

# BUDGET COMMITTEE

## MEETING AGENDA

May 17, 2017

3:00 p.m.



**Location: Building 4, Conference Room #2460**

**Time: 3:00 p.m. – 4:30 p.m.**

### **Committee Members:**

Mike Gregoryk, Chair  
Martin Ramey, Co-Chair  
Irene Malmgren  
Audrey Yamagata-Noji  
Gary Nellesen  
Myeshia Armstrong

Rosa Royce  
Mark Fernandez  
Lisa Romo  
Ruben Flores  
Michael Sanetrick  
Lance Heard

Brian Moon (Student)  
Israel Garcia (Student)

Kerry Martinez (Notes)  
Yadira Santiago (Notes)

### **AGENDA ITEMS:**

- 1. Agenda Check**
  
- 2. Review the Budget Committee Meeting Summary of May 3, 2017**
  
- 3. May Revise**
  
- 4. Review Committee Goal and Progress Report**

**Mt. San Antonio College  
Budget Committee Summary of  
May 3, 2017**

**Committee Members:**

- Mike Gregoryk, Chair
- Martin Ramey, Co-Chair
- Irene Malmgren
- Audrey Yamagata-Noji

- Gary Nellesen
- Myeshia Armstrong
- Rosa Royce
- Mark Fernandez

- Ruben Flores
- Michael Sanetrick
- Lance Heard
- Lisa Romo

- Brian Moon (Student)
- Israel Garcia(Student)
- Yadira Santiago (Notes)
- Kerry Martinez (Notes)

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<p><b>1. Agenda Check</b></p>	<p>Introductions by all. Add 4a – Discuss positions in DSPS &amp; Facilities.</p> <p>6 – Discuss the Athletic trainer position, on the 4/5/17 meeting report. Discussion on continuance of the meetings as opposed to cancelling.</p>	<p>Agenda approved with the addition of 3 new discussion items.</p>
<p><b>2. Review the Budget Committee Meeting Summary of April 5, 2017</b></p>	<p>The Budget Committee Meeting Summary of March 8, 2017 was reviewed and approved.</p> <p>Martin had a question and wanted clarification on the last bullet point of Pages 2 and 3, regarding the Title IX Manager. Does this mean we don't have the money to cover the position? If so, does that affect our Title IX compliance?</p> <p>Mike clarified that there is money to pay for the Title IX position. Previously, the Vice President, Human Resources felt we should go outside to cover these services. The new leadership in the Human Resources department believes that Title IX issues can be handled internally. Therefore, the existing contracted services budget will be mostly utilized to cover the Title IX management position. There will be a small amount left in the contracted services budget to handle Title IX issues that will require outside services.</p>	<p>Memory approved.</p>

<p><b>3. 2017-18 Very Preliminary Tentative Budget</b></p>	<p><b>Myeshia discussed, and clarified, that the report is very preliminary based on the Governor’s January budget numbers.</b></p> <ul style="list-style-type: none"> <li>• <b>Ongoing Revenue Budget Assumptions, Page 1 - Estimated 2017-18 COLA at 1.48% and it is one of the biggest drivers. This percentage can change before we get to the 2017-18 Adopted Budget. Mt. SAC does a Very Preliminary Tentative Budget to help establish a budget for July 1<sup>st</sup>, so that we know what we are looking at for the future.</b></li> <li>• <b>Ongoing Expenditure Budget Assumptions and One-Time Revenue and Expenditure Assumptions, Pages 2 &amp; 3 – Myeshia focused on explaining the yellow highlighted areas and what differed in expenditures between Scenario 1 and Scenario 2.</b></li> <li>• <b>The STRS/PERS employer rate increase total is \$2.2 million. The plan is to fund this increase with 50% of COLA and the difference from a withdrawal from the STRS/PERS Trust.</b></li> <li>• <b>Positions funded with one-time funds for a total \$1.4 million. A determination needs to be made for the funding on these positions.</b></li> <li>• <b>STRS and PERS Trust - There is no Board Policy on an annual contribution. In 2015-16, the College budgeted \$2 million and paid \$4 million. In 2016-17, the College budgeted and paid \$4 million. The 2017-18 fiscal year may include a budget for the STRS/PERS Trust that will require Board approval.</b></li> </ul> <p><b>The scenarios shown in the report help give a better understanding as to where we will be, the \$4 million payment to the Trust has the biggest impact. There are so many variables that can impact everything, this is a VERY preliminary tentative budget.</b></p>	<p><b>The May Revise is expected soon.</b></p> <p><b>Based on January preliminary budget numbers/ proposal.</b></p> <p><b>Hoping the May Revise can help with the STRS/PERS payment increase.</b></p> <p><b>Will these positions be an on-going expense?</b></p> <p><b>Do we continue with the trend? We will have a better idea once we have the May Revise.</b></p>
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		<p>We should be able to review the 2017-18 Tentative Budget at the June 7, 2017, Budget Committee meeting.</p>
<p><b>4. Revisit OPEB Contribution Recommendation</b></p> <p><b>4a – Discuss Positions in DSP&amp;S and Facilities</b></p>	<p>We do not have an Actuarial Report yet to make a recommendation for the level of College contribution needed. Final numbers should be received in August and will be reviewed by the Budget Committee.</p> <p>The DSP&amp;S position was given a notation, which Audrey said she was not aware of until it was seen on the budget report given at the April 5, 2017, Budget Committee meeting. Audrey will go back to President’s Cabinet to ask if there was instruction given, perhaps by the President because of budget concerns, as to where the funding would be coming from.</p> <p>Mike will also have a conversation with the President in regards to the Facilities positions that were shown as cuts in that department.</p>	<p>Budget Committee should receive a very preliminary report in June.</p> <p>Audrey and Mike will go back to President’s Cabinet for clarification.</p> <p>Final responses will be brought back to the Budget Committee.</p>
<p><b>5. Budget Committee Membership</b></p> <ul style="list-style-type: none"> <li><b>Discuss Adding and Removing a Membership</b></li> </ul>	<p>The Budget Committee received a request from Instruction, asking that a manager be added to the committee membership. Currently, there are no vacant manager positions for Budget Committee membership but it is the right of any staff member to come to the meeting if they want to, as a guest.</p> <p>Budget Committee has a faculty vacancy, Mauricio can no longer serve. Lance will renew his term to 2017-19. Mike will speak to Cesar &amp; Gary about a shift adjustment so that CSEA 651 representation is worked out the 2 days of the month that Budget Committee meets.</p>	<p>Kerry will share meeting information.</p> <p>Martin will search for a faculty replacement.</p>



**FUTURE AGENDA ITEMS**

**FUTURE MEETING DATES**

- **May 17, 2017**
- **June 7, 2017**
- **June 21, 2017**



# MT. SAN ANTONIO COLLEGE

DATE: May 17, 2016  
TO: College Committees and Selected College Programs  
FROM: Bill Scroggins, Ph.D., President/CEO  
SUBJECT: **PLANNING FOR 2015-16 (NEW PROCEDURES)**

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The President's Advisory Council (PAC) seeks to maintain a systematic mechanism for documenting and reviewing the important work taking place at committee and program levels. We want to reflect this work in our reporting of institutional effectiveness. As a result, we are asking that each committee use the college-wide goals and complete the following:

- Committee Goal and Progress Report. Use the attached template to *document the goals and accomplishments* that your committee/program works on this year. You will note the first Goal has been completed for you. To comply with Accreditation Standards, your college committee website needs to be maintained and kept up to date. The Council is encouraging your group to be thoughtful with its goals. The College continues to use its goals and College mission to drive its planning. The attached goals have been reviewed and approved by the Institutional Effectiveness Committee (IEC), PAC, the College President, and the Board of Trustees.
- Annual Review of College Committees (Purpose and Function Statement). Your committee's 2014-15 PAC-approved Purpose and Function Statement can be found on the committees' webpage at [www.mtsac.edu/governance/committees/index.html](http://www.mtsac.edu/governance/committees/index.html). Please make changes directly to this file using strikethroughs for deletions and bold and underlines for additions. The purpose, function, and membership of a council/committee cannot be changed without approval by the President's Advisory Council. If your council/committee believes that changes are warranted, they need to be recommended during this annual review process. As a reminder, if you need to change your purpose and function statements, or add/delete members to your committee, Senate committees must have Senate approval before the request is made through the President's Advisory Council.

Once you have completed these tasks, please communicate them electronically to PAC [send to Carol Nelson ([cnelson@mtsac.edu](mailto:cnelson@mtsac.edu)) and the manager responsible for the program or respective council] using the attached templates. Please see the due dates below.

Form	Due Date
Committee Goal and Progress Report – Columns 1, 2, and 3	June 1
Annual Review of College Committees (Purpose and Function Statement Review)	October 1

## Strategic Plan Goals 2015-16

1. The College will prepare students for success through the development and support of exemplary programs and services.
2. The College will improve career/vocational training opportunities to help students maintain professional currency and achieve individual goals.
3. The College will utilize student learning outcome and placement assessment data to guide planning, curriculum design, pedagogy, and/or decision-making at the department/unit and institutional levels.
4. The College will increase access for students by strengthening recruitment opportunities for full participation in college programs and services.
5. Student entering credit programs of study will be ready for college level academic achievement. (NEW)
6. The College will ensure that curricular, articulation, and counseling efforts are aligned to maximize students' successful university transfer.
7. The College will secure funding that supports exemplary programs and services.
8. The College will utilize technology to improve operational efficiency and effectiveness and maintain state-of-the-art technology in instructional and support program.
9. The College will provide opportunities for increased diversity and equity for all across campus.
10. The College will encourage and support participation in professional development to strengthen programs and services.
11. The College will provide facilities and infrastructure that support exemplary programs and the health and safety of the campus community.
12. The College will utilize existing resources and improve operational processes to maximize efficiency of existing resources and to maintain necessary services and programs.
13. The College will improve the quality of its partnerships with business and industry, the community, and other educational institutions.
14. The College will improve the effectiveness and consistency of dialogue between and among departments, committees, teams, and employee groups across the campus.





## Committee Goal and Progress Report 2015-16

**Committee name:** Budget Committee

**Name of person completing the report:** Kerry Martinez

**Instructions:** By June 1, 2016: Complete Columns 1, 2, and 3 and submit electronically to [cnelson@mtsac.edu](mailto:cnelson@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)
<b>GOAL #1: Committee website is up-to-date.</b>	6, 11, 15	The Budget Committee website is kept accurate, complete, and current. Budget Committee minutes are posted on the website in a timely manner.
<b>GOAL #2: Review and Revise the Budget Review and Development Process/Guideline to align and integrate with campus-wide planning processes and the Strategic Plan process and timelines.</b>	7,14	The Budget Sub-committee continues to meet to review and revise the Budget Review and Development Process/Guideline to align and integrate with campus-wide planning processes and the Strategic Plan process and timelines. The Budget Sub-committee will bring a Draft version of the revised Budget Review and Development Process/Guideline to the full Budget Committee for comment by fall 2016. The Budget Sub-committee reports their progress to the Budget Committee and makes recommendations.
<b>GOAL #3: Review and make recommendations for the OPEB Trust (Retirees Health Benefits) to meet its funding goals. Review the Actuarial Report and make recommendations.</b>	7	The College continues to fund \$2,500,000 towards the annual contribution to the OPEB Trust on an ongoing basis from the Unrestricted General Fund and pays the retirees' health premiums from the interest earned on the OPEB Trust. If the interest earned does not cover the annual cost in any given fiscal year, the difference will be covered by the Unrestricted General Fund, and will change the financial presentation of the OPEB annual contribution and health premiums to reflect the \$2,500,000 as an ongoing expenditure budget, and the

		difference as a one-time expenditure budget with corresponding one-time savings. This recommendation was approved by the Board of Trustees on May 27, 2015.
<b>Goal #4: Review and comment on Accreditation Standard IIID.</b>	<b>12,14</b>	Budget Committee members participated and sat on the committee for Accreditation Standard IIID. These Budget Committee members served as representatives for the Budget Committee.
<b>Goal #5: Improve communication about budget issues to the campus and community by utilizing technology and other opportunities to share information campus-wide.</b>	<b>8,9, 13,14</b>	The Budget Committee will continue to explore new methods of improving communication. One method of improving communication that the Budget Committee is considering is a quarterly informational announcement containing budget highlights and an opportunity for the campus community to submit questions where answers will be provided.
<b>Goal #6: Review PERS/STRS financial responsibilities and recommend ways in which PERS/STRS contributions can be met.</b>	<b>7</b>	The Budget Committee recommended developing a PERS/STRS Trust so that Mt. San Antonio College can meet increased PERS/STRS employer contribution rates through 2021. Resolution No. 15-11 – Authorization to Establish a Section 115 Mt. San Antonio College STRS/PERS Pension Trust will go to the Board of Trustees for approval on June 22, 2016.