

**JOINT COMMITTEES  
MEETING/BUDGET  
AND  
INSTITUTIONAL  
EFFECTIVENESS**

**MEETING AGENDA**  
**November 4, 2015**



**Location: Conference Room Building 4, Room 2440**

**Time: 3:00 p.m. – 5:00 p.m.**

**Budget Committee Members:**

Mike Gregoryk, Chair	Mark Fernandez	Justin Ott	Lisa Romo
Dan Smith, Co-Chair	Martin Ramey	Gary Nellesen	Beverly Yan (Student)
Irene Malmgren	Rosa Royce	Lance Heard	Bill Scroggins (Guest)
Audrey Yamagata-Noji	Michael Sanetrick	Elizabeth Contreras (Student)	Kerry Martinez (Notes)

**Institutional Effectiveness Committee Members:**

Irene Malmgren (Chair)	Grace Hanson	Dan Smith	Jaoyu "Jesse" Chen (Student)
Don Sciore (Co-Chair)	Kristina Allende	Kate Morales	Laura Martinez (Notes)
Barbara McNeice-Stallard	Justin Ott	Paul Kittle	
Meghan Chen	Emily Woolery	Annel Medina	

**1. Overview of PIE Process and Timeline**

**Institutional Effectiveness Committee (IEC)**

**2. Overview of Budget Review and Development Process and Timeline**

**Budget Committee**

**3. Discuss the 2014-2016 Mt. SAC Strategic Plan Process and Timeline**

**4. Discussion**

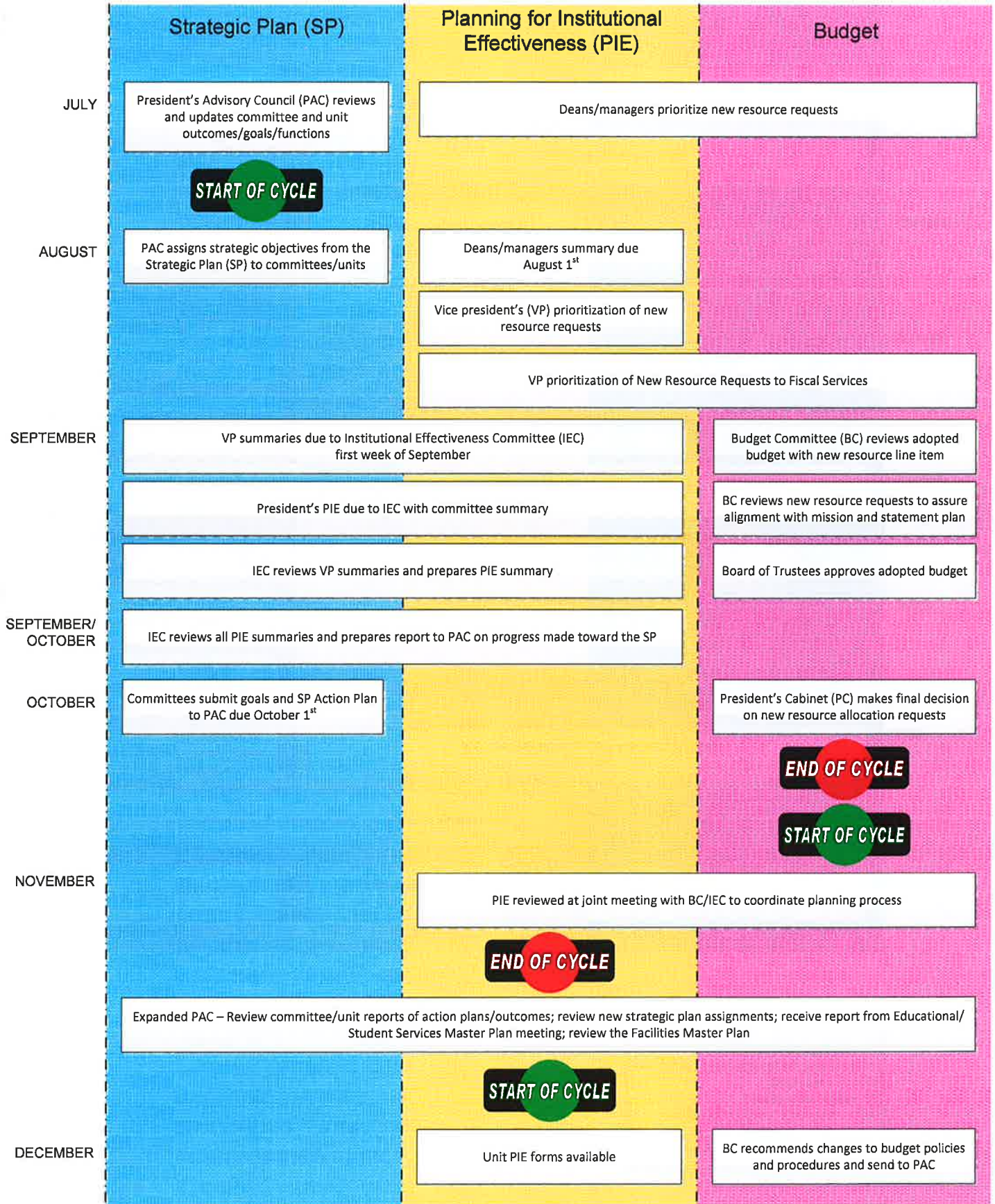


**Mt. San Antonio College  
 Joint Committees Meeting - Budget and Institutional Effectiveness  
 Summary of November 4, 2015**

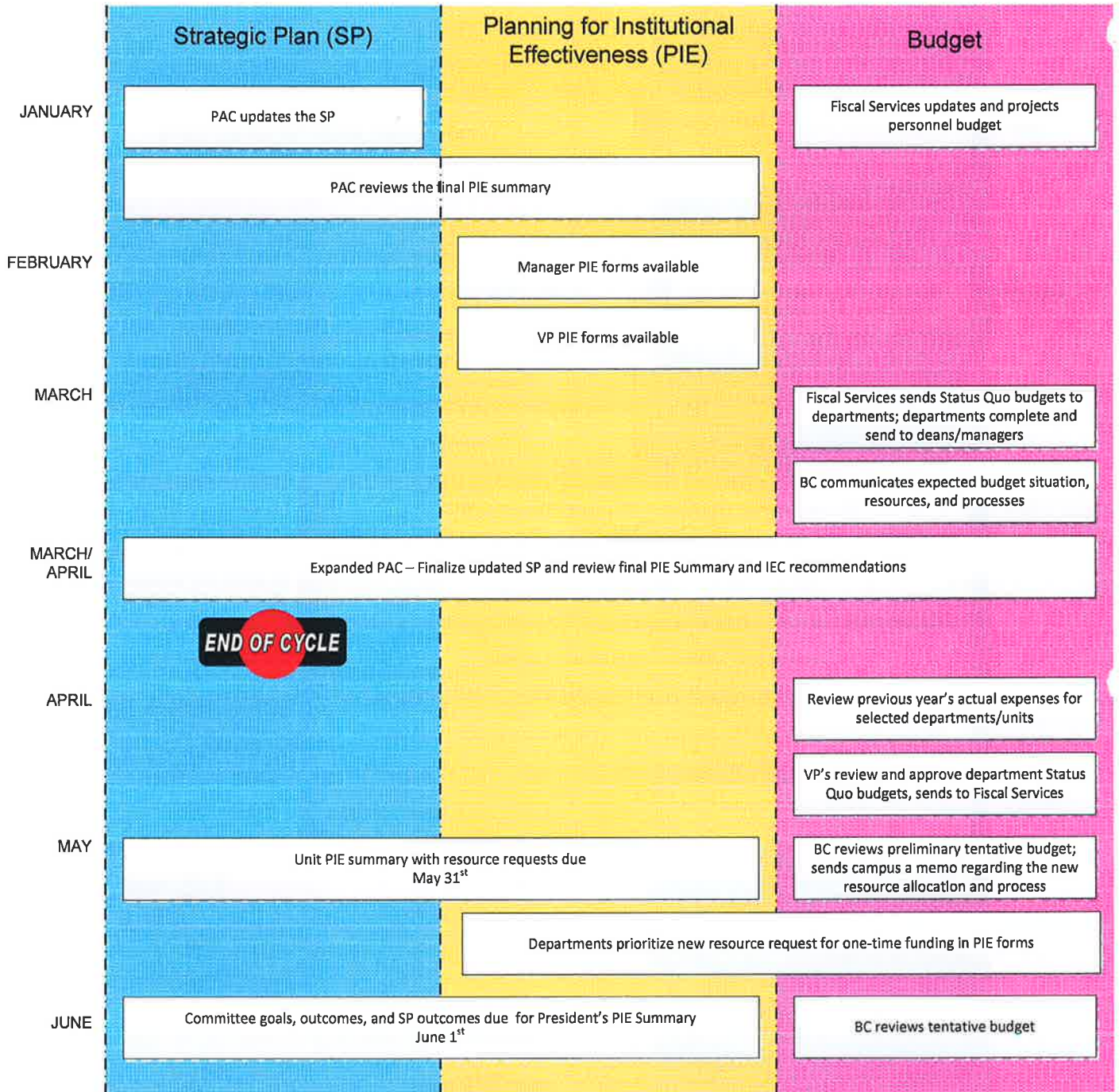
ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<p><b>Budget Committee Members:</b></p> <p><input checked="" type="checkbox"/> Mike Gregoryk, Chair  <input type="checkbox"/> Dan Smith, Co-Chair  <input checked="" type="checkbox"/> Joumana McGowan for Irene Malmgren  <input checked="" type="checkbox"/> Audrey Yamagata-Noji</p> <p><input checked="" type="checkbox"/> Mark Fernandez  <input checked="" type="checkbox"/> Martin Ramey  <input checked="" type="checkbox"/> Rosa Royce  <input checked="" type="checkbox"/> Michael Sanetrick</p> <p><input type="checkbox"/> Justin Ott  <input checked="" type="checkbox"/> Gary Nellesen  <input checked="" type="checkbox"/> Lance Heard  <input checked="" type="checkbox"/> Elizabeth Contreras (Student)</p> <p><input type="checkbox"/> Lisa Romo  <input checked="" type="checkbox"/> Beverly Yan (Student)  <input type="checkbox"/> Bill Scroggins (Guest)  <input checked="" type="checkbox"/> Kerry Martinez (Notes)</p>		
<p><b>Institutional Effectiveness Committee Members:</b></p> <p><input checked="" type="checkbox"/> Joumana McGowan for Irene Malmgren, Chair  <input checked="" type="checkbox"/> Don Sciore, Co-Chair  <input checked="" type="checkbox"/> Barbara McNeice-Stallard  <input checked="" type="checkbox"/> Meghan Chen</p> <p><input checked="" type="checkbox"/> Grace Hanson  <input type="checkbox"/> Kristina Allende  <input type="checkbox"/> Justin Ott  <input checked="" type="checkbox"/> Emily Woolery</p> <p><input type="checkbox"/> Dan Smith  <input checked="" type="checkbox"/> Kate Morales  <input checked="" type="checkbox"/> Paul Kittle  <input checked="" type="checkbox"/> Annel Medina Tagarao</p> <p><input type="checkbox"/> Jaoyu "Jesse" Chen (Student)  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/> Laura Martinez (Notes)</p>		
<p><b>1. Overview of PIE Process and Timeline (IEC)</b></p>	<p>Don Sciore provided an update regarding the PIE process. He explained that changes were made to make it more meaningful; greater integration; higher level of analysis; and less redundancy. Previously created a process map, which included diagram of the process. He explained the different steps involved, which include process revision, assessing, identifying gaps, and identifying duplication.</p> <p>A question was raised - if significant changes occur mid year, how are they addressed in PIE? Don Sciore replied the Instruction Team make the required changes as needed.</p>	
<p><b>2. Overview of PIE Process and Timeline - Institutional Effectiveness Committee (Budget)</b></p>	<p>Rosa Royce presented the Timelines and relevant changes. Members of Budget Committee served on subcommittees to make changes to processes. The calendar is the same as last year, with changes prioritized at the VP level. Requests then move to Cabinet for approval. The account number was removed from the form, as the information isn't needed until an item is approved. Once Cabinet approves, the items are included as New Resource allocations in the adopted budget with expenditures made as of June 30. The plan is to continue this</p>	

<b>Committee)</b>	process. An important component of the New Resource Allocation is assessing what happened in Phase I and Phase II. Did it serve students and did we spend the way we said?	
<b>3. Discuss the 2014-2016 Mt. SAC Strategic Plan Process and Timeline</b>	Based on the PIE planning process and overlay of the Strategic Plan, Kate Morales set up links, within the PIE forms, to address assigned objectives. IEC and Instruction Team continue to work on refining this process and completion of the review. One problem encountered was a lack of understanding that the Strategic Objective related to their area. With greater understanding managers are in the process of updating this section in PIE.	
<b>4. Discussion</b>	The meeting was adjourned at 4:15 pm.	

# Integrated Planning and Budgeting Process Calendar







SP = Strategic Plan  
 PIE = Planning for Institutional Effectiveness  
 VP = Vice President  
 PC = President's Cabinet  
 PAC = President's Advisory Council  
 BC = Budget Committee  
 IEC = Institutional Effectiveness Committee

### **Budget Committee Calendar:**

- Reviews Preliminary Tentative Budget (March);
- Determines new resources available for allocation (usually March);
- Communicates expected budget situation, resources, and process to campus community (usually March);
- Reviews one-time new resources allocation requests previously funded; (usually March);
- Reviews details of the previous year's actual expenses for selected departments/units (usually April);
- Reviews relationships across campus (e.g.: department costs per FTES) (usually April);
- Reviews Tentative Budget (June);
- Tentative Budget approved by Board prior to July 1<sup>st</sup>

#### Summer:

- Meets only if an emergency arises

#### Fall:

- Reviews prioritized one-time New Resource Requests (September);
- Makes recommendations on changing one-time funding New Resources expenditures to ongoing (September);
- Meets jointly with the Institutional Effectiveness Committee to review PIE summaries and coordinate planning efforts (October);
- Reviews previous fiscal year's total actual expenditure summary from Fiscal Services (November);
- Compares previous year Adopted Budget to previous year's actual expenditures (November)
- Compares previous year's Adopted Budget to Current year's Adopted Budget (November)
- Evaluates Budget Allocation Process (November); and
- Makes recommendations on changing budgetary policies and procedures to PAC (December)

#### Winter:

- Meets only if needed to complete fall activities





**Appendix C  
2016-17 BUDGET DEVELOPMENT CALENDAR**

(November 4, 2015)

<b>DESCRIPTION OF TASK</b>	<b>DUE DATE</b>
Fiscal Services Updates and Projects Personnel Budget (Changes through January 13, 2016 Board Agenda)	01/29/16
Fiscal Services Distributes Status Quo Budget Templates to Departments for Tentative Budget Changes/Analysis	03/01/16
Fiscal Services Prepares Preliminary Tentative Budget	03/07/16
Departments Complete Status Quo Budget Review; Then Sends to Deans/Directors	03/14/16
Budget Committee Reviews Preliminary Tentative Budget	03/16/16
Budget Committee Determines and Communicates New Resources Available	03/16/16
Budget Committee Reviews One-time New Resources Allocation Requests previously funded	03/16/16
Budget Committee Sends Communication Campus Wide Regarding New Resources Allocation Process	03/23/16
Deans/Directors Review and Approve Department's Status Quo Budgets; Then Sends to VPs	03/25/16
Vice Presidents Review and Approve Department's Status Quo Budgets; Then Sends to Fiscal	04/08/16
Departments Prioritize New Resources Requests for One-Time Funding in their PIE Forms	05/15/16 to 06/30/16
Budget Committee Reviews the Completed Tentative Budget	06/01/16
Fiscal Services Completes the Tentative Budget and Prepares Board Agenda Item	06/03/16
President's Cabinet Makes Final Decision on Funding for One-time New Resources Allocation Requests Previously Funded . (The review is for New Resources Allocation Requests that have been funded in the previous year (s) that need funding on July 1 and decision for funding can not wait until October)	06/21/16
Tentative Budget Submitted for Board Approval	06/22/16
Fiscal Services' Deadline for 2015-16 Year-End Closing	07/21/16
Deans/Directors Prioritize Department's New Resource Allocation Requests	07/01/16
Vice Presidents Prioritize Team's New Resource Allocation Requests	08/14/16
Budget Committee Reviews the Completed Adopted Budget	09/07/16
Board of Trustees Approves Adopted Budget	09/14/16
Budget Committee Finalizes Review of New Resource Allocation Requests and Forwards to President's Advisory Council	09/21/16
President's Advisory Council Reviews New Resources Allocation Requests and Forwards to President's Cabinet	09/28/16
President Makes Final Decision on New Resources Requests Based on President's Cabinet Recommendations; and Budget Committee and President's Advisory Council Reviews	10/04/16
Fiscal Services Receives Listing of New Resources Allocation Requests with Approved Funding	TBD
Fiscal Services Notifies Departments that have New Resources Allocation Requests with Approved Funding and Requests Supporting Documentation (quotes, invoices, job descriptions, etc.) and Allocates Funding	TBD
Fiscal Services Reports New Resources Allocation funded Requests to Budget Committee and President Advisory Council	TBD

**LEGEND:**

- Budget Committee**
- Department level**
- Administrative Level**
- Other Groups**
- Fiscal Services**

