

BUDGET COMMITTEE

MEETING AGENDA

September 17, 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
Richard McGowan,
Co-Chair
Irene Malmgren
Audrey Yamagata-Noji
Mark Fernandez

Gary Nellesen
Martin Ramey
Rosa Royce
Lisa Romo
Johnny Jauregui
Lance Heard

Michael Sanetrick
Fernando Aguayo (Student)
Gisela Carrillo-Lopez (Student)

Bill Scroggins (Guest)

Kerry Martinez (Notes)

AGENDA ITEMS:

- 1. Agenda Check**
- 2. Review Budget Committee Meeting Summary of September 3, 2014**
- 3. GAP Analysis Review**
- 4. Statement from the Budget Committee to President's Cabinet – Ongoing Structural Deficit**

**Mt. San Antonio College
Budget Committee
Summary of September 17, 2014**

Revised 10.1.14

Committee Members:		
<input type="checkbox"/> Mike Gregoryk, Chair <input checked="" type="checkbox"/> Richard McGowan, Co-Chair <input type="checkbox"/> Irene Malmgren <input checked="" type="checkbox"/> Audrey Yamagata-Noji	<input checked="" type="checkbox"/> Martin Ramey <input checked="" type="checkbox"/> Mark Fernandez <input checked="" type="checkbox"/> Rosa Royce <input checked="" type="checkbox"/> Lance Heard	
<input checked="" type="checkbox"/> Gisela Carrillo Lopez (Student) <input checked="" type="checkbox"/> Fernando Aguayo (Student) <input type="checkbox"/> Johnny Jauregui <input type="checkbox"/> Gary Nellesen	<input checked="" type="checkbox"/> Lisa Romo <input checked="" type="checkbox"/> Michael Sanetrick <input type="checkbox"/> Bill Scroggins (Guest) <input checked="" type="checkbox"/> Kerry Martinez (Notes)	
ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Agenda Check	Richard McGowan reviewed the Agenda with the committee members.	Approved, as presented.
2. Review Budget Committee Meeting Summary of September 3, 2014	Richard suggested changing the wording in item No. 3, 4 th paragraph; the sentence that reads; Richard suggested since we have a structural deficit ; we recommend, as a committee, that all new expenditures cease until and the College resolves its the structural deficit and balances the budget.	Approved, with one correction.
3. Gap Analysis Review	<p>Richard reviewed with the Budget Committee the Gap Analysis document submissions and survey results that Martin Ramey performed. Martin Ramey stated he sent surveys to thirteen Chairs and Coordinators within the Business Division. He received responses from six people, about 50%. Martin explained the criteria he used in the survey and the results of the survey. Rosa suggested we share these surveys with the Research Department. The Budget Committee members agreed that the surveys should be addressed and are valuable.</p> <p>The Budget Committee members reviewed the Gap Analysis document and coordinated their submissions; Standard I.A.3. through Standard III.D.3 (pages 1-15). The Budget Committee members agreed to continue reviewing the balance of the submissions and finalize the document at the next Budget Committee meeting on October 1, 2014. Kerry will update the document and send it to Budget Committee members to review prior to the next meeting.</p>	

4. Statement from the Budget Committee to President's Cabinet – Ongoing Structural Deficit		Tabled to next Budget Committee meeting on October 1, 2014.
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FUTURE AGENDA ITEMS:

- Statement from the Budget Committee to President's Cabinet – Ongoing Structural Deficit
- Review Draft ACCJC "New" Standards Gap Analysis - Budget Committee
- Review 2014-15 New Resources Allocation Requests
- Continue Review of the Budget Review and Development Process

FUTURE MEETING DATES:

- October 1, 2014
- October 15, 2014
- November 5, 2014

ACCJC “New” Standards Gap Analysis – Budget Committee

9.15.14

Standard	1. Do we meet the Standard?			2. Evidence (Based on What Data?)		3. Gaps (What’s Missing/ Next Steps)
	Highly Effective	Effective	Somewhat Effective	Description	Systematically Collected? Yes No	
Standard I: Mission, Academic Quality, Institutional Effectiveness and Integrity I.A.3. - <u>Everyone</u> The mission guides institutional decision-making, planning, and resource allocation and informs institutional goals for student learning and achievement.	X			• Mt. SAC Strategic Plan • Budget Allocation Process	X	
	X			1. Goals & Strategic Objectives 2. Cabinet 3. PAC 4. AMAC 5. Curriculum & Instruction Council 6. IEC 7. Integrated Planning 8. Research Dept. 9. Budget Committee 10. PIE process 11. Decision Support System (internal “portal”) 12. “Academic Senate” committees	X	Academically, the College does well to meet the goal. The gap is in “resource allocation” re: facilities and support staff. The College has more classes, programs, and services than it can support with current facilities and/or support staff. There could also be better communication about how non-academic employees contribute to student learning and success and better acknowledgement and recognition as to how non-academic employees contribute to student learning and success.
	X			Recent efforts to update the mission statement should be documented in PAC minutes and/or special PAC committee notes/minutes.	X	

ACCJC "New" Standards Gap Analysis – Budget Committee

Standard	1. Do we meet the Standard?				2. Evidence (Based on What Data?)		3. Gaps (What's Missing/ Next Steps)	
	Yes		No		Description	Systematically Collected?		
	Highly Effective	Effective	Somewhat Effective	Ineffective		Yes		No
		X			Strategic Plan - http://www.mtsac.edu/about/goals/2010-11 Strategic Plan.pdf (will need link to new plan) PIE - http://www.mtsac.edu/governance/committee/s/iec/planning/2011-12_PIE_Summary.pdf Unit Plans - http://www.mtsac.edu/governance/committee/s/iec/planning/docuements.html Integrated Planning Manual	X	X	Develop
I.B.4. - <u>Everyone</u> The institution uses assessment data, organizes its institutional processes and allocates and reallocates resources to support student learning and student achievement.	X				<ul style="list-style-type: none"> • EPIE • Budget Allocation process 	X	X	The Research Department keeps the campus abreast of relevant data for enrollment and other critical information needs.
	X				PIE in general, more specific efforts may be found in individual committee meeting minutes. Example: Facilities Advisory Committee project	X		

ACCJC "New" Standards Gap Analysis – Budget Committee

Standard	1. Do we meet the Standard?			2. Evidence (Based on What Data?) Description	3. Gaps (What's Missing/ Next Steps)	
	Yes Highly Effective	Somewhat Effective	No Ineffective		Systematically Collected? Yes	No
	X			<p>prioritization process.</p> <p>Educational Master Plan http://www.mtsac.edu/governance/committees/iec/planning/ (Needs updating) PIE Reports http://www.mtsac.edu/governance/committees/iec/planning/documents.html</p>	X	
	X			<p>Resource Allocation processes are developed and periodically reviewed by the Budget Committee. Requests of resources rely on Planning for Institutional Effectiveness (PIE) Budget Committee minutes May 15, 2013, September 4, 2013, and September 18, 2013 http://www.mtsac.edu/governance/committees/budget/archive.html</p> <p>PAC Minutes May 22, 2013 http://www.mtsac.edu/governance/committees/pac/memory/2013/PA</p>	X	

ACCJC “New” Standards Gap Analysis – Budget Committee

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	Yes		No		Description	Systematically Collected?	
	Highly Effective	Effective	Somewhat Effective	Ineffective			
I.B.6. – <u>Audrey & Irene</u> The institution disaggregates and analyzes outcomes for subpopulations of students important to its mission. When the institution identifies performance gaps, it implements strategies, which may include human and fiscal resources, to mitigate those gaps and evaluates the efficacy of those strategies.					<p><u>CMinutes-5.22.13.pdf</u> June 12, 2013 http://www.mtsac.edu/governance/committee/s/pac/memory/2013/PA <u>CMinutes-6.12.13.pdf</u></p> <p>President's Cabinet Minutes October 22, 2013 http://www.mtsac.edu/president/cabinet-notes/CabinetActionNotes131022.pdf</p> <p>November 5, 2013 http://www.mtsac.edu/president/cabinet-notes/CabinetActionNotes131105.pdf</p>		<p>Completion of the Student Equity Plan along with a budget plan will enable I.B.6 to move from 'effective' to 'highly effective.'</p>
						X	

ACCJC “New” Standards Gap Analysis – Budget Committee

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	Highly Effective	Yes		Description	Systematically Collected?		
		Effective	Somewhat Effective		No		Yes
<p>I.B.7. - <u>Everyone</u> The institution regularly evaluates its policies and practices in educational programs and student and learning support services, resource management, and governance to assure their effectiveness in supporting academic quality and accomplishment of mission.</p>	X				<ul style="list-style-type: none"> • Annual committee review • Program review • Ongoing AR&P updates and reviews at PAC <p style="color: red;">Program Review/PIE</p> <p>The Budget Committee regularly evaluates the resource allocation processes. This can be found: Budget Committee minutes http://www.mtsac.edu/governance/committees/budget/memory/2014/2014-03-05.pdf</p>	X	
<p>I.B.8. - <u>Lance, Martin, Everyone</u> The institution engages in continuous, broad based, systematic evaluation and planning. The institution integrates program review, planning, and resource allocation that leads to accomplishment of its mission and improvement of institutional effectiveness and academic quality. Institutional planning addresses short- and long-</p>	X			<ul style="list-style-type: none"> • PIE process <p>Annual program review documented in PIE by each department. Unit level PIE reports. Accomplishments are documented and goals are adjusted. The Strategic Plan describes the process of integrating budget planning, institutional planning, and resource allocation (including</p>		<p>Evidence of broad-based, systematic evaluation is difficult to pinpoint. What is the current data/evidence on evaluation? Where is it located? Who has access to it? Is it being documented in the planning stage?</p>	

ACCJC “New” Standards Gap Analysis – Budget Committee

Standard	1. Do we meet the Standard?				2. Evidence (Based on What Data?)		3. Gaps (What's Missing/ Next Steps)
	Yes		No		Description	Systematically Collected?	
	Highly Effective	Effective	Somewhat Effective	Ineffective			
range needs for educational programs and services and for human, physical, technology, and financial resources.					new resource allocation). Plans are based on strategic objectives based on the mission. Unit/department division reports are prioritized and included in the PIE summary; which include both short and long range needs for programs services personnel and funding.		
	X				See above		
	X				Strategic Plan PIE Education Master Plan Student Services Plan IEC		
Standard III: Resources							
III.D.1. - Everyone Financial resources are sufficient to support and sustain student learning programs and services and improve institutional effectiveness. The distribution of resources supports the development, maintenance, allocation and reallocation, and enhancement of programs and services. The institution							
	X				<ul style="list-style-type: none"> Annual budget cycle Immediate needs process PIE Annual adopted budget 		
					Financial resources should be deemed sufficient in consideration of the number of programs		Not sure if we collect and distribute financial reports systematically beyond the Budget Committee and PA. Are they published on the

ACCJC "New" Standards Gap Analysis – Budget Committee

Standard	1. Do we meet the Standard?			2. Evidence (Based on What Data?) Description	Systematically Collected?		3. Gaps (What's Missing/ Next Steps)
	Highly Effective	Effective	No Somewhat Effective Ineffective		Yes	No	
plans and manages its financial affairs with integrity and in a manner that ensures financial stability. CW IIID Intro	X			<p>and services that were discontinued during the fiscal crisis; (very few if any). The integrity of financial management should be easy to demonstrate through audit reports and the types of financial reports produced by Fiscal Services.</p> <p>Budget IEC Instruction Team</p> <p>The College maintains a budget balance policy and a total Unrestricted General Fund balance at not less than 10%. See Board Policy BP 6200. http://www.mtsac.edu/governance/trustees/a/bp/BP%206200%20-%20Budget%20Preparation.pdf</p> <p>Average for the last five years Unrestricted General Fund balances over 10%, increases in revenues, and increases in expenditures as per</p>			<p>web somewhere?</p> <p>Summary will be prepared by Fiscal Services.</p>

ACCJC "New" Standards Gap Analysis – Budget Committee

Standard	1. Do we meet the Standard?			2. Evidence (Based on What Data?)		3. Gaps (What's Missing/ Next Steps)
	Highly Effective	Effective	No	Description	Systematically Collected? Yes No	
				<p>CCFS- 311 reports: http://extranet.cccco.edu/Portals/1/CFFP/Fiscal Services/Accountability/trends/1314/Mt. San Antonio Fiscal Trend Analysis 12 13.pdf</p> <p>Bond election 2008, Measure RR to fund College facilities</p> <p>Grants and increases in categorical funds; Board of Trustees Agendas</p> <p>Proposed budgets are presented to Budget Committee, PAC, President's Cabinet, and the Board of Trustees. They are disseminated to all Managers, constituency groups, and are included in the College Information System (Sungard). Examples can be found: President Cabinet Notes August 19, 2014</p>		<p>Need to obtain and determine examples of evidence.</p> <p>Fiscal Services to determine new grants and categorical augmentations. Narrative to be obtained from Board Agendas, contracts, and program managers.</p> <p>Posted on the website at a very summarized level. Perhaps there could be a specific section to include the complete Adopted Budget Summary Report.</p>

ACCJC “New” Standards Gap Analysis – Budget Committee

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	Yes	No	Systematically Collected?			
	Highly Effective	Somewhat Effective	Ineffective	Description	Yes No	
				http://www.mtsac.edu/president/cabinet-notes/CabinetActionNotes140819.pdf Budget Committee minutes September 4, 2014 http://www.mtsac.edu/governance/committees/budget/archive.html Website http://www.mtsac.edu/about/facts/budget.html PAC Minutes http://www.mtsac.edu/governance/committees/pac/memory/2013/PACMinutes-9.11.13.pdf e-mail to managers list- serve and constituent groups. Board of Trustees minutes http://www.mtsac.edu/governance/trustees/BOTMinutePacket-6.25.14.pdf		Fiscal Services will provide copies.
III.D.2. - Everyone The institution's mission and goals are the foundation for financial planning, and				<ul style="list-style-type: none"> Strategic plan Budget Committee 		

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Standard	1. Do we meet the Standard?			2. Evidence (Based on What Data?)		3. Gaps (What's Missing/ Next Steps)
	Highly Effective	Yes		Description	Systematically Collected?	
		Effective	Somewhat Effective			
financial planning is integrated with and supports all institutional planning. The institution has policies and procedures to ensure sound financial practices and financial stability. Appropriate financial information is disseminated throughout the institution in a timely manner. CW IIID1, IIID1a, IIID2c			X		<p>Website</p> <p>I think that the question of how well the institutions' financial planning is grounded in mission and goals needs discussion at Budget Committee.</p> <p>Policies and procedures are certainly in place and will be easy to document.</p> <p>Budget Committee needs to discuss how effectively and timely financial information is disseminated??</p>	
	X				<p>Financial planning is integrated with the Student Equity Plan, Matriculation Plan, Basic Skills Plan, Educational Master Plan, Facilities Plan, Information Technology Plan, PIE, and the Strategic Plan.</p> <p>The institution has policies and procedures</p>	X
						AP 6300 Fiscal Management needs to be updated.

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Standard	1. Do we meet the Standard?			2. Evidence (Based on What Data?)	3. Gaps (What's Missing/ Next Steps)	
	Yes	No				
	Highly Effective	Effective	Somewhat Effective	Ineffective		
					<p>to ensure sound fiscal financial practices as established in BP 6300 http://www.mtsac.edu/governance/trustees/abpp/BP%206300%20-%20Fiscal%20Management.pdf and Fiscal Independence Plan.</p> <p>Budgets and actuals are presented to the Budget Committee, PAC, President's Cabinet, and the Board of Trustees as required by Title V, Section 58300. The Tentative Budget is presented and approved by the Board of Trustees on or before June 30, and the Adopted Budget on or before September 15.</p> <p>Board of Trustees Agenda September 10, 2014 pages 76 http://www.mtsac.edu/governance/trustees/BOTAgendaPacket-9.10.14.pdf</p> <p>Quarterly Financial</p>	<p>Copy will be provided by Fiscal Services.</p>

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Standard	1. Do we meet the Standard?			2. Evidence (Based on What Data?)	3. Gaps (What's Missing/ Next Steps)			
	Yes	No	Systematically Collected?					
	Highly Effective	Effective	Somewhat Effective	Ineffective	Description	Yes	No	
					<p>Status Report presented to the Board of Trustees. Agendas Pages 23 and 25 http://www.mtsac.edu/governance/trustees/BOTAgendaPacket-9.10.14.pdf</p> <p>Budget Committee Minutes September 4, 2013 http://www.mtsac.edu/governance/committees/budget/archive.html</p> <p>PAC Minutes http://www.mtsac.edu/governance/committees/pac/memory/2013/PACMinutes-9.11.13.pdf</p> <p>They are also disseminated by e-mail to all Managers and constituency groups.</p> <p>The budgets and actuals are included in the College Information System (Sungard). College users have 24/7 access to financial information.</p>			Fiscal Services will provide copies of the e-mails.

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	Yes		No		Description	Systematically Collected?		
	Highly Effective	Effective	Somewhat Effective	Ineffective		Yes		No
<p>III.D.3. - Everyone</p> <p>The institution clearly defines and follows its guidelines and processes for financial planning and budget development, with all constituencies having appropriate opportunities to participate in the development of institutional plans and budgets. CW IIID1d</p>	X		X		<ul style="list-style-type: none"> Budget Committee membership Annual Budget Cycle <p>1. Budget Process document not updated since 2010 (http://www.mtsac.edu/governance/committees/budget/).</p> <p>2. Surveys show classified employees do not participate in the budget processes or PIE process.</p> <p>Budget process and resource allocation is well documented and participation is encouraged.</p> <p>PAC IEC</p> <p>The College follows an established “Budget Review and Development Guide” that is reviewed by the Budget Committee. The College uses a collaborative collegial</p>	X		<p>Many departments typically do not review and analyze budget needs annually. They rely on “status quo” budgets, but do not always use the “Immediate Needs” and “New Resource Allocation” process appropriately. Not all employees given opportunity to participate in PIE process.</p>
	X					X		

ACCJC "New" Standards Gap Analysis – Budget Committee

Standard	1. Do we meet the Standard?				2. Evidence (Based on What Data?)		3. Gaps (What's Missing/ Next Steps)
	Highly Effective	Effective	Somewhat Effective	No	Description	Systematically Collected? Yes No	
					<p>model that includes top-down and bottom-up approaches for allocating resources.</p> <p>Budget Review and Development Guide.</p>		<p>Budget Review and Development Guide (March 2010). The resource allocation was used for the first time in the 2013-14 New Resources Allocation Process. The Budget Committee made some modifications to the calendar that need to be updated. Some budget development procedures will also need to be updated.</p> <p>Fiscal Services will provide copy of campus announcement.</p>
<p>III.D.6. - <u>Richard, Mike, Gary, Rosa</u> Financial documents, including the budget, have a high degree of credibility and</p>			X		<p>Memo from Budget Committee to the Campus announcing the New Resources Allocation Process.</p> <p>Budget Committee Minutes May 7, 2014 http://www.mtsac.edu/governance/committee/s/budget/memory/2014/2014-05-07.pdf</p> <ul style="list-style-type: none"> • Large end of year budget variances • Significant 	X	

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	Highly Effective	Effective	Somewhat Effective	Ineffective	Description		Systematically Collected? Yes No
accuracy, and reflect appropriate allocation and use of financial resources to support student learning programs and services. CW IIIID2a	X	X			<p>periodic budget transfers</p> <p>No question about the accuracy and credibility of financial documents. Budget Committee may want to discuss “appropriate allocation.” I do not see a gap here.</p> <p>Financial information including budget is audited by independent auditors. The College has a long history of receiving unmodified audit opinions. These are the best opinions an auditor can issue.</p> <p>Financial audits. http://www.mtsac.edu/about/facts/audit_report.html</p> <p>Bond Financial and Performance Audits.</p>	<p>X</p> <p>X</p>	<p>It should be easy to identify examples of financial documents that have been reviewed externally and accuracy verified. Appropriate allocation of funds may be demonstrated by the number and types of programs at the College, the number of programs and services that were kept active despite the financial crisis, and the fiscal responsibility of the College.</p>

ACCJC "New" Standards Gap Analysis – Budget Committee

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	Yes		No		Description	Systematically Collected?		
	Highly Effective	Effective	Somewhat Effective	Ineffective		Yes		No
<p>III.D.7. - <u>Richard, Mike, Gary, Rosa</u> Institutional responses to external audit findings are comprehensive, timely, and communicated appropriately. CW IIID2b</p>	X				<p>http://www.mtsac.edu/about/construction/audits.html</p> <p>Fiscal Independence Report.</p> <ul style="list-style-type: none"> • Annual audit report • Colleges response to audit findings <p>Management reports, MDA section of audits; very few if any audit findings in the last few years.</p> <p>Financial audits: See Sections Schedule of Findings and Questioned Costs. http://www.mtsac.edu/about/facts/audit_report.html</p>	X	X	<p>Will be provided by Fiscal Services.</p>
<p>III.D.8- <u>Richard, Mike, Gary, Rosa</u> The institution's financial and internal control systems are evaluated and assessed for validity and effectiveness, and the results of this assessment are used for</p>		X			<ul style="list-style-type: none"> • Annual external audit <p>Not sure of the details of how the auditors' comments on internal controls outside of audit reports are</p>	X		

ACCJC "New" Standards Gap Analysis – Budget Committee

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	Yes Highly Effective	Somewhat Effective	No Ineffective	Description	Systematically Collected? Yes No	
improvement. CW IIID2e				<p>addressed?</p> <p>As changes or new processes are developed, the Fiscal Services managers are constantly evaluating the internal controls, to be in compliance with the Fiscal Independence and BP 6300 Fiscal Management.</p> <p>Internal Controls are evaluated by independent auditors. See Independent Auditor's report on Internal Controls over Financial Reporting and Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards. http://www.mtsac.edu/about/facts/audit_report.html</p> <p>Evaluation of internal controls to obtain Fiscal Accountability.</p>	<p>X</p>	<p>Copy will be provided by Fiscal Services.</p>

ACCJC "New" Standards Gap Analysis – Budget Committee

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	Highly Effective	Effective	No	Description	Systematically Collected?	
		Effective	Somewhat Effective	Ineffective	Yes	No
<p>III.D.9. - <u>Richard, Mike, Gary, Rosa</u> The institution has sufficient cash flow and reserves to maintain stability, support strategies for appropriate risk management, and, when necessary, implement contingency plans to meet financial emergencies and unforeseen occurrences. CW IIID3a</p>	X					X
					<ul style="list-style-type: none"> College reserves Adopted Budget <p>Evidence may be found in the rare need to borrow to meet ongoing commitments. TRANS funds not needed in past years?</p>	
	X				Sufficient Fund Balances of reserves over the 10% Board Policy – CCSF 311 Reports. Report for last five fiscal years fund balance (reserves). TRANS Issuance (This is an example of a financial emergency). Cash flow and position is prepared daily by the Fiscal Services Department. Issuance of Bond Measure RR on August	X X
						Copy will be provided by Fiscal Services. Will be prepared by Fiscal Services. Narrative will be included in the 2013-14 audit when completed. Examples will be provided by Fiscal Services. Narrative will be included in the 2013-14 audit report.

ACCJC “New” Standards Gap Analysis – Budget Committee

Standard	1. Do we meet the Standard?			2. Evidence (Based on What Data?)	3. Gaps (What's Missing/ Next Steps)	
	Yes	No				
	Highly Effective	Effective	Somewhat Effective	Ineffective	Description	Systematically Collected? Yes No
					<p>2013 to have sufficient cash to fund capital projects.</p> <p>With respect to risk management; the following items may be included:</p> <p>Self-Insurance Program for the risk of loss of Property (ASCIP). Audit Report http://www.mtsac.edu/about/facts/pubs/2012-13_financial_audit.pdf</p> <p>College has a Health and Safety Committee. Minutes</p> <p>Workers Compensation is provided by the Southern California Community College District JPA Audit Report http://www.mtsac.edu/about/facts/pubs/2012-13_financial_audit.pdf</p> <p>Role of Public Safety. Audit reports, required financial aid reports, auxiliary audits.</p>	
III.D.10. - <u>Richard, Mike, Gary, Rosa</u> The institution practices	X					

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	Yes		No		Description	Systematically Collected?		
	Highly Effective	Effective	Somewhat Effective	Ineffective		Yes		No
effective oversight of finances, including management of financial aid, grants, externally funded programs, contractual relationships, auxiliary organizations or foundations, and institutional investments and assets. CW IID3b	X				Financial Aid and Grants are audited as part of the independent audit. See financial audit reports http://www.mtsac.edu/about/facts/audit_report.html	X		
III.D.11. - <u>Richard, Mike, Gary, Rosa</u> The level of financial resources provides a reasonable expectation of both short-term and long-term financial solvency. When making short-range financial plans, the institution considers its long-range financial priorities to assure financial stability. The institution clearly identifies, plans, and allocates resources for payment of liabilities and future obligations. CW IID1c	X				Auxiliary Services audits. Foundation audits http://www.mtsac.edu/foundation/foundationannualfinancials.html		Fiscal Services will provide financial audits. Need to include 2013 audit report.	
					<ul style="list-style-type: none"> Annual audit report Adopted Budget Cash flow analysis ? <p>Board policy, audit reports, Budget Committee meeting minutes, Cabinet meeting notes, financial reports.</p> <p>Review Educational Master Plan, Facilities Master Plan, and Information</p>	X		
							Narrative to determine long-term plans.	

ACCJC “New” Standards Gap Analysis – Budget Committee

Standard	1. Do we meet the Standard?				2. Evidence (Based on What Data?)	3. Gaps (What's Missing/ Next Steps)	
	Yes	No	Systematically Collected?			Yes	No
	Highly Effective	Effective	Somewhat Effective	Ineffective	Description		
					Technology Plan.		Narrative.
					Plans to issue bonds in Summer 2015 to finance capital projects.		
					Summary of Unrestricted General Fund balances over 10% Board Policy – CCSF 311 Reports	X	Fiscal Services will provide the report.
					Adopted Budgets Board of Trustees Minutes, Example http://www.mtsac.edu/governance/trustees/BOTMinutePacket2-9.11.13.pdf	X	Need to address the structural deficit.
					Payment of liabilities and future obligations are included in the annual financial audit, Note Long Term Debt. http://www.mtsac.edu/about/facts/audit-report.html	X	
III.D.12. - Richard, Mike, Gary, Rosa The institution plans for and allocates appropriate resources for the payment of liabilities and future		X			<ul style="list-style-type: none"> Annual audit report OPEB report Tentative and	X	How should the accreditation report address

ACCJC “New” Standards Gap Analysis – Budget Committee

Standard	1. Do we meet the Standard?				2. Evidence (Based on What Data?)		3. Gaps (What's Missing/ Next Steps)	
	Yes		No		Description	Systematically Collected?		
	Highly Effective	Effective	Somewhat Effective	Ineffective		Yes		No
<p>obligations, including Other Post-Employment Benefits (OPEB), compensated absences, and other employee related obligations. The actuarial plan to determine Other Post-Employment Benefits (OPEB) is current and prepared as required by appropriate accounting standards. CW I1D3c, d</p>					<p>approved budget, Budget Committee meeting notes, actuarial study and reports, Board policy, and are there specific reports that show liabilities associated with compensated absences and other similar obligations? How are these liabilities reported other than as part of the financial statements and tentative and approved budgets?</p> <p>Actuarial Report</p> <p>Financial Audit, see Note Post Employment Healthcare Benefits. http://www.mtsac.edu/about/facts/audit_report.html</p> <p>Budget Committee recommendation to fund to make OPEB payment, see minutes. http://www.mtsac.edu/governance/committees/budget/memory/2014/2014-03-19.pdf</p> <p>OPEB Trust payment</p>	<p>X</p> <p>X</p>	<p>the recent history of not making payments into the OPEB Trust?</p> <p>Copy provided by Fiscal Services.</p>	

ACCJC "New" Standards Gap Analysis – Budget Committee

Standard	1. Do we meet the Standard?			2. Evidence (Based on What Data?)		3. Gaps (What's Missing/ Next Steps)	
	Highly Effective	Effective	Somewhat Effective	Ineffective	Description		Systematically Collected? Yes No
<p>III.D.13. - <u>Richard, Mike</u>, <u>Gary, Rosa</u> On an annual basis, the institution assesses and allocates resources for the repayment of any locally incurred debt instruments that can affect the financial condition of the institution. CW IIID3e</p>	X				<p>for 2014-15 Board of Trustees Agenda. http://www.mtsac.edu/governance/trustees/BOTAgendaPacket-9.10.14.pdf Bond audit reports, COPS debt service is covered by BOND funds in an escrow account. Was TRANS-type debt incurred in any of recent years, if so how was the debt cleared? What documentation exists to show that funds were budgeted to cover the debt (Tentative Budget). What other locally incurred debt instruments exist? Do the Bond Anticipation Notes (BAN) fall into this category? BAN audit reports. Payment of Bonds, TRANS, and BANS will be included in the audit financial report under the notes: Tax and Revenue Anticipation Notes, Loans Payable, General Obligation</p>	X	<p>Budget Committee should discuss these questions.</p> <p>Will be included in the 2013-14 audit when audit report is completed.</p>

ACCJC "New" Standards Gap Analysis – Budget Committee

Standard	1. Do we meet the Standard?				2. Evidence (Based on What Data?)		3. Gaps (What's Missing/ Next Steps)
	Yes		No		Description	Systematically Collected?	
	Highly Effective	Effective	Somewhat Effective	Ineffective			
<p>III.D.14. - <u>Richard, Mike, Gary, Rosa</u> All financial resources, including short- and long-term debt instruments (such as bonds and Certificates of Participation), auxiliary activities, fund - raising efforts, and grants, are used with integrity in a manner consistent with the intended purpose of the funding source. CW IID2d</p>	X				Bonds, Bond Anticipation Notes, and Defeased Debt Lease Revenue Bonds Financial and performance audits of Bond and BAN funds. Citizens Oversight reports, annual reports of bond-funded construction activity should clearly show that funds are used as intended. Required reporting for specific grants. Are all grants subject to required reporting? Are any grant funds not subject to outside oversight? If so, how are we ensuring that funds are spent according to the purpose of the grant? Audited by independent auditors. See financial audit reports and bond performance and financial audits: http://www.mtsac.edu/about/facts/audit_report.html	X	
	X						

ACCJC “New” Standards Gap Analysis – Budget Committee

Standard	1. Do we meet the Standard?				2. Evidence (Based on What Data?)		3. Gaps (What's Missing/ Next Steps)	
	Highly Effective	Effective	Somewhat Effective	No	Description	Systematically Collected?		
	Yes	No	Yes	No	Yes	No		
<p>III.D.15. - <u>Richard, Mike</u>, <u>Gary, Rosa</u> The institution monitors and manages student loan default rates, revenue streams, and assets to ensure compliance with federal requirements, including Title IV of the Higher Education Act, and comes into compliance when the federal government identifies deficiencies. CW I11D3f</p>					<p>http://www.mtsac.edu/about/construction/audits.html</p>			
<p>III.D.16. – <u>Gary, Audrey</u>, <u>Irene, Rosa</u> Contractual agreements with external entities are consistent with the mission and goals of the institution, governed by institutional policies, and contain appropriate provisions to maintain the integrity of the institution and the quality of its programs, services, and operations. CW I11D3g</p>	X				<p>Budget Committee should discuss these questions and prepare a list of deficiencies if any.</p>	X		
					<p>Student Services' external contracts relate to federal grants received in support of services to eligible student populations. All reports are completed on time and there have been no audit exceptions. The grants are aligned with the College's mission and goals.</p>			
					<p>Specific examples of contracts should be identified in the report, terms and conditions of contracts should</p>	X	<p>All contracts for services and supplies should be available for review. Contract terms should be periodically reviewed.</p>	

ACCJC "New" Standards Gap Analysis – Budget Committee

Standard	1. Do we meet the Standard?				2. Evidence (Based on What Data?)		3. Gaps (What's Missing/ Next Steps)
	Highly Effective	Effective	Somewhat Effective	No	Description	Systematically Collected? Yes No	
	X				<p>contain controls to monitor performance of contracted entities.</p> <p>Contractual agreements are in accordance with Board Policy 6340 Contracts http://www.mtsac.edu/about/construction/audits.html</p> <p>Authority to sign contractual agreements is in accordance with BP6150 http://www.mtsac.edu/governance/trustees/apbp/BP%206150%20-%20Designation%20of%20Authorized%20Signatures.pdf</p> <p>Board of Trustees Minutes show evidence of contract approvals.</p>	X	(Budget Committee should discuss types of contracts in addition to construction and service contracts related to operations).
Standard IV: Leadership and Governance							
IV.A.2. – Faculty Members The institution establishes and implements written policy authorizing administrator, faculty, and staff participation	X				BP/AP2015 BP/AP3255 BP/AP7120 College Committees		How do we identify the decision making related Academic Senate, AMAC, PAC, and other committees? What other

ACCJC “New” Standards Gap Analysis – Budget Committee

Standard	1. Do we meet the Standard?				2. Evidence (Based on What Data?)		3. Gaps (What's Missing/ Next Steps)	
	Yes		No		Description	Systematically Collected?		
	Highly Effective	Effective	Somewhat Effective	Ineffective		Yes		No
in decision-making processes. The policy makes provisions for consideration of student views and judgments in those matters in which students have a direct and reasonable interest. Policy specifies the manner in which individuals bring forward ideas and work together on appropriate policy, planning, and special-purpose committees. CW IVA2		X			Academic Senate AMAC PAC. <ul style="list-style-type: none"> • Shared governance policies. • College-wide committee structure. 	X	BPs and APs address this question?	
IV.A.3. – Faculty Members Administrators and faculty have a substantive and clearly defined role in institutional governance and exercise a substantial voice in institutional policies, planning, and budget that relate to their areas of responsibility and expertise. CW IVA2a	X				Budget Committee Academic Senate AMAC IEC		What documents demonstrate what the roles are?	

File location: Dropbox\ACCJC 2016\Gap Analysis\Committee Templates – Budget Committee

Irene Malmgren – Blue
Gary Nellesen – Red
Mark Fernandez – Teal
Richard McGowan – Purple
Lance Martin – Green
Audrey Yamagata Noji – Pink
Rosa Royce - Gray

