

BUDGET COMMITTEE

MEETING AGENDA

October 7, 2020

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	Tracy Ebue	Dominique Koesno	
Richard Mahon	Mary McGuire	Lisa Romo	
Doug Jenson	Vacant (Faculty)	Victoria Streitenberger	

AGENDA ITEMS:

1. **Agenda Check**
2. **Review the Budget Committee Meeting Summary of September 16, 2020**
3. **Budget Committee Goals & Membership**
4. **2020-21 Budget**
5. **Guided Pathways to Success Budget Process**

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

October 21, 2020

November 4, 2020

November 18, 2020

December 2, 2020

December 16, 2020

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

**Mt. San Antonio College
Budget Committee Summary of
October 7, 2020
Location: Zoom Video Conferencing
Time: 3:00 p.m. – 4:30 p.m.**

Committee Members[14]:

- | | | | |
|---|---|---|---|
| <input checked="" type="checkbox"/> Morris Rodrigue- Co-Chair | <input checked="" type="checkbox"/> Rosa Royce | <input checked="" type="checkbox"/> Brandon Gillett | |
| <input checked="" 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"/> Tracy Ebue | <input type="checkbox"/> Anthony Stanisci | |
| <input checked="" type="checkbox"/> Richard Mahon | <input checked="" type="checkbox"/> Mary McGuire | <input checked="" type="checkbox"/> Dominique Koesno (Student) | |
| <input checked="" type="checkbox"/> Doug Jenson | <input type="checkbox"/> Vacant (Faculty) | <input checked="" type="checkbox"/> Victoria Streitenberger (Student) | |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Agenda check	Agenda checked.	Agenda approved.
2. Review the Budget Committee Meeting Summary of September 16, 2020	<p>The Budget Committee Meeting Summary of September 16, 2020, was reviewed and approved with two changes.</p> <ul style="list-style-type: none"> • Item #1 Agenda checked. Item #6 added by Dr. Richard Mahon – Spending Protocols for Guided Pathways. • Items # 6 Dr. Richard Mahon mentioned that Guided Pathways to Success (GPS) has categorical funding of 1.4 million. 	Meeting summary approved with correction with two changes.
3. Budget Committee Goals and Membership	<p>The Budget Committee discussed and agreed upon the following changes:</p> <p><u>Remove</u> Goal #2 Review, evaluate, and make recommendations for the OPEB Trust (Retirees Health Benefits).</p> <p>Goal #3 Review, evaluate, and make recommendations for the PERS/STRS Trust.</p> <p><u>Add</u> Goal #5 The Budget Committee will review the budgeting processes and procedures for equity, diversity, and inclusivity to recommend changes if needed to President’s Advisory Council (PAC).</p>	<p>Accreditation Standard III.D.</p> <p>Approved by Budget Committee and will be submitted to PAC.</p>

	<p>Goal #6 Review Standard III.D and confirm areas where compliance can be improved and make recommendations in collaboration from appropriate constituent groups.</p>	
<p>4. 2020-21 Budget</p>	<p>Rosa Royce presented the 2020-21 Annual Budget. Below are highlights of the discussion:</p> <ul style="list-style-type: none"> • 2019-20 Adopted Budget- Fund Balance \$27,418,422 • 2018-20 SCFF Final Recalculation Adjustment- One Time \$648,834 • 2019-20 SCFF Adjustment per 2019-20 P2 Revised \$10,019,054 • 2019-20 SCFF Statewide Deficit (0.95%) -\$1,873,063 • Lottery Current Year and Prior Year, net \$165,505 • Parking Fines Revenue Decrease -\$246,789 due to campus closure • Nonresident Tuition Out-of-State \$256,816 • CARES Act Reimbursement-Nonresident Tuition Out-of-State \$156,748 • Revenue Generated Accounts, College Restricted \$668,217 • Changes in 2019-20 Revenues \$9,688,521 <p>Plus: 2019-20 Unexpected Line Item Budgets</p> <ul style="list-style-type: none"> • Full-time and Part-time Salaries and Benefits \$8,035,491 • Call Back time for Essential Workers -\$485,638 • Vacation Accrual Reduction \$1,925,916 • Retirees Health Premiums not reimbursed by OPEB Trust -\$2,831,356 • SCFF Placeholder \$4 million • Departmental Discretionary Operating Budgets (Including NRAs) \$3,195,244 • Revenue Generated Accounts, College Restricted \$8,513,616 • Changes in 2019-20 Expenditures \$24,853,273 • VARIENCE – Unrestricted General Fund \$34,541,794 • 2019-20 Ending Fund Balance – Unrestricted General Fund \$61,960,216 	<p>Accreditation Standard III.D.</p>

	<ul style="list-style-type: none"> • 2019-20 Adopted Budget Fund Balance- Unrestricted General Fund \$27,418,422; Fund Balance Unrestricted General Fund and Revenue General Accounts \$27,418,422 • 2020-21 Adopted Budget Fund Balance- Unrestricted General Fund \$41,260,196; Fund Balance Unrestricted General Fund and Revenue General Accounts \$47,341,217 	
<p>5. Guided Pathways to Success Budget Process</p>		<p>Tabled to next meeting, October 21, 2020</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

October 21, 2020
November 4, 2020
November 18, 2020

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



Committee Goals and Progress Report 2020-21

Committee name: Budget Committee

Name of person completing the report: Vivian Ruiz

Instructions: Due by **November 1, 2020:** Columns 1 and 2
 Due by **June 1, 2021:** Column 3
 Please enter your committee's outcomes and accomplishments in Column 3 and submit electronically to bhebert3@mtsac.edu (on behalf of the President's Advisory Council).

(EXPAND AS NECESSARY)

Committee Goal	Link to College Goal #	Completed Outcomes/Accomplishments (descriptive bullet list)
GOAL #1: Committee website up-to-date	8, 12, 14	<ul style="list-style-type: none"> The Budget Committee website is kept accurate, complete, and current. The Budget Committee meeting summaries are posted on the website in a timely manner.
GOAL #2: Review, evaluate, and make recommendations for the OPEB Trust (Retirees Health Benefits).	7	<ul style="list-style-type: none"> The Budget Committee discussed the College practice to contribute \$2,500,000 annually to the OPEB Trust and to pay the retiree health premiums from interest earned on the OPEB Trust.
GOAL #3: Review, evaluate, and make recommendations for the PERS/STRS Trust.	7	<ul style="list-style-type: none"> The Budget Committee reviews and makes recommendations for the PERS/STRS Trust.
GOAL #4: Communicate about budget issues to the campus and community.	8, 9, 13, 14	<ul style="list-style-type: none"> The Budget Committee members communicate with their respective contingents. The Committee's website include meeting summaries, and is kept updated with the latest budget information.
GOAL #5: Review, evaluate, and make recommendations to align	11	<ul style="list-style-type: none"> The Budget Committee does not have any completed outcomes/accomplishments to report.

<p>the budget processes with the Sustainability and Climate Action Plan.</p>		
<p>GOAL #6: Evaluate the role of the Budget Committee and the planning processes of the College, in collaboration with the Institutional Effectiveness Committee.</p>	<p>11</p>	<ul style="list-style-type: none"> • Both committees have set up liaisons between the committees. The purpose of liaisons is to better integrate planning on campus. • Both committees have collaborated on the Planning for Institutional Effectiveness. <p><i>Joan Sholars and Rosa Royce serve as liaisons on IEC and Richard Mahon serves as liaison on the Budget Committee. IEC's positions are part of their Purpose and Function Statement. However, the Budget Committee position is not. PAC's recommendation is to make it a permanent position during the next membership cycle.</i></p>
<p>GOAL #7: The Budget Committee will review the budgeting processes and procedures for equity, diversity, and inclusivity to recommend changes if needed to President's Advisory Council (PAC).</p>	<p>9</p>	

BUDGET COMMITTEE

(Governance Committee – Reports to President’s Advisory Council)

Purpose

The Budget Committee is the primary governance body for developing, recommending, and evaluating policies and procedures for institutional planning as it relates to its integration of the budget process in all aspects of College finances.

Function

1. Evaluate and recommend changes to policies and procedures relating to overall resource allocation.
2. Develop, evaluate, and recommend related policies and procedures for budget development and review the current budget process for effectiveness.
3. Evaluate and recommend changes related to policies and procedures for allocating discretionary revenue.
4. Evaluate the College budget models using an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation (ACCJC Standard I.B.3).
5. Reports to President’s Advisory Council on the evaluation of the College budget models and informs the campus about budget-related matters.

Membership (16)

	Position Represented	Name	Term
1.	Vice President, Administrative Services	(Co-Chair) Morris Rodrigue	ongoing
2.	Chief Compliance and College Budget Officer	Rosa Royce	ongoing
3.	Associate Vice President, Administrative Services	Doug Jenson	ongoing
4.	Management, one from Instruction (appointed by the Vice President, Instruction)	Richard Mahon	2019-22
5.	Management, one from Facilities Planning & Management (appointed by the Vice President, Administrative Services)	Gary Nellesen	2018-21
6.	Management, one from Student Services (appointed by the Vice President, Student Services)	Audrey Yamagata-Noji	2017-20
7.	Faculty (appointed by the Academic Senate)	(Co-Chair) Joan Sholars	2019-22
8.		Mary McGuire	2020-23
9.		Tracy Ebue	2020-21
10.		Vacant	2019-22
11.		Classified (appointed by CSEA 651)	Anthony Stanisci
12.	Classified (appointed by CSEA 262)	Brandon Gillett	2019-22
13.	Confidentials (appointed by the Confidentials)	Lisa Romo	2019-22
14.	Students (appointed by the Associated Students)	Dominique Koesno	2020-21
15.		Victoria Streitenberger	2020-21
16.	IEC Liaison (can cross over between IEC and Budget Committees)	Richard Mahon (not a voting member)	ongoing

Membership Meeting Times:

COMMITTEE TYPE	CO-CHAIRS	MEETING SCHEDULE	LOCATION	TIME
Governance	Doug Jenson/Joan Sholars	1 st and 3 rd Wednesdays of the month	4-2460	3:00-4:30 p.m.

Person Responsible to Maintain Committee Website:

Vivian Ruiz
vrui6@mtsac.edu x5504

College Website Link and Last Time Website Was Updated:
www.mtsac.edu/governance/committees/budget

Current



1100 North Grand Avenue
Walnut, CA 91789-1399

909-274-7500
www.mtsac.edu

To: Budget Committee
From: Richard Mahon,
VPI & GPS co-chair
Re: GPS budget process

16 September 2020

Previously the Guided pathways to Success (GPS) committee allocated GPS categorical funding to several areas: mini-grants, conference & travel, a GPS conference series (“The Power of our Data”), and a faculty retreat. Due to COVID-19, much of the funds allocated in spring 2020 went unspent because planned events were cancelled.

Going forward, the GPS committee would like to move the funds from the previously mentioned areas, as well as roll over unspent funding from last year to GPS Mini-Grants. The committee plans to use mini-grants as a way to streamline funding requests, make the process more transparent, and make funding opportunities more accessible to all faculty, staff, and managers. Applicants for a mini-grant to support a project, a conference, or any expense related to the GPS framework will be accepted on an on-going basis. The GPS committee will establish a mini-grant evaluation subcommittee of at least 7 members (4 faculty/ 3 staff and managers) and establish a rubric for scoring applications (the previously used rubric follows). All applications will be evaluated using the rubric by members of the mini-grant subcommittee. If a member on the mini-grant evaluation subcommittee is a team member on a grant application, they will recuse themselves from scoring that application.

We wish the Budget Committee to be aware of this process.

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



**Mt. San Antonio College
Guided Pathways to Success
Rubric for Mini-Grant Funding**

	1	2	3	Score
Project Goals	Project's purpose is unclear or does not address Guided Pathways stated goals and objectives.	Project's purpose is stated and some evidence of need is provided. The proposal aligns with the Guided Pathways stated goals and objectives.	Goals for the project are clearly described and thoroughly documented; proposal supports Guided Pathways goals & objectives.	
Project Design	Project design is vague and not clearly linked to project goals or innovative.	Adequate project design with procedures and activities that are defined but project lacks detail. Not clearly linked to project goals or lacks innovation.	Strong and innovative project design with procedures and activities that are well defined, fully explained, and link to project goals.	
Project Impact/ Reach	Impacts only a select group of students.	Impacts students within a department or program.	Impacts students campus-wide.	
Feasibility	Equipment/resources are not available, and timeline is not appropriate for conducting the project.	Either the equipment/ resources are not available or the timeline is inappropriate for conducting the proposed project.	The equipment/ resources are available and the timeline is appropriate for conducting the proposed project.	
Plans for Project Evaluation and Participant Assessment	Proposal does not include any methods to assess participants or evaluate the project.	Proposal includes minimal opportunity to assess participants or evaluate the project.	Proposal includes strong evaluation and assessment as well as evidence of use of results.	
Budget	Budget lacks required information or includes unallowable expenditures.	Budget is complete but is not cost efficient and/or related to activities and outcomes.	Budget is complete and contains all required information. Budget is cost effective and linked to activities and outcomes.	
Total				

Approved by Committee 12/19/19