300 | 336080 | 361000 | 692000 | 2100 | Assistant Director, Child Development Center ⁽¹⁾ | Child Development Center | 295 |
| 11300 | 336080 | 371000 | 692000 | 2100 | Assistant Director, Child Development Center ⁽¹⁾ | Child Development Center | 1,699 |
| Child Development Center | | | | | | | \$ 22,462 |

Total \$ 22,462

Note:

(1) Funding approved as follows:

First year Funding -

Second year Funding -

Fiscal Year 2013-14 through Immediate Needs One-Time, approved by President's Cabinet on November 26, 2013

Fiscal Year 2014-15 approved by President's Cabinet on June 24, 2014

**OPERATING EXPENSES FUNDED WITH ONE-TIME 2014-15 ANTICIPATED GROWTH
UNRESTRICTED GENERAL FUND**

| Team | Description | Account Number | | | Total | |
|-------------------------|--|----------------|--------|--------|--------|----------|
| | | Fund | Org | Acct | | Prog |
| Student Services | Operating Budget for Veterans Program ⁽¹⁾ | 11900 | 504100 | 589200 | 648000 | \$ 4,500 |
| Student Services | Operating Budget for Veterans Program ⁽¹⁾ | 11900 | 504100 | 523000 | 648000 | 6,250 |
| Student Services | Operating Budget for Veterans Program ⁽¹⁾ | 11900 | 504100 | 451000 | 648000 | 3,500 |
| Student Services | Operating Budget for Veterans Program ⁽¹⁾ | 11900 | 504100 | 453200 | 648000 | 1,250 |
| Student Services | Operating Budget for Veterans Program ⁽¹⁾ | 11900 | 504100 | 589000 | 648000 | 1,500 |
| Administrative Services | Maintenance Agreements - Cost of opening new facilities ⁽¹⁾ | 11900 | 621000 | 564500 | 651000 | 15,923 |
| Administrative Services | Maintenance Agreements - Cost of opening new facilities ⁽¹⁾ | 11900 | 621000 | 589000 | 651000 | 4,597 |
| Administrative Services | Maintenance Agreements - Cost of opening new facilities ⁽¹⁾ | 11900 | 620000 | 582000 | 651000 | 3,450 |
| Administrative Services | Grounds supplies - Cost of opening new facilities ⁽¹⁾ | 11900 | 622000 | 451000 | 655000 | 35,000 |
| Administrative Services | HVAC filters - Cost of opening new facilities ⁽¹⁾ | 11900 | 621000 | 451000 | 655000 | 20,000 |
| Administrative Services | Custodial supplies - Cost of opening new facilities ⁽¹⁾ | 11900 | 625000 | 451000 | 653000 | 5,200 |
| Administrative Services | Irrigation supplies - Cost of opening new facilities ⁽¹⁾ | 11900 | 622200 | 451000 | 655000 | 5,000 |

Total Allocated

\$ 106,170

Note:

(1) Budget Items approved as follows:

First Year Funding - Fiscal year 2013-14 through the 2013-14 New Resources Allocation Process, approved by President's Cabinet on October 15 and October 22, 2013

Second Year Funding - Fiscal Year 2014-15 approved by President's Cabinet on June 24, 2014

Immediate Need Request

At times, departments/units will discover that they have an "immediate need." Immediate needs are shortfalls in funding that, unless filled immediately, could cause the program to cease to function. For example, an "immediate need" would occur if an expensive required piece of equipment has broken and cannot be repaired; instruction cannot continue without it, but the department/unit does not have enough available budget to purchase a replacement. If the equipment is so expensive that it would by itself drain much of the supply budget, and so necessary that the program could not continue without it, then it qualifies as an "immediate need." The Immediate Need Request Form (Sample on Page) should be submitted to the appropriate dean/director as an attachment to the Status Quo Budget Sheet.

Rate Driven Increase Request

Departments/units may also experience a need for a budget increase, which is mandated and out of the departments/unit control. This type of budget increase is considered a "rate driven increase." Examples of rate driven increases are an increase cost in equipment maintenance agreements, institutional memberships, insurances, and utilities. The increased cost of paper is not considered a rate driven increase. Please complete the Rate Driven Request Form (Sample on Page) anytime during the fiscal year when this type of increase occurs. Both the Immediate Need Request Form and the Rate Driven Increase form may be requested electronically from Fiscal Services.

