

# BUDGET COMMITTEE

## MEETING AGENDA

April 15, 2020

3:00 p.m.



**Location: Zoom Video Conferencing**

**Time: 3:00 p.m. – 4:30 p.m.**

### **Committee Members:**

Morris Rodrigue, Chair	Gary Nellesen	Brandon Gillett	Vivian Ruiz (Notes)
Joan Sholars, Co-Chair	Vicki Greco	Lisa Romo	
Audrey Yamagata-Noji	Tamra Horton	Jaeseung "Andy" Shin (Student)	
Richard Mahon	Vacant (Faculty)	Kian Bidari (Student)	
Rosa Royce	Anthony Stanisci	Doug Jenson	

### **AGENDA ITEMS:**

1. **Agenda Check**
2. **Review the Budget Committee Meeting Summary of March 4, 2020**
3. **State Budget Update- Morris Rodrigue**
4. **FEMA/CARES Act- High Level Overview- Morris Rodrigue**
5. **Update on Tentative Budget Development- Rosa Royce/Doug Jenson**
6. **Budget Committee Purpose & Function- Joan Sholars**

**FUTURE BUDGET COMMITTEE MEETINGS (3:00 p.m. – 4:30 p.m.):**

**May 6, 2020**

**May 20, 2020**

**The committee does not meet during Summer or Winter Intersessions, unless needed.**

**Mt. San Antonio College  
Budget Committee Summary of  
April 15, 2020  
Location: Zoom Video Conferencing  
Time: 3:00 p.m. – 4:30 p.m.**

**Committee Members:**

- |   |   |   |   |
|---|---|---|---|
| <input checked="" type="checkbox"/> Morris Rodrigue- Co-Chair | <input checked="" type="checkbox"/> Gary Nellesen | <input checked="" type="checkbox"/> Brandon Gillett     |   |
| <input checked="" type="checkbox"/> Joan Sholars, Co-Chair    | <input checked="" type="checkbox"/> Vicki Greco   | <input checked="" type="checkbox"/> Lisa Romo           | <input checked="" type="checkbox"/> Vivian Ruiz (Notes) |
| <input checked="" type="checkbox"/> Audrey Yamagata-Noji      | <input checked="" type="checkbox"/> Tamra Horton  | <input type="checkbox"/> Jaeseung “Andy” Shin (Student) |   |
| <input checked="" type="checkbox"/> Richard Mahon             | <input type="checkbox"/> Vacant (Faculty)         | <input type="checkbox"/> Kian Bidari (Student)          |   |
| <input checked="" type="checkbox"/> Rosa Royce                | <input type="checkbox"/> Anthony Stanisci         | <input checked="" type="checkbox"/> Doug Jenson         |   |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Agenda check</b>	Agenda checked.	<b>Agenda approved.</b>
<b>2. Review the Budget Committee Meeting Summary of March 4, 2020</b>	The Budget Committee Meeting Summary of March 4, 2020, was reviewed and approved.	<b>Meeting Summary approved.</b>
<b>3. State Budget Update</b>	<p>Morris Rodrigue presented the State Budget Update.</p> <ul style="list-style-type: none"> <li>• May Revisions <ul style="list-style-type: none"> <li>○ Workload Budget- Relates to current services and how to maintain services for the year. No new budget items will be considered. Only operations related to COVID-19, fire, homeless, and COLA might be discussed in the May revision.</li> <li>○ COLA, Flat, Reduction- The longer the stay-at-home order, the budget will be impacted, and less likely there will be a May Revision with COLA.</li> </ul> </li> <li>• SCFF Apportionment – the College is still able to claim apportionment if there is a decline of enrollment. California Education Code indicates that if there is a decline of enrollment and loss of apportionment due to an emergency, the College can <del>be funded at hold harmless</del> <b>submit FTEs from previous years and be funded at that level.</b></li> </ul>	<b>IIID.</b>

	<ul style="list-style-type: none"> <li>• Likely August Revision due to Income Tax deadline extension- Income tax deadline is extended to July 15<sup>th</sup>. Due to the extension, the state will not have an outlook of the 2019-20 income, and we will get a May revision and probably an August revision.</li> </ul>	
<p><b>4. FEMA and CARES Act High Level Overview</b></p>	<p><b>FEMA</b></p> <ul style="list-style-type: none"> <li>• FEMA Public Assistance provides funding for emergency assistance</li> <li>• Eligible work must be required as a result of the declared emergency</li> <li>• Claim expenses             <ul style="list-style-type: none"> <li>○ Contracted Services- sanitizing of buildings</li> <li>○ Emergency supplies- any supplies ordered above the standard work supplies</li> <li>○ Equipment- laptops to place employees to work remotely</li> <li>○ Overtime related to the emergency</li> </ul> </li> <li>• Requires a significant amount of documentation</li> <li>• Mt SAC will aim to claim emergency expenses beginning from March</li> </ul> <p><b>CARES ACT</b></p> <ul style="list-style-type: none"> <li>• Mt. SAC will be receiving federal funds through the CARE ACT</li> <li>• Mt. SAC federal allocation is \$17 million</li> <li>• 50% of the funds must be used to provide direct emergency aid to students</li> <li>• 50% can be used to defray expenses for institutions of higher education related to the emergency</li> <li>• Once the CARE funds have been discuss at Cabinet Morris will bring the use of CARE funds process to the Budget Committee</li> </ul>	<p><b>Morris will continue to bring updates on FEMA and CARES ACT to the Budget Committee.</b></p>

<p><b>5. Update on Tentative Budget Development</b></p>	<p>Rosa Royce presented an update on the Budget Development Process.</p> <ul style="list-style-type: none"> <li>• The deadlines to promote budgets for the Unrestricted and Restricted funds are suspended or extended.           <ul style="list-style-type: none"> <li>○ On April 2<sup>nd</sup> a memo was emailed to all the Budget Managers informing of the budget suspension or extension due to the unknowns</li> </ul> </li> <li>• Unrestricted Fund- The deadlines to promote the budgets for the Unrestricted General Fund are suspended at all levels. Fiscal Services will promote your ongoing budgets included in the 2020-21 Status Quo as is, without any changes for the discretionary accounts.</li> <li>• Personnel changes for regular employees (permanent employees) approved by the Board of Trustees through April 8 will be included in the 2020-21 Tentative Budget, and through June 24 in the 2020-21 Adopted Budget. These changes will be updated by the Fiscal Services staff.</li> <li>• New Resources Ongoing Allocations processed through May 8 will be reflected in the 2020-21 Tentative Budget, and processed through June 30 in the 2020-21 Adopted Budget.</li> <li>• Carryover funds for New Resources one-time allocations will only be reflected in the 2020-21 Adopted Budget because the books need to be closed as of June 30 to obtain accurate carryover amounts.</li> <li>• Rate Driven requests for 2020-21, received no later than May 8.</li> </ul>	<p><b>IIID.</b></p>
<p><b>6. Budget Committee Purpose &amp; Function</b></p>	<p>Joan Sholars wanted to ensure with the new funds coming in due to the COVID-19 outbreak, the Budget Committee continues with the Purpose and Function of the committee. The district has been good at involving faculty and will like to maintain the same practice.</p>	<p><b>IIID.</b></p>

Accreditation Standard - IIID. Financial Resources—Plans and manages financial affairs with integrity and in support of all institutional planning.

**FUTURE AGENDA ITEMS**

- **Budget Review and Development Guide – last updated September 2016.**
- **Questica Presentation**

**FUTURE MEETING DATES**

- **May 6, 2020**
- **May 20, 2020**
- **June 3, 2020**
- **June 17, 2020**



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## BUDGET GUIDELINES FOR 2020-21 TENTATIVE BUDGET DEVELOPMENT (April 2, 2020)

To mitigate the effects of the COVID-19 outbreak and the changes that this event will bring to the College's budget, President's Cabinet is recommending to ease the budget process for the fiscal year 2020-21.

***The deadlines to promote budgets for the Unrestricted and Restricted funds are suspended or extended.*** The following is the process and corresponding deadlines, if applicable, by Fund:

### **Unrestricted General (Fund 11):**

The ***deadlines to promote the budgets for the Unrestricted General Fund are suspended*** at all levels. ***Fiscal Services will promote your ongoing budgets included in the 2020-21 Status Quo as is, without any changes.*** As you know, the process starts with the Status Quo budget, which is your ongoing budget set in the 2019-20 fiscal year. The Tentative budget development is a process of realigning budgets under your discretion (accounts in the range from 23XXXX to 24XXXXX and 4XXXXX to 76XXXX). This process does not increase or decrease your budget.

***Personnel changes for regular employees*** (permanent employees) approved by the Board of Trustees through April 8 will be included in the 2020-21 Tentative Budget, and through June 24 in the 2020-21 Adopted Budget. These changes ***will be updated by the Fiscal Services staff.***

***New Resources Ongoing Allocations*** processed through May 8 ***will be reflected*** in the ***2020-21 Tentative Budget***, and processed through June 30 in the ***2020-21 Adopted Budget.***

***Carryover funds for New Resources one-time allocations will only be reflected in the 2020-21 Adopted Budget*** because the books need to be closed as of June 30 to obtain accurate carryover amounts.

***Rate Driven requests for 2020-21***, received no later ***than May 8.***

Responsible staff to answer campus technical questions for the Unrestricted General Fund:

Christine Lam  
Rosa Royce

[clam@mtsac.edu](mailto:clam@mtsac.edu)  
[rroyce@mtsac.edu](mailto:rroyce@mtsac.edu)

Marisa Ziegenhohn [mziegenhohn@mtsac.edu](mailto:mziegenhohn@mtsac.edu)

#### BOARD OF TRUSTEES

Dr. Manuel Baca • Rosanne M. Bader • Jay Chen  
Judy Chen Haggerty, Esq. • Gary Chow • Robert F. Hidalgo • Laura Santos

COLLEGE PRESIDENT / CEO – Dr. William T. Scroggins



**RESTRICTED FUNDS (Fund 13, 33, 34, 39, 71, 72, and 79):**

The **deadlines to promote the budgets for the above Restricted Funds are suspended** at all levels. **Instead, the assigned Fiscal Specialist will work with the Budget Manager.** The Fiscal Specialist will provide updated Personnel budgets for regular employees. The final budget for the restricted fund must be approved by the Budget Manager and Vice President of the area and is **due to Fiscal Services on May 8**. The [Budget Revision Form](#) will be used and an electronic copy along with supporting documentation must be sent to your Fiscal Specialist. In the event, that a particular restricted fund does not have an approved allocation for the fiscal year 2020-21, the Fiscal Services staff will budget for regular employees at a minimum.

**Personnel changes for regular employees** (permanent employees) approved by the Board of Trustees through April 8 will be included in the 2020-21 Tentative Budget, and through June 24 in the 2020-21 Adopted Budget. These changes **will be updated by the Fiscal Services staff with your collaboration.**

**Carryover funds will only be reflected in the 2020-21 Adopted Budget** because the books need to be closed as of June 30 to obtain accurate carryover amounts.

Fiscal Specialist responsible to answer technical questions and help with budget development of restricted fund budgets:

Maria Correia	<a href="mailto:mcorreia1@mtsac.edu">mcorreia1@mtsac.edu</a>	Melanie Lazo	<a href="mailto:mlazo1@mtsac.edu">mlazo1@mtsac.edu</a>
Dayana Duarte	<a href="mailto:dduarte16@mtsac.edu">dduarte16@mtsac.edu</a>	Catherine Nguyen	<a href="mailto:cnguyen15@mtsac.edu">cnguyen15@mtsac.edu</a>
Alsace Kam	<a href="mailto:akam1@mtsac.edu">akam1@mtsac.edu</a>	Yvette Shane	<a href="mailto:yshane@mtsac.edu">yshane@mtsac.edu</a>
Christine Lam	<a href="mailto:clam@mtsac.edu">clam@mtsac.edu</a>	Kevin Truong	<a href="mailto:ktruong36@mtsac.edu">ktruong36@mtsac.edu</a>
Kim Leisure	<a href="mailto:kleisure@mtsac.edu">kleisure@mtsac.edu</a>	Emma Valenzuela	<a href="mailto:evalenzuela@mtsac.edu">evalenzuela@mtsac.edu</a>
Maria Kline	<a href="mailto:mkline@mtsac.edu">mkline@mtsac.edu</a>		

**Approval Queues**

Changes to **budget and expenditure approval responsibility for the fiscal year 2020-21**, need to be sent to Marisa Ziegenhohn at [mziegenhohn@mtsac.edu](mailto:mziegenhohn@mtsac.edu), no later than **May 8, 2020**.

**2020-21 Tentative Budget and Adopted Budget**

Fiscal Services will make every effort to help with the budget process. The budget will be processed through the Questica budget and included in the Banner System. The Tentative Budget will be approved by the Board of Trustees on June 24, 2020, and the Adopted Budget will be approved on September 9, 2020.

Contact Doug Jenson at [djenson@mtsac.edu](mailto:djenson@mtsac.edu), Rosa Royce at [royce@mtsac.edu](mailto:royce@mtsac.edu), or Marisa Ziegenhohn at [mziegenhohn@mtsac.edu](mailto:mziegenhohn@mtsac.edu) for any other questions related to the budget development process.