BUDGET COMMITTEE

MEETING AGENDA

November 15, 2017

3:00 p.m.

MT. SAC
Mt. San Antonio College

Location: Building 4, Conference Room #2460   **Time: 3:00 p.m. – 4:30 p.m.**

Committee Members:

Mike Gregoryk, Chair	Rosa Royce	Peter Gonzales – Unit 651	
Joan Sholars, Co-Chair	Gary Nellesen	Mark Fernandez	
Irene Malmgren	Vicki Greco	Lisa Romo	
Audrey Yamagata-Noji	Lance Heard	Mohsin Moosa (Student)	Kerry Martinez (Notes)
Steve Garcia	Bobby Bates	Matthew McBride (Student)	Yadira Santiago (Notes)

AGENDA ITEMS:

1. **Agenda Check**

2. **Review the Budget Committee Meeting Summary of October 18, 2017.**

3. **Rosa – Review 2018-19 Budget Development calendar – draft.**

4. **Mike and Rosa – New Resource Allocation Phase #8 – Approved by President's Cabinet**

5. **Joan – De-Brief on Joint Committee meeting – Budget and Institutional Effectiveness**

FUTURE BUDGET COMMITTEE MEETINGS (3:00 p.m. – 4:30 p.m.):
December 6, 2017

Mt. San Antonio College
Budget Committee Summary of
November 15, 2017

Committee Members:

☒ **Mike Gregoryk, Chair**	☐ **Gary Nellesen**	☐ **Justin Ott**	
☒ **Joan Sholars, Co-Chair**	☒ **Rosa Royce**	☐ **Lance Heard**	
☐ **Irene Malmgren**	☒ **Vicki Greco**	☒ **Lisa Romo**	
☒ **Audrey Yamagata-Noji**	☐ **Bobby Bates**	☐ **Mohsin Moosa (Student)**	☒ **Kerry Martinez (Notes)**
☒ **Steve Garcia**	☒ **Mark Fernandez**	☒ **Matthew McBride (Student)**	☒ **Yadira Santiago (Notes)**

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. **Agenda check**	Introductions by all and Agenda checked.	**Agenda approved.**
2. **Review the Budget Committee Meeting Summary of October 18, 2017**	The Budget Committee Meeting Summary of October 18, 2017, was reviewed and approved. Please contact Kerry/Yadira for any changes/corrections, to the meeting summary.	**Meeting Summary approved.**
3. **Review 2018-19 Budget Development Calendar**	Rosa and Joan took the lead to thoroughly review the November 3, 2017, Integrated Plan and Budgeting Process Calendar 2018–19 (Draft). Suggested changes were written in red ink on the handout. Discussion of those suggestions, and further recommendations made by the Budget Committee members, will be integrated into a new updated form and brought back to the committee for further discussion, and review, at the December 6, 2017, meeting. Forms to be reviewed at the next meeting: • Integrated Plan and Budgeting Process Calendar • Budget Review and Development Guide • Budget Development Calendar	**Updated forms will be reviewed, and discussed, at the December 6, 2017, meeting.**
4. **New Resource Allocation Phase #8 Approved by**	Rosa reviewed the summary of the approved New Resource Allocation Phase #8 requests, approved at President's Cabinet on October 31, 2017.	**Committee to review and return with questions at**

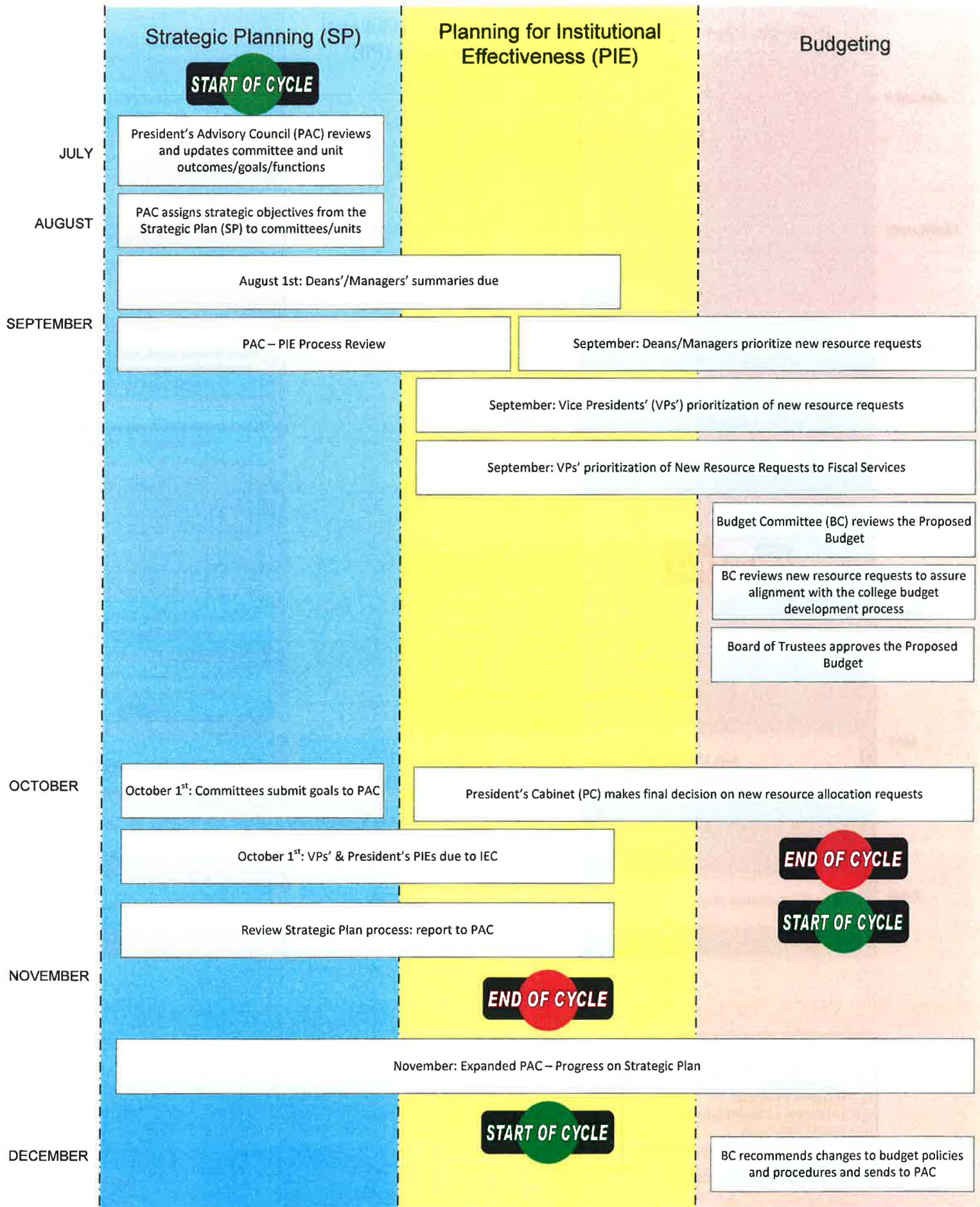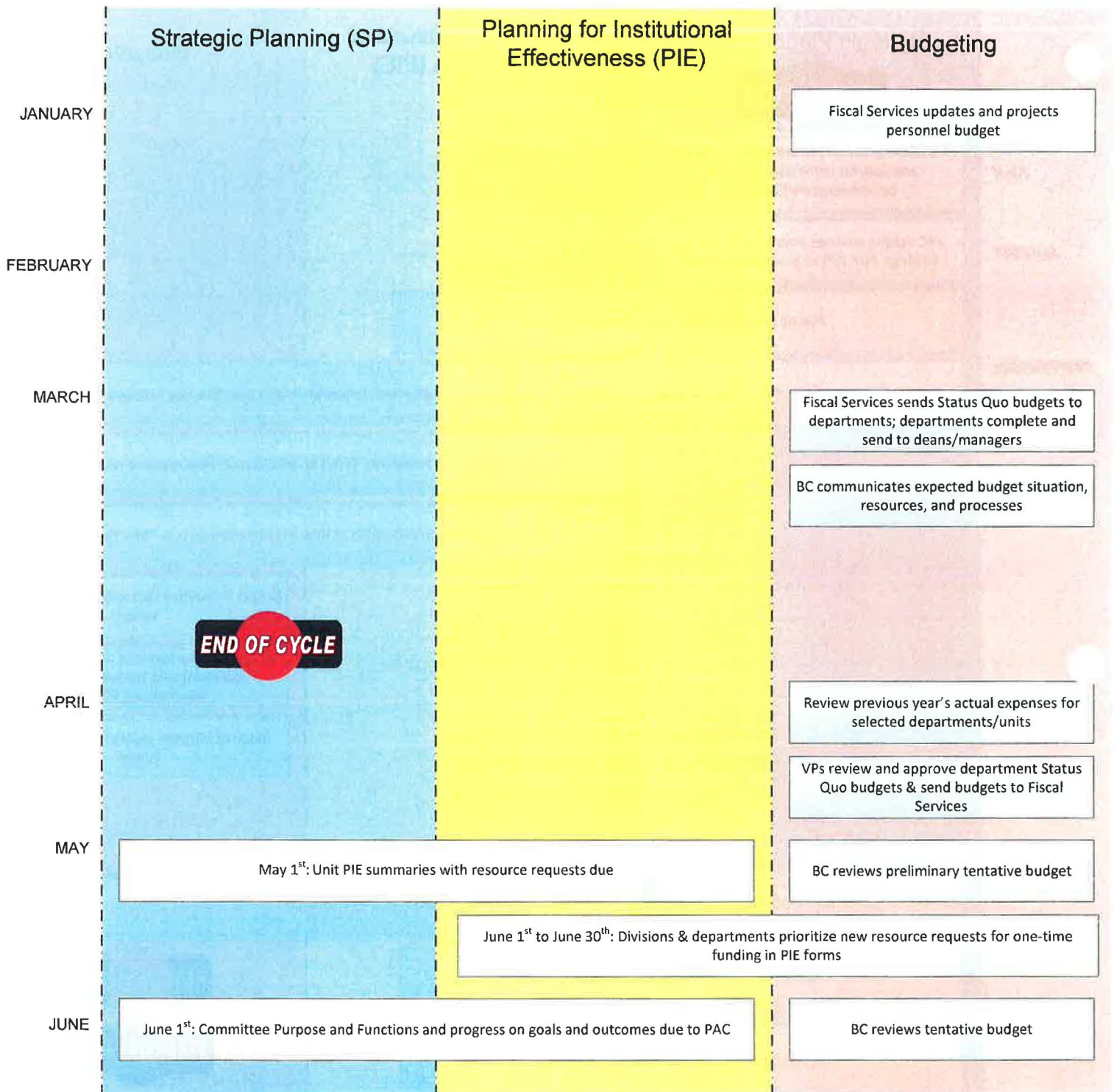|		
President's Cabinet - Mike and Rosa		**the December 6, 2017, meeting.**
5. **Joan – De-brief on Joint Committee meeting – Budget and Institutional Effectiveness**	Topic was covered in Agenda Item #3	

FUTURE AGENDA ITEMS

- **Academic and Classified Managers Chart**
- **Integrated Plan and Budgeting Process Calendar**
- **Budget Review and Development Guide**
- **Budget Development Calendar**
- **Future Budget Committee Meeting Dates**

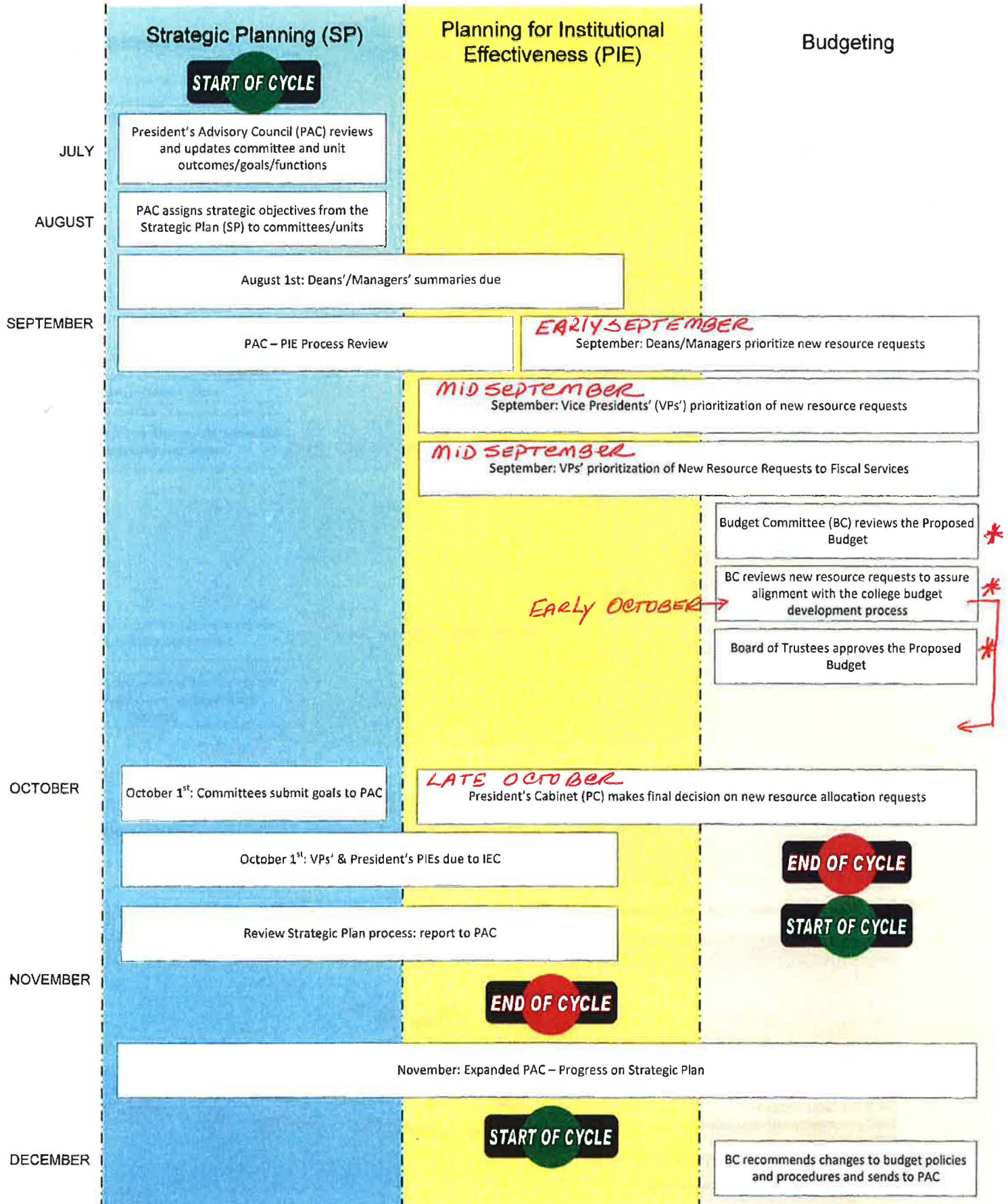## FUTURE MEETING DATES

- **December 6, 2017**

November 3, 2017 (Draft)
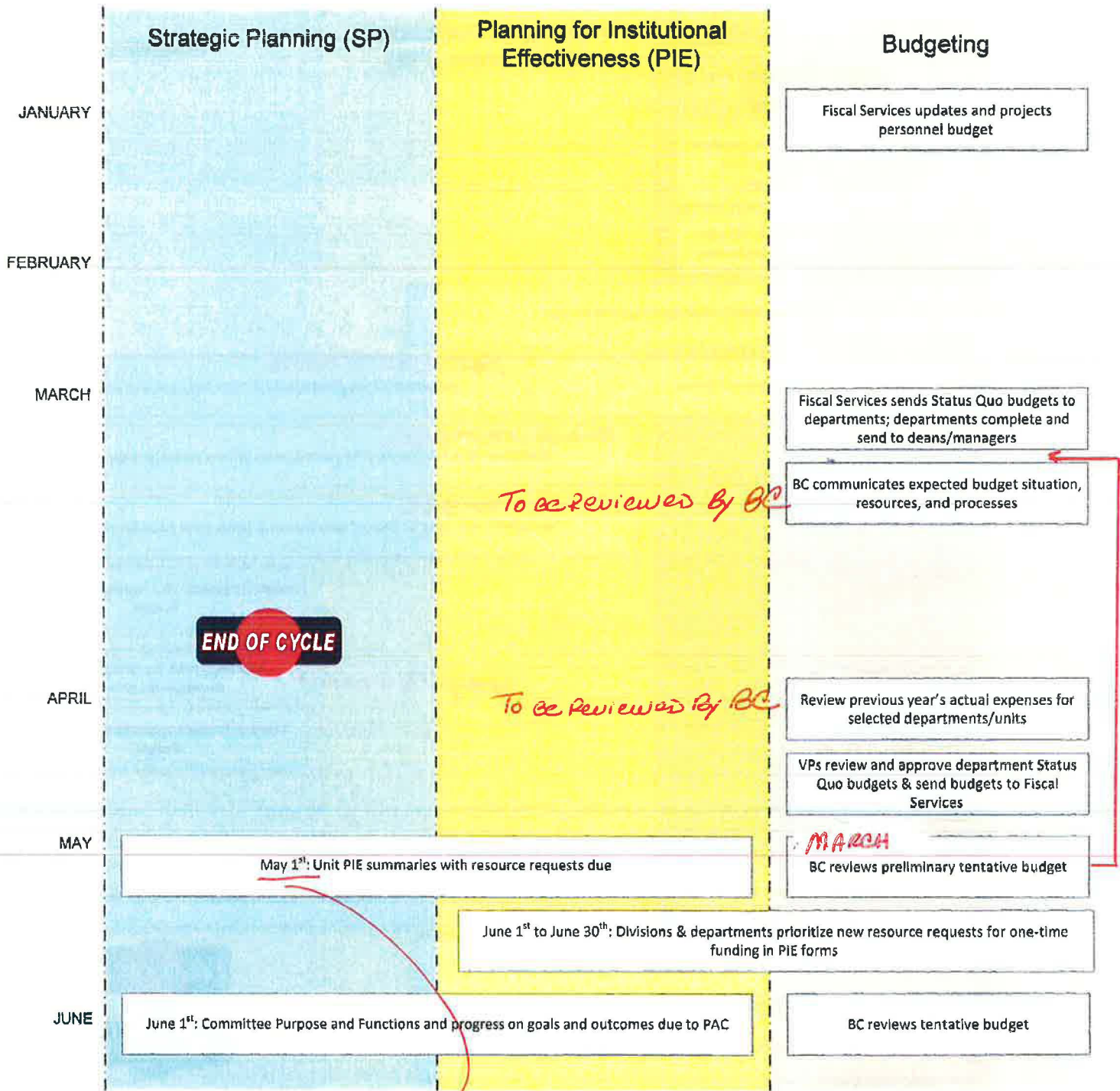## Integrated Plan and Budgeting Process Calendar
2018-19

Strategic Planning (SP)	Planning for Institutional Effectiveness (PIE)	Budgeting

START OF CYCLE

JULY
- President's Advisory Council (PAC) reviews and updates committee and unit outcomes/goals/functions

AUGUST
- PAC assigns strategic objectives from the Strategic Plan (SP) to committees/units
- August 1st: Deans'/Managers' summaries due

SEPTEMBER
- PAC – PIE Process Review
- September: Deans/Managers prioritize new resource requests
- September: Vice Presidents' (VPs') prioritization of new resource requests
- September: VPs' prioritization of New Resource Requests to Fiscal Services
- Budget Committee (BC) reviews the Proposed Budget
- BC reviews new resource requests to assure alignment with the college budget development process
- Board of Trustees approves the Proposed Budget

OCTOBER
- October 1st: Committees submit goals to PAC
- President's Cabinet (PC) makes final decision on new resource allocation requests
- October 1st: VPs' & President's PIEs due to IEC
- **END OF CYCLE**
- **START OF CYCLE**
- Review Strategic Plan process: report to PAC

NOVEMBER
- **END OF CYCLE**
- November: Expanded PAC – Progress on Strategic Plan

START OF CYCLE

DECEMBER
- BC recommends changes to budget policies and procedures and sends to PAC

	Strategic Planning (SP)	Planning for Institutional Effectiveness (PIE)	Budgeting

JANUARY

Fiscal Services updates and projects personnel budget

FEBRUARY

MARCH

Fiscal Services sends Status Quo budgets to departments; departments complete and send to deans/managers

BC communicates expected budget situation, resources, and processes

END OF CYCLE

APRIL

Review previous year's actual expenses for selected departments/units

VPs review and approve department Status Quo budgets & send budgets to Fiscal Services

MAY

May 1st: Unit PIE summaries with resource requests due

BC reviews preliminary tentative budget

June 1st to June 30th: Divisions & departments prioritize new resource requests for one-time funding in PIE forms

JUNE

June 1st: Committee Purpose and Functions and progress on goals and outcomes due to PAC

BC reviews tentative budget

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
IP = Integrated Plan

November 3, 2017 (Draft)
Integrated Plan and Budgeting Process Calendar
2018-19

Strategic Planning (SP)	Planning for Institutional Effectiveness (PIE)	Budgeting

START OF CYCLE

JULY

President's Advisory Council (PAC) reviews and updates committee and unit outcomes/goals/functions

AUGUST

PAC assigns strategic objectives from the Strategic Plan (SP) to committees/units

August 1st: Deans'/Managers' summaries due

SEPTEMBER

PAC – PIE Process Review

EARLY SEPTEMBER
September: Deans/Managers prioritize new resource requests

MID SEPTEMBER
September: Vice Presidents' (VPs') prioritization of new resource requests

MID SEPTEMBER
September: VPs' prioritization of New Resource Requests to Fiscal Services

Budget Committee (BC) reviews the Proposed Budget ✳

EARLY OCTOBER →
BC reviews new resource requests to assure alignment with the college budget development process ✳

Board of Trustees approves the Proposed Budget ✳

OCTOBER

October 1st: Committees submit goals to PAC

LATE OCTOBER
President's Cabinet (PC) makes final decision on new resource allocation requests

October 1st: VPs' & President's PIEs due to IEC

END OF CYCLE

Review Strategic Plan process: report to PAC

START OF CYCLE

NOVEMBER

END OF CYCLE

November: Expanded PAC – Progress on Strategic Plan

START OF CYCLE

DECEMBER

BC recommends changes to budget policies and procedures and sends to PAC

✳ *CHANGES MADE AT JOINT IEC AND BUDGET COMMITTEE.*

	Strategic Planning (SP)	Planning for Institutional Effectiveness (PIE)	Budgeting
JANUARY			Fiscal Services updates and projects personnel budget
FEBRUARY			
MARCH			Fiscal Services sends Status Quo budgets to departments; departments complete and send to deans/managers
		To be reviewed by BC	BC communicates expected budget situation, resources, and processes
	END OF CYCLE		
APRIL		*To be Reviewed By BC*	Review previous year's actual expenses for selected departments/units
			VPs review and approve department Status Quo budgets & send budgets to Fiscal Services
MAY	May 1st: Unit PIE summaries with resource requests due		*MARCH* BC reviews preliminary tentative budget
		June 1st to June 30th: Divisions & departments prioritize new resource requests for one-time funding in PIE forms	
JUNE	June 1st: Committee Purpose and Functions and progress on goals and outcomes due to PAC		BC reviews tentative budget

Was May 31st.

Departments that report data by fiscal year or from 7/1 to 6/30 will not have this portion ready by May 1st.

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
IP = Integrated Plan

Budget Committee Calendar

Spring:

- Reviews Preliminary Tentative Budget (March) (page 16)
- Determines new resources available for allocation (usually March) (Page11, 14)
- 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) (Page 16)
- Reviews Tentative Budget (June)
- Tentative Budget approved by Board prior to July 1st

Summer:

- Meets only if an emergency arises

Fall:

- Reviews the Proposed Annual Budget
- Proposed Budget approved by Board on or prior September 15th
- Reviews prioritized one-time New Resource Requests (September)
  Reviews New Resources requests to assure alignment with the college budget development process (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)
  Meets jointly with the Institutional Effectiveness Committee to integrate the PIE Process with the Budget Development Process (October) (Page 15 will need change)

- Reviews previous fiscal year's total actual expenditure summary from Fiscal Services (November) (Page 15)
- Compares previous year Adopted Budget to previous year's actual expenditures (November) (Page 15)
- Compares previous year's Adopted Budget to Current year's Adopted Budget (November) (Page 15)
- Evaluates Budget Allocation Process (November) (Page 15)
- Makes recommendations on changing budgetary policies and procedures to PAC (December) (Page15)

Winter:
- Meets only if needed to complete fall activities

Appendix C
2018-19 BUDGET DEVELOPMENT CALENDAR
(November 14, 2017)

DRAFT

DESCRIPTION OF TASK	DUE DATE
Fiscal Services Updates and Projects Personnel Budget (Changes through January 10, 2018 Board Agenda)	01/26/18
Fiscal Services Distributes Status Quo Budget Templates to Departments for Tentative Budget Changes/Analysis	03/01/18
Fiscal Services Prepares Preliminary Tentative Budget	03/09/18
Departments Complete Status Quo Budget Review; Then Sends to Deans/Directors	03/14/18
Budget Committee Reviews Preliminary Tentative Budget	03/21/18
Budget Committee Determines and Communicates New Resources Available	03/21/18
Budget Committee Reviews One-time New Resources Allocation Requests previously funded	03/21/18
Budget Committee Sends Communication Campus Wide Regarding New Resources Allocation Process	03/28/18
Deans/Directors Review and Approve Department's Status Quo Budgets; Then Sends to VPs	03/28/18
Vice Presidents Review and Approve Department's Status Quo Budgets; Then Sends to Fiscal	04/14/18
Departments Prioritize New Resources Requests for One-Time Funding in their PIE Forms	05/15/18 06/01/18 to 06/30/18 *
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)	06/05/18
Budget Committee Reviews the Completed Tentative Budget (Budget Scenarios)	06/06/18
Fiscal Services Completes the Tentative Budget and Prepares Board Agenda Item	06/08/18
Tentative Budget Submitted for Board Approval	06/27/18
Fiscal Services' Deadline for 2017-18 Year-End Closing	07/23/18
Deans/Directors Prioritize Department's New Resource Allocation Requests	07/02/18 to 08/01/18 * Early September
Vice Presidents Prioritize Team's New Resource Allocation Requests	08/02/18 to 08/14/18 * Mid September
VP's Prioritization of New Resources Request to Fiscal Services	Mid September
Budget Committee Reviews the Proposed Annual Completed Adopted Budget	09/05/18
Board of Trustees Approves Adopted Budget	09/12/18
Budget Committee Finalizes reviews of New Resource Allocation Requests and Forwards to President's Advisory Council to assure alignment with the college budget development process	09/19/18 Early October
President's Advisory Council Reviews New Resources Allocation Requests and Forwards to President's Cabinet	09/26/18
President Makes Final Decision on New Resources Requests Based on President's Cabinet Recommendations; and Budget Committee and President's Advisory Council Reviews	10/02/18 Late 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 and President Advisory Council, President's Cabinet and Campus Community in the following fiscal year Adopted Budget Plan, which includes expenditures as of June 30, 2018.	09/05/18

LEGEND:

Budget Committee
Department level
Administrative Level
Other Groups
Fiscal Services

* Timeframe

New Resource Requests

By mid-March, the Budget Committee should send out an email announcing whether there are any new resources available for allocation. These new resources are generally a combination of the previous year's growth money (which is not budgeted since the amount the State estimates may change multiple times during most years), funded COLA, and various one-time allocations. It is possible that the Budget Committee will recommend that the College hold some new money in reserve or that new resources may be announced at other times, as they become available.

Once new resources are deemed available, Departments/Units will be given the opportunity to make a request for new funding to meet their PIE goals. Except for new personnel position requests, this new funding (if granted) will initially be given on a one-time basis. To receive the allocation again for the next fiscal year, the Department/Unit would need to submit the request again. Units should include their New Resources Allocation Requests in the "New Resources Request Spreadsheet" (Appendix K). This spreadsheet is a component of the PIE process and should be completed and submitted with the Department's/Unit's PIE to the appropriate dean/director. These New Resources Requests will be further prioritized at the Division and Team levels. The vice presidents will make a recommendation for funding to the president.

Submitting Status Quo Budget Templates

The Status Quo Budget Template(s) will travel from the Department/Unit, to the dean/director (for review and approval), and to the appropriate vice president (also for review and approval) and returned to Fiscal Services based on the due dates established in the Budget Review and Development Calendar (Appendix L). Once approved, Fiscal Services will make the approved changes to the next year's tentative budget.

Fiscal Services will include approved Immediate Needs for the following fiscal year on the tentative or adopted budgets if there is sufficient time for processing. Otherwise, the funding will be provided via appropriation transfer after the annual budget is adopted on or before September 15.

Requests for new resources take a longer path. Departments/Units must submit their request(s) using the "The New Resources Allocation Request Spreadsheet" (Appendix K) as part of the Department's/Unit's PIE. The request(s) should be aligned to specific planning goals or activities as defined in the Department's/Unit's PIE process. Each request should have specific documentation to support the amount requested, such as price quotes from vendors or other proof of price, as Fiscal Services will need this information once the request is approved for funding. Departments/Units should also include any "ongoing" ancillary costs, such as maintenance, annual software license fees, etc. Department/Unit New Resource Requests are then forwarded to the Dean/Director (for review, approval, and prioritization) and to the appropriate Vice President (for review and prioritization).

All new resource requests should be summarized and prioritized by each Vice President using the established format developed by Fiscal Services (Appendix K) before presenting the request to the Budget Committee. **The Budget Committee does not approve new funding requests**, but it will review all submitted requests and may attach comments or recommendations to a request, if it chooses. These comments and recommendations, if affirmed by the President's Advisory Council, will be forwarded with the request to the President's Cabinet.

Requests for new academic faculty positions are submitted in the spring semester, but no action is taken on them until the following fall.

New Resource Request Approval Process

The President's Cabinet consists of the College's President and Vice Presidents. This group will discuss the strengths and weaknesses of the submitted new resources allocation and immediate need requests and how best to prioritize by mandate, innovation, expected program improvement, and alignment with College goals. While each Vice President advises the President, the final list of what to fund and what to deny is made by the College President. The Budget Committee strongly recommends the College President allocate the funding of any new resources on a one-time basis. The College's Board of Trustees generally adopts the budget in September.

Tentative and Adopted Budget

Fiscal Services prepares the budget scenarios (Appendix M) that reflect the most recent revenue estimates based on the Governor's May Revise. The President's Cabinet determines which of the revenue estimates will be used for the tentative budget. Typically, the more conservative budget scenario is selected. The College's process is flexible enough to recognize when additional sources of revenue are identified and immediately begins the new resources allocation process to fund the educational and operational needs for the College in a timely manner. The President's Cabinet identifies new sources of revenue to fund the highest priority of new resource allocations.

The revenue estimates developed in May are distributed directly to the Budget Committee and to the campus community via the President's Cabinet Notes. The Vice President of Administrative Services provides periodic updates to the President's Advisory Council (PAC). Constituent group leaders are represented on the Budget Committee and PAC and provide information and analysis to their respective groups. The tentative budget is reviewed at Budget Committee, PAC, and is presented to and approved by the Board of Trustees annually in June. The Adopted Budget is reviewed at the Budget Committee, is presented to PAC and approved by the Board of Trustees annually in September. Paper and electronic copies of the budget reports are made available to the entire campus.

Fall Review

In September, Department/Units that have received one-time funding for the same expenditure for a third consecutive year may request that expenditure be changed to "ongoing." The Budget Committee reviews these requests to ensure the Department/Unit has followed appropriate budget and PIE procedures. After its review, the Budget Committee may make a recommendation to the President to change the funding to ongoing or to extend the funding for additional years or to eliminate the funding. The President discusses the requests and the Budget Committee's recommendations with Cabinet and then makes the final determination. The President's determination is then reported to PAC. If the funding is switched to ongoing, then the amount of the ongoing funding will be added to the Department's/Unit's Status Quo Budget during budget preparation for the next fiscal year.

In the fall, the Budget Committee reviews the previous fiscal year's actual expenditures, evaluating the effectiveness of the Budget Review and New Resources Allocation Process, and recommending changes, as needed, to PAC. The Budget Committee also meets with the Institutional Effectiveness Committee annually to review the PIE summaries and coordinate planning efforts. The Budget Committee then may request the vice presidents provide feedback about the processes, e.g. what worked well, what did not work well, and to consider suggestions for improving the process.

For academic departments, the new academic faculty requests submitted the previous spring are independently prioritized both by the Academic Senate Executive Board and by the division deans as per AP 7120. In late October, the division and Academic Senate hiring prioritization lists are merged into a single list by the Academic Mutual Agreement Council. Although the College president makes the determination as to the number of new faculty to hire, by agreement the College president will not alter the order of the merged list. The recruitment of new positions for the subsequent fall semester should be able to begin by early January.

Other Budgetary Issues

To fulfill its purpose of developing, recommending, and evaluating policies and processes relating to all aspects of College finances, it is necessary for the Budget Committee to understand the College's finance structure and to remain informed as to the progress of each year's budget development. To obtain this information, the Budget Committee undertakes a series of reviews. In March, the Committee shall review the "Preliminary Tentative Budget" based upon the best estimates available to Fiscal Services. This information helps guide the Committee to determine the available new resources for the year. In April, time is spent reviewing the details of the previous year's actual expenses for selected Departments/Units. At this time, the selected Departments/Units are recommended by the vice presidents, and the intended purpose is to educate the members of the Budget Committee. Time is also spent reviewing relationships across campus, such as department costs per FTES and comparative unit staffing levels. An additional goal of the Budget Committee is to communicate to the campus community critical information related to the College's finances, budgeting and planning.

			To Be Completed By Departments						Required if Budget Approved By President's Cabinet										2018-19
Priority Number	Division	Department-Org/Department's Contact Staff	Description	Justification of Need	One-time	Ongoing	Total Requested	PIE Page (s)	Account Number					Total Funded	Outcome (President's Cabinet Funding Decision)	Funding Source	Comments		Ongoing Cost
									Fund	Org	Acct	Prog	Actv						
	Administrative Services	Fiscal Services	Funding a portion of a 1.5 FTEs Fiscal Services Staff that is Currently Reimbursed by the Auxiliary Services	As a result of the of the agreement with Barnes & Noble for managing the Bookstore operations, the Auxiliary will not be able to continue funding Revenue Generated Accounts, Student Clubs, and Foundation Accounting Services. These operations belong to the College and are critical for the academic and social development of our students. The Fiscal Services Managers will reassign responsibilities and utilized an existing position to partially fund this change. Ongoing Funds Needed From Unrestricted General Fund for a portion of 1.5 FTEs $76,601.		$ 76,601	$ 76,601								Approved				$ 76,601
1	Administrative Services	Fiscal Services	Temp support-budget software implementation	Temp support while staff works on year-long project of budget software implementation. We currently have a Temp from Account Temp at $29.94/hr. for 50 weeks it would be $59,880. Part of the implementation of this software is to develop processes, test the date. Testing the load from Banner and feeding data correctly between systems. Develop training sessions for the campus. The need to pull the staff to test data and development will require a temp to support on regular duties.	$ 59,880		$ 59,880								Approved				
1	Administrative Services	Fiscal Services - Bursars Office	Increase Student Hourly budget	Student workers provide coverage in the customer service area near the entrance to building 4. This self-help area allows for students to process various transactions expeditiously as well as receive assistance from fellow students.		$ 20,000	$ 20,000								Approved				$ 20,000
			TOTAL - FISCAL SERVICES		$ 59,880	$ 96,601	$ 156,481												$ 96,601
1	Administrative Services	Campus Safety/Dave Wilson	Obtain uniforms and equipment for new officers.	Funding for three new police officer positions was obtained via New Resources Allocation Phase IV and the combination of two vacant .475 positions. This request is to provide the necessary equipment for the three new officers. Complete uniforms are needed for each new officer; to include uniform pants, shirts, duty belt and equipment, and possibly a firearm. The cost to completely equip one new officer is approximately $4,000 of one-time funding. Uniform maintenance, including cleaning and repair is estimated to be $1,000 per employee.	$ 12,000	$ 3,000	$ 15,000	This item is part of the goal to become a POST participating agency.							Approved				$ 3,000
2	Administrative Services	Campus Safety/Dave Wilson	Transition from Public Safety to Police and Campus Safety. With the creation of the educational Public Safety Programs Department, and the move toward becoming a POST participating police department, it is necessary to change our insignias, uniforms, signage, forms, etc. We will change existing Campus Safety uniform shirts to distinguish non-sworn personnel from the sworn officers on campus.	New uniform shirts for 25 non-sworn personnel will cost approximately $8,000. Replacing the large sign above the Campus Safety office will cost approximately $5,000. Changing the word "Public" to "Campus" on each the department vehicles will cost about $7,000. Printing for new forms, changing "Public" to "Campus," will cost approximately $5,000.	$ 25,000		$ 25,000	This item is part of the goal to become a POST participating agency.							Approved				
3	Administrative Services	Campus Safety/Dave Wilson	Increase funding for background investigations and psychological evaluations.	As Campus Safety continues to transition to a police department, prospective candidates for police officer will be required to undergo complete background investigations and psychological examinations. Our current agreement with the background investigator is $1,350 maximum per candidate and the psychological exams are currently $425 per candidate for a total of $1,775. It is possible those costs may increase so we are estimating $2,000 total per candidate for the upcoming year. There are three police officer positions open for recruitment and it is common to investigate several candidates before three successfully pass this step. Additionally, we have had to move funds from NRA IV training allocation to pay for PSO II backgrounds.	$ 20,000		$ 20,000	This item is part of the goal to become a POST participating agency.							Approved				
			TOTAL - CAMPUS SAFETY/ER OPERATIONS		$ 57,000	$ 3,000	$ 60,000												$ 3,000

						To Be Completed By Departments				Required if Budget Approved By President's Cabinet										2018-19 Ongoing Cost
Priority Number	Division	Department- Org/Department's Contact Staff	Description	Justification of Need			Total Requested	PIE Page (s)	Account Number					Total Funded	Outcome (President's Cabinet Funding Decision)	Funding Source	Comments		
					One-time	Ongoing			Fund	Org	Acct	Prog	Actv						
1	Administrative Services	William Eastham - Technical Services - Division Operations	Funding to continue a temporary project manager to continue the long term implementation of 25Live and to complete the acquisition and implementation of a labor cost tracking system.	Since the 2012-2013 fiscal year, the number of event requests processed through the Event Services office has gone from 9,337 to 11,176, an increase of 19.7% with no increase in staff. We are now scheduling the equivalent of 12.13 full time employees on an hour by hour basis, an increase of 37.28% from 2012-2013. In order to manage this workload, we chose to acquire and implement 25Live as our scheduling system, and we are presently acquiring a labor tracking system. 25Live is now up and running in a pilot mode, however much work is still needed to train additional users, complete and validate the database of rooms and resources and to continue to refine the business practices of Event Services now that 25Live is responsible for all Campus Events. Additionally, the second, critical element needed to fulfill our goal of replacing the old scheduling system, labor cost tracking software, is still be researched, and will ultimately need to be acquired and implemented. Having this resource available is critical to achieving success with this project.	$ 138,000		$ 138,000	2016-2017 Broadcast Services Unit Pie Unit Goals and Plans							Approved				
2	Administrative Services	William Eastham - Technical Services - Media Services	Replace the Media Services editing platform for college produced video. Includes iMac Pro with 18 core processor and 64GB of memory and Avid Nexis software defined storage system. This price is based on the educational discount offered by the Apple Store for Education and the Avid Educational Store.	The existing media services editing system consists of a 7 year old Mac Pro, equiped with a high speed fiber channel interface card that connects to a RAID disk array with 25 terabytes of storage. The disk array was purchased in 2005 and was long ago discontinued by Apple. Last summer, the power supply controller card failed on the array, and it no longer powers on. Unfortunately, all the new work stored on that system was lost. We have carried on without the array, but it has dramatically slowed our production workflow. Now we are developing problems with the Mac Pro as well, we have had to replace the display adapter and some of the system memory. Components for on-going repair of the system are becoming hard to locate. With the move to HD video production, the amount of data stored for evey project has quadrupled, making available storage even more critical. The system would include an Avid Nexis software defined storage platform for media storage, this will provide a system that can expand to over 2 petabytes of storage and will allow multiuser access to media assets. Replacing this system is absolutely critical to on-going work including promotional videos for the college and videos for major events such as Commencement.	$ 22,318		$ 22,318	Equipment Failure - Originally Requested in NRA Phases 5,6 and 7 ------------------------------- --- 2016-2017 Broadcast Services Unit Pie Unit Goals and Plans							Approved				
4	Administrative Services	William Eastham/Chris Rodriguez - Technical Services - Presentation Services	Fund student workers assisting in Presentation Services.	Presentation Services has made good use of Workstudy Student Workers, especially those in the SEED program. We have invested staff time in developing these students by expanding their understanding of our systems and processes. We were recently informed that many of these students will be having their hours cut back in the Spring, leading to many of these workers needing to seek outside employment. By establishing a student worker fund, we will be able to retain these workers for the remainder of the school year.		$ 15,200	$ 15,200	2016-2017 Presentation Services Unit Pie Unit Goals and Plans							Approved				$ 15,200
			TOTAL - TECHNICAL SERVICES		$ 160,318	$ 15,200	$ 175,518												$ 15,200

Priority Number	Division	Department-Org/Department's Contact Staff	Description	Justification of Need	One-time	Ongoing	Total Requested	PIE Page (s)	Fund	Org	Acct	Prog	Actv	Total Funded	Outcome (President's Cabinet Funding Decision)	Funding Source	Comments	2018-19 Ongoing Cost
1	Administrative Services	Information Technology: Dale Vickers / Chris Schroeder	Replacement for IBM XIV Storage Device	IBM announced in August of 2017 that the IBM XIV Storage Device, which we use as our primary storage array for enterprise applications like Banner, will reach end of life as of December 2018. IBM has notified Mt. SAC that they will no longer provide support or maintenance for the hardware. IT is researching options to replace the storage device that currently holds more than 60TB of data. The preferred solution is to expand the EMC storage array, purchased in 2016 as supplemental storage, to accommodate the 60TB of storage we'll lose when the XIV goes offline. The retail cost of this solution is $204,000. IT anticipates that with a 25% educational discount the solution will be $150,000. The ongoing maintenance cost will be funded by the elimination of the XIV.	$ 150,000		$ 150,000	In IT's PIE as part of the plan RE: maintain physical infrastructure to ensure reliability and availability							Approved			
1A	Administrative Services	Information Technology: Dale Vickers / Antonio Bangloy	Senior Systems Analyst / Programmer (A-126) **100% FTE, Range 126, Step 3, 12 Months** **Cost for 12 Months: $120,554 Cost for 5 Months: $50,231**	Over the last few months, IT has been notified of the following major projects: 1. Multiple Measures 2. Student Support System 3. Guided Pathways 4. Closing The Gap for Student Equity All of these require ongoing programming support to ensure the data collection systems can be built and maintained and provide proper reporting, as requested		$ 50,231	$ 50,231	In IT's PIE as part of the plan RE: implement and integrate new technology							Approved			$ 120,554
1C Altn	Administrative Services	Information Technology: Antonio Bangloy / Eric Turner	Professional Experts/Consultant Pool: Web Programming	Funding to continue temporary Professional Experts for web programming projects like Ask Joe Mountie help center, Campus Directory, and the OEI (Online Education Imitative) Exchange program.	$ 50,000		$ 50,000	In IT's PIE as part of the plan RE: implement and integrate new technology							Approved			
1	Administrative Services	Information Technology: Chris Schroeder	Cages for switches in harsh environments (IDF Enclosures) (Originally requested in Phases 6 and 7)	Many network hardware installations are in either harsh environments, or those not originally designed to be secure. Such locations include the Warehouse and Pool. This request is for hardware cages (IDF Enclosures) to isolate and protect network equipment from the elements in addition to unauthorized tampering.	$ 30,000		$ 30,000	In IT's PIE as part of the plan RE: College Infrastructure							Approved			
1	Administrative Services	Information Technology: Antonio Bangloy	ElimiName Software to assist with Duplicate PIDMs	Duplicate PIDMs (Personal IDentification Master) means duplicate A#'s assigned to a student or employee. This can happen when a person applies to the College under a different name and a new record is created despite an older record already existing for that particular person. Merging duplicate A#'s can take more than 8 hours of an IT programmers time and can involve hundreds of Banner tables, especially if the student is/was an employee or received Financial Aid or has an extensive academic history. ElimiName allows for end users to correct the duplicate PIDMs and includes audit trail reporting. The one-time costs includes the software license and onsite implementation fees. The ongoing cost is the annual license fee and support.	$ 11,500		$ 11,500	In IT's PIE as part of the plan RE: implement and integrate new technology							Approved			
1	Administrative Services	Information Technology: Ron Bean	Servers to Support Instruction	Humanities, Arts, and Library & Learning Resources are in need of 3 HP servers and 1 Apple server to support the educational software requirements of the divisions.	$ 24,275		$ 24,275	In IT's PIE as part of the plan RE: utilize education technology to provide faculty more flexibility in the method of delivery of instruction							Approved			
1	Administrative Services	Information Technology: Dale Vickers / Ron Bean / Business Division	Support Instruction in Request for Computer Facilities Coordinator for Business Division **100% FTE, Range A107, Step 3, 12 months** **Cost of 12 Months: $115,975 Cost of 5 Months: $48,323**	With the planned opening of the new BCT building which includes state-of-the-art computer facilities, IT supports Instruction's request for a Computer Facilities Coordinator.		$ 48,323	$ 48,323	In IT's PIE as part of the plan RE: maintain qualified, diverse, expert staff to ensure best teaching and learning environment							Approved			$ 115,975
			TOTAL - INFORMATION TECHNOLOGY		$ 265,775	$ 98,554	$ 364,329											$ 236,529

Priority Number	Division	Department-Org/Department's Contact Staff	Description	Justification of Need	One-time	Ongoing	Total Requested	PIE Page (s)	Fund	Org	Acct	Prog	Actv	Total Funded	Outcome (President's Cabinet Funding Decision)	Funding Source	Comments	2018-19 Ongoing Cost
				To Be Completed By Departments						**Required if Budget Approved By President's Cabinet**		**Account Number**						
1	Administrative Services	Risk Management: Duetta Langevin	Accommodations and ergonomic equipment for employees to address permanent accommodations and the ergonomic needs for employees	This account and monies are necessary to be in compliant with ADA/DFEH. Ergonomic program is a requirement of the Injury Illness and Prevention Program required by Cal OSHA. The ergonomic program is too prevent work related injuries by providing necessary equipment to eliminate or mitigate injuries do to necessary job tasks.		$ 35,000	$ 35,000								Approved			$ 35,000
			TOTAL - RISK MANAGEMENT		$ -	$ 35,000	$ 35,000											$ 35,000
1	Administrative Services	Facilities Planning & Management	Add three FTE custodians for the Business and Computer Technology facility. **3 FTES at 100%, Range B34, Step 3, 12 Months (Cost per 1 FTE is $68,934)** **Cost of 5 Months: $86,168** **Cost of 12 Months: $206,802**	The new Business and computer technology facility will require 6 FTE custodians to manage. 3 FTE can be shifted from other facilities.		$ 86,168	$ 86,168	Located in FP&M's PIE under maintaining campus buildings.							Approved		Funding until June 30, 2018	$ 206,802
			TOTAL - FACILITIES		$ -	$ 86,168	$ 86,168											$ 206,802
			TOTAL - ADMINISTRATIVE SERVICES		$ 542,973	$ 334,523	$ 877,496											$ 593,132
1	Human Resources	Human Resources	Qcera, Inc. (Leavesource Management) software	In September 2015, $25,000 was allotted to Qcera, Inc. (LeaveSource Management) for year 1 of a 3 year agreement (scheduled to end/renew 6.30.18). We have since cancelled the contract with LeaveSource and went with a more cost savings option, one that also provides additional services. The $25,000 initially allotted has helped us pay for the remaining months in the contract; however, we will need an additional $10,000 to pay them out through the end of this calendar year.	$ 10,000		$ 10,000								Approved			
	Human Resources	Human Resources	Consultant for Reclassification Training Process	Consultant for Reclassification Training Process	$ 5,000		$ 5,000											
	Human Resources	Human Resources	Investigate Services	Human Resources have not used investigate Services in the fiscal year 2017-18. However, early into this fiscal year, we received an invoice from Titan. The invoice was paid using the funds for fiscal year 2017-18, which we don't have, and has created a negative balance. Funds are needed to take care of this negative balance.	$ 10,000		$ 10,000											
			TOTAL - HUMAN RESOURCES		$ 25,000	$ -	$ 25,000											$ -
1	Student Services	Career & Transfer Services/Ivan Pena	Mountie CareerSource yearly licensing	On average, we have close to 10,000 students' alumni, and employers annually using Mt. SAC's Mountie CareerSource site to upload resumes, research job leads, and to keep updated on Career Services updates. Our Career Specialists use this tool to review and approve/deny student resume uploads before it is seen by an employer. Students are receiving critiques and additional career services by our Career Specialists because of this interactive tool.		$ 4,000	$ 4,000								Approved			$ 4,000
2	Student Services	Student Health Services/ Marti Whitford	One wireless Cannon Scanner $992; 2 HP Desktop computers $1392; 8 Electronic signature pads $1172.96; 1 HP Elite Monitor $600; 1 HP Multifunction Printer $277; Microscope $7867.61; Training Room technology upgrades $27,500.	Technology improvements to the health center for improved medical record management, employee ergonomics, medical upgrades and training space needs.	$ 39,802		$ 39,802								Approved			

Priority Number	Division	Department-Org/Department's Contact Staff	Description	Justification of Need	One-time	Ongoing	Total Requested	PIE Page (s)	Fund	Org	Acct	Prog	Actv	Total Funded	Outcome (President's Cabinet Funding Decision)	Funding Source	Comments	2018-19 Ongoing Cost
				To Be Completed By Departments					*Required if Budget Approved By President's Cabinet — Account Number*									*2018-19 Ongoing Cost*
3	Student Services	Behavior & Wellness Team/ Grace Hanson, Isaac Rodriguez Lupercio	Marketing brochures, other marketing costs, promotional items.	Behavior & Wellness Team is the college's Behavior Intervention Team (BIT), but it is not as well-known to campus employees as it should be. This is the team that provides extra care to students who demonstrate a need based on reports from campus employees and also attempts to assess threats to the campus community and intervenes. We are a cross-functional team made up of student services, campus safety, and instruction. The Team would like to promote its existence, and expand its reporting function to students to enable them to report students who need extra care.		$ 5,000	$ 5,000								Approved			$ 5,000
4	Student Services	Counseling/Tom Mauch	Systems Analyst - IT support for DegreeWorks, Probation/Dismissal, Online NSO, Online Counseling, and data reports and tracking. **100% FTE, Range 124, Step 3, 12 months** **Cost of 5 Months: $49,332** **Cost of 12 Months: $118,396**	To support the Counseling Department in the day-to-day technology needs such as DegreeWorks, Probation/Dismissal, Online NSO, Online Counseling, and data reports.		$ 49,332	$ 49,332								Approved			$ 118,396
4a	Student Services	Student Services	Associate Vice President **100% FTE, Range M23, Step 3, 12 Months** **Cost of 5 Months: $91,934** **Cost of 12 Months: $220,642**	Associate Vice President		$ 91,934	$ 91,934											$ 220,642
				TOTAL - STUDENT SERVICES	$ 39,802	$ 150,266	$ 190,068											$ 348,038
1	Instruction - SCE	SCE Madelyn Arballo/ Elizabeth Callahan	FT Temporary Project Manager - Off-Campus HS Programs **100% FTE, Range M-13, 12 Months - Fund Portion Up to $35,982 Already funded with and Immediate Needs Requests One-time and approved by President's Cabinet on 10/4/17.**	The off-campus HS Summer program has experienced a huge growth in the past 4 years, with 3,000+ FTES earned per year. In Fall 2017, the program will expand into area high schools during primary terms to include noncredit vocational programs and high school coursework. For SCE to sustain the existing program scale as well as the growth in off-campus high school enrollment and to continue fostering relationships, the program needs a dedicated project manager. For one year, it is recommended to hire a FT Temporary Project Manager. The current ABE Coordinator would fill the role and her salary would be used for part of this position. The amount needed for the position increase is $35,982. This request is very minimal considering the size of the current program and with the upcoming growth, the cost will be more than adequately covered.	$ -		$0								Approved			

Priority Number	Division	Department- Org/Department's Contact Staff	Description	Justification of Need	One-time	Ongoing	Total Requested	PIE Page (s)	Fund	Org	Acct	Prog	Actv	Total Funded	Outcome (President's Cabinet Funding Decision)	Funding Source	Comments	2018-19 Ongoing Cost
				To Be Completed By Departments					**Required if Budget Approved By President's Cabinet** Account Number									
4	Instruction	Music, Business Division, HSS Division, and NSD Division	1) Music, Fine Arts, & Theater-ASIII **100% FTE, Range A81, Step 3, 12 Months $80,993** 2) HSS-ASIII **100% FTE, Range A81, Step 3, 12 Months $80,993** 3) NSD-ASIII **100% FTE, Range A81, Step 3, 12 Months $80,993** 4) Bus-ASI **100% FTE, Range A69, Step 3, 12 Months $73,110** **Cost of 5 Months: $131,704** **Cost of 12 Months; $316,089**	Arts-Critical need to provide support for three departments on west side of campus. HSS-The HSS Division serves over 100 full time faculty, 250 adjunct faculty, and approximately 8,000 full time equivalent students (FTES). Position will provide support for scheduling, budgeting, and requisitions for the HSS Division, individual departments and programs that need greater support, as well as the student success centers. NSD-continues to grow to meet student demand. Increased sections, adjunct and full time faculty, budgets and classified staff generate more work for the existing support staff which has not increased in over 10 years. This position would provide support to the division while being located in building 60, in proximity to the Biology, Physics & Engineering, and Earth Sciences & Astronomy Departments. BUS-Needed to hire adequate staffing levels to meeting and maintain high quality services to our students, faculty, and staff.		$ 131,704	$131,704								Approved			$ 316,089
5	Instruction	VPI/300000	Student Worker/Short-Term hourly support	With continued growth across the division, clerical, student, and short term support is sorely needed. This fund would be managed by the VPI and provided to divisions who provide rationale for a demonstrated need.		$ 60,000	$60,000								Approved			$ 60,000
6	Instruction - Arts	Music/Fine Arts	Restoration of Ensemble Budget; Budget for Weekend of the Arts, Budget for Guest Artists, and increase budget for professional artist for Master Class	Increased budget needed to meet increased demand in several programs within the division. Funds approved as one-time for three consecutive years.	$ 5,000		$5,000								Approved			
7	Instruction - HSS	HSS Division-340000 Karelyn Hoover	Restoration of HSS budget. $38,439 was transferred to fund part-time to full-time Administrative Assistant II position. We drew money from the following accounts: $13,636 from Short-Term, Nonacademic Salaries; $4,580 from Supplies; $862 from Maintenance Agreements; $500 from Catering and Other Promotional Services; $14,516 from New Equipment-$1,000 to $4,999; $4,345 from Equipment Lease Purchase $1,000 to $4,999	The Division needs restoration in order to serve nearly 8,000 FTES in addition to 100 FT faculty and 260 PT faculty.	$ 20,000		$20,000								Approved			
8	Instruction - KAD	Athletics	Increase supply budget for new sports offerings, increase budget for entry fees, and increase budget for travel and meals.	To meet Title IX mandates we have added Golf and Beach Volleyball in the spring, this requires a supply budget, which cannot be taken away from other sports programs. Additionally need to increase entry fee budgets due to off campus teams (stadium renovation) and new sport offerings.	$ 25,000		$25,000								Approved			
9	Instruction	Grants	Increase budget for Maintenance Agreements, postage, supply budget, and conference and travel.	With the addition of two new staff members, more grant proposals being submitted, and more grant projects being monitored, there is a need for additional	$ 3,500		$3,500								Approved			
10	Instruction - RIE	Research and Institutional Effectiveness - Barbara McNeice-Stallard	Increased to office supplies budget.	With the growth in staff and the growing base of departments and projects, it's necessary to increase the RIE budget.	$ 500		$500								Approved			
				TOTAL - INSTRUCTION	$ 54,000	$ 191,704	$ 245,704											$ 376,089
				GRAND TOTAL	$ 661,775	$ 676,493	$ 1,338,268											$ 1,317,259

Summary:

PRESIDENT'S OFFICE	$ -	$ -	$ -	$ -
ADMINISTRATIVE SERVICES	$ 542,973	$ 334,523	$ 877,496	$ 593,132
STUDENT SERVICES	$ 39,802	$ 150,266	$ 190,068	$ 348,038
HUMAN RESOURCES	$ 25,000	$ -	$ 25,000	$ -
INSTRUCTION	$ 54,000	$ 191,704	$ 245,704	$ 376,089
GRAND TOTALS	$ 661,775	$ 676,493	$ 1,338,268	$ 1,317,259