

# BUDGET COMMITTEE

## MEETING AGENDA

March 17, 2021

3:00 p.m.



**Location: Zoom Video Conferencing**

**Time: 3:00 p.m. – 4:30 p.m.**

### **Committee Members:**

Morris Rodrigue, Chair	Rosa Royce	Anthony Stanisci	Vivian Ruiz (Notes)
Joan Sholars, Co-Chair	Gary Nellesen	Brandon Gillett	
Audrey Yamagata-Noji	Traci Ebue	Lisa Romo	
Irene Malmgren	Mary McGuire	Victoria Streitenberger	
Doug Jenson	Vacant (Faculty)	Vacant (Student)	

### **AGENDA ITEMS:**

1. **Agenda Check**
2. **Review the Budget Committee Meeting Summary of March 3, 2021**
3. **Apportionment P1**
4. **Budget Calendar**

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

**April 7, 2021**

**April 21, 2021**

**May 5, 2021**

**May 19, 2021**

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

**Mt. San Antonio College  
Budget Committee Summary of  
March 17, 2021  
Location: Zoom Video Conferencing  
Time: 3:00 p.m. – 4:30 p.m.**

**Committee Members[13]:**

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Morris Rodrigue- Co-Chair       | <input checked="" type="checkbox"/> Rosa Royce    | <input checked="" type="checkbox"/> Brandon Gillett                   |   |
| <input type="checkbox"/> Joan Sholars, Co-Chair          | <input checked="" type="checkbox"/> Gary Nellesen | <input checked="" type="checkbox"/> Lisa Romo                         | <input checked="" type="checkbox"/> Vivian Ruiz (Notes) |
| <input checked="" type="checkbox"/> Audrey Yamagata-Noji | <input checked="" type="checkbox"/> Traci Ebue    | <input type="checkbox"/> Anthony Stanisci                             |   |
| <input checked="" type="checkbox"/> Irene Malmgren       | <input checked="" type="checkbox"/> Mary McGuire  | <input checked="" type="checkbox"/> Victoria Streitenberger (Student) |   |
| <input checked="" type="checkbox"/> Doug Jenson          | <input type="checkbox"/> Vacant (Faculty)         | <input type="checkbox"/> Vacant (Student)                             |   |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Agenda check	Agenda checked.	Agenda approved.
2. Review the Budget Committee Meeting Summary of March 3, 2021	The Budget Committee Meeting Summary of March 3, 2021, was reviewed and approved.	Meeting summary approved.
3. Apportionment P1	<p>Morris Rodrigue presented Apportionment P1. Below are some highlights (PowerPoint is attached):</p> <ul style="list-style-type: none"> <li>• Apportionment is a series of apportionment calculations that adjust the flow of the state funds throughout the fiscal year as information becomes know such as student success metrics and supplemental metrics. We get the majority of our unrestricted funding based on the data reported and project are what our revenue for the student-centered will be.</li> <li>• The First Principal Apportionment (P1) provides us with our base allocation for the student centered funding formula (SCFF) of \$199.5 million. There is currently a statewide shortfall of over 2% which provides us with available revenue of \$194.8 million. This should over improve over time. \$194.5 million is close to the revenue we budgeted for this year for the SCFF.</li> <li>• Emergency Conditions for FTES supports approximately \$7.5 million of total P1. This year FTES are tracking down</li> </ul>	Accreditation Standard - IIID.

	<p>approximately 8% and this is holding us at a higher level than actual.</p> <ul style="list-style-type: none"> <li>• The following numbers were reported for P1. The highest of three numbers (<b>A, B, or C</b>) will be our SCFF number for this year.           <ul style="list-style-type: none"> <li>○ 2020-21 Student Centered Funding Formula (SCFF) Calculated Revenue (<b>A</b>) \$199,592,633</li> <li>○ 2019-20 SCFF Calculated Revenue + COLA (<b>B</b>) \$197,137,195</li> <li>○ 2020-21 Hold Harmless Revenue (<b>C</b>) \$187,112,691</li> <li>○ 2020-21 TCR (Max of <b>A, B, or, C</b>) \$199,592,663</li> </ul> </li> <li>• The goal for next year is to outperform the \$199,592,663 but if we don't we can fall back on it for one more year.</li> </ul>	
<p><b>4. Budget Calendar</b></p>	<p>Rosa Royce reviewed the Budget Calendar with the Budget Committee. (Calendar Attached):</p>	<p><b>Accreditation Standard - IIID.</b></p> <p><b>In June a tentative budget will be presented to the Committee.</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.**

**FUTURE MEETING DATES**

**March 17, 2021**  
**April 7, 2021**  
**April 21, 2021**  
**May 5, 2021**

The committee does not meet during summer or winter Intersessions, unless needed.



**Budget Committee**  
**March 17, 2021**

# SCFF Projections Update

	As of February 26, 2021		As of October 14, 2020		Change	
	FY 19-20 Recalc	FY 20-21 P1	FY 19-20 P1	FY 20-21 AB	FY 19-20	FY 20-21
<b>SCFF</b>						
Base Allocation	148,847,242	148,528,359	148,847,242	148,847,242	-	(318,883)
Supplemental Allocation	33,727,944	34,975,512	33,727,944	33,727,944	-	1,247,568
Student Success Allocation	14,557,009	16,088,792	14,557,009	14,557,009	-	1,531,783
<b>Total Funding per SCFF</b>	<b>197,132,195</b>	<b>199,592,663</b>	<b>197,132,195</b>	<b>197,132,195</b>	-	<b>2,460,468</b>
<b>Deficit</b>	(836,409)	(4,755,552)	(1,873,063)	(1,971,322)	1,036,654	(2,784,230)
<b>SCFF Revenue Received/Projected</b>	<b>196,295,786</b>	<b>194,837,111</b>	<b>195,259,132</b>	<b>195,160,873</b>	<b>1,036,654</b>	<b>(323,762)</b>

# SCFF funding at P1

P1  
2019-20  
\$197.1 Million

2020-21 Budgeted  
\$195.2 Million  
Assumed 1%  
Deficit

P1  
2020-21  
\$199.5 Million

P1 2020-21  
Available Revenue  
\$194.8 Million

Emergency  
Conditions for  
FTES Supports  
approximately \$7.5  
Million of total P-1

# SCFF Revenue Vs. Stability Vs. Hold Harmless

	\$ 148,528,359
	34,975,512
	<u>16,088,792</u>
2020-21 Student Centered Funding Formula (SCFF) Calculated Revenue (A)	\$ 199,592,663
2019-20 SCFF Calculated Revenue + COLA (B)	197,132,195
2020-21 Hold Harmless Revenue (C)	187,112,691
2020-21 Stability Protection Adjustment	-
2020-21 Hold Harmless Protection Adjustment	-
<b>2020-21 TCR (Max of A, B, or C)</b>	<b><u><u>\$ 199,592,663</u></u></b>



**Appendix C**  
**2021-22 BUDGET DEVELOPMENT CALENDAR**  
**DRAFT**  
(March 17, 2021)

DESCRIPTION OF TASK	DUE DATE	COMPLETION DATE
Fiscal Services Updates and Projects Personnel Budget (Changes through January 13, 2021 Board Agenda)	01/25/21	01/25/21
Fiscal Services Distributes Status Quo Budget Templates to Departments for Tentative Budget Changes/Analysis	03/01/21	03/01/21
Departments Complete Status Quo Budget Review (**Unit/Grant Review); Then Sends to Deans/Directors	03/19/21	
Fiscal Services Prepares Preliminary Tentative Budget (Revenue Projections only)	04/02/21	
Deans/Directors Review and Approve Department's Status Quo Budgets (**Division/Department Budget); Then Sends to VPs	04/02/21	
Budget Committee Reviews Expected Budget, Resources, and Processes	04/07/21	
Budget Committee Reviews Preliminary Tentative Budget (Revenue Projections only)	04/07/21	
Vice Presidents Review and Approve Department's Status Quo Budgets (**Area/Team Budget); Then Sends to Fiscal	04/23/21	
President's Cabinet Makes Final Decision on Funding for One-time New Resources Allocation Requests Previously Funded . (The review may include 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)	05/18/21	
Departments Prioritize New Resources Requests for One-Time Funding in their PIE Forms	*06/01/21 to 06/30/21	
Budget Committee Reviews the Tentative Budget (Budget Scenarios)	06/02/21	
Fiscal Services Completes the Tentative Budget and Prepares Board Agenda Item	06/04/21	
Tentative Budget Submitted for Board Approval	06/23/21	
Fiscal Services' Deadline for 2020-21 Year-End Closing	07/22/21	
Deans/Directors Prioritize Department's New Resource Allocation Requests	Early September	
Vice Presidents Prioritize Team's New Resource Allocation Requests	Mid September	
VP's Prioritization of New Resources Request to Fiscal Services	Mid September	
Budget Committee Reviews the Proposed Annual Budget	09/01/21 or 09/08/21 ***	
Board of Trustees Approves Adopted Budget	09/08/21 or 09/15/21 ***	



DESCRIPTION OF TASK	DUE DATE	COMPLETION DATE
Budget Committee Reviews New Resources Requests to Assure Alignment with the College Budget Development Process by Inviting the Vice Presidents to Report the Process	Early October	
President's Cabinet (PC) Makes Final Decision on New Resources Requests	Mid October	
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 status of New Resources Allocation funded requests to Budget Committee, President's Cabinet, and Campus Community in the following fiscal year Adopted Budget Plan, which includes expenditures as of June 30, 2021.	09/08/21 or 09/15/21 ***	

**LEGEND:**

Budget Committee



Department level



Administrative Level



Other Groups



Fiscal Services



\* Timeframe

\*\* Terminology used in Questica Budget System