

BUDGET COMMITTEE

MEETING AGENDA

October 18, 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	Rosa Royce	Justin Ott	
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 4, 2017.**
- 3. Discuss agenda items for Joint committee meeting with the Institutional Effectiveness Committee (IEC).**
- 4. Rosa - Review 2018-19 Budget Development calendar - draft
Review Budget Committee calendar
Summary of Regular Positions**
- 5. Other**

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

November 1, 2017 – Joint committee meeting with IEC

November 15, 2017

December 6, 2017

**Mt. San Antonio College
Budget Committee Summary of
October 18, 2017**

Committee Members:		
<input checked="" type="checkbox"/> Mike Gregoryk, Chair	<input type="checkbox"/> Gary Nellesen	<input type="checkbox"/> Justin Ott
<input type="checkbox"/> Joan Sholars, Co-Chair	<input checked="" type="checkbox"/> Rosa Royce	<input type="checkbox"/> Lance Heard
<input type="checkbox"/> Irene Malmgren	<input checked="" type="checkbox"/> Vicki Greco	<input checked="" type="checkbox"/> Lisa Romo
<input type="checkbox"/> Audrey Yamagata-Noji	<input type="checkbox"/> Bobby Bates	<input checked="" type="checkbox"/> Mohsin Moosa (Student)
<input type="checkbox"/> Steve Garcia	<input checked="" type="checkbox"/> Mark Fernandez	<input checked="" type="checkbox"/> Matthew McBride (Student)
		<input checked="" type="checkbox"/> Kerry Martinez (Notes)
		<input checked="" type="checkbox"/> Yadira Santiago (Notes)
ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Agenda check	<p>Introductions by all and agenda checked.</p> <p><u>Changes</u></p> <ul style="list-style-type: none"> • 2018-19 Budget Development calendar • Summary of Regular Positions 	Agenda approved.
2. Review the Budget Committee Meeting Summary of October 4, 2017	<p>The Budget Committee Meeting Summary of October 4, 2017, was reviewed and approved.</p> <p>Please contact Kerry/Yadira for any changes/corrections, to the memory.</p>	Memory approved.
3. Discuss agenda items for Joint Committee meeting with Institutional Effectiveness Committee (IEC).	<p>Joint Committee meeting will take place during the regularly scheduled Budget committee date and time, November 1, 2017, 3pm-4:30pm, building 4, conference room 2440.</p> <p>Two items on agenda for the joint committee meeting. IEC will report on the PIE process. Budget committee will report on the Annual calendar.</p>	
4. Rosa – - Review Budget Committee calendar - 2018-19 Budget Development Calendar draft	<p>Rosa presented on the following detailed handouts:</p> <ul style="list-style-type: none"> • Budget Committee calendar: <p>Mark suggested the first paragraph should read: “The Budget Committee is the primary governance body for developing, recommending, and evaluating policies and procedures relating to <u>integration of</u> institutional planning and it’s integration to the budget process...”</p>	<ul style="list-style-type: none"> • Rosa will start a collection of changes for the 2018 Budget Development guide update.

<p>- Summary of Regular Positions</p>	<ul style="list-style-type: none"> • 2018-19 Budget Development calendar draft This proposed calendar will also be discussed at the Joint Committee meeting. • Summary of Regular Positions Handouts provided to show analysis of positions included in the 2013 – 2018 Adopted Budgets. There will be further review and discussion at the next meeting. 	<ul style="list-style-type: none"> • Yadira will email the following links to the committee members: - Adopted Budget - Budget Review & Development Guide • Mike and Lisa will bring chart of Academic and Classified Managers
<p>5. Other</p>		

FUTURE AGENDA ITEMS

- **For December 6, 2017 meeting – Rosa will provide further clarification on the analysis provided at today’s meeting – Restricted vs Unrestricted funds, positions budgeted, 5 year history.**

FUTURE MEETING DATES

- **November 1, 2017 – Joint Committee meeting**
- **November 15, 2017**
- **December 6, 2017**

JOINT COMMITTEES MEETING BUDGET AND INSTITUTIONAL EFFECTIVENESS



MEETING AGENDA

November 1, 2017

Location: **Building 4, Conference Room #2440**

Time: **3:00 p.m. – 4:30 p.m.**

Budget Committee Members:

Mike Gregoryk, Chair	Rosa Royce	Justin Ott	
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)

Institutional Effectiveness Committee Members:

Irene Malmgren, Chair	Grace Hanson	Martin Ramey	
Michelle Sampat, Co-Chair	Barbara McNeice-Stallard	Emily Woolery	
Kristina Allende	Annel Medina Tagarao		Laura Martinez (Notes)
Meghan Chen	Kate Morales		Lisa Jackson (Notes)

AGENDA ITEMS:

Institutional Effectiveness Committee (IEC)

1. PIE – Report on PIE Process

Budget Committee

2. Annual Calendar

Appendix C
2018-19 BUDGET DEVELOPMENT CALENDAR
(October 18, 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 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	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
Deans/Directors Prioritize Department's New Resource Allocation Requests	07/02/18 to 08/01/18 *
Fiscal Services' Deadline for 2017-18 Year-End Closing	07/23/18
Vice Presidents Prioritize Team's New Resource Allocation Requests	08/02/18 to 08/14/18 *
Budget Committee Reviews the Completed Adopted Budget	09/05/18
Board of Trustees Approves Adopted Budget	09/12/18
Budget Committee Finalizes Review of New Resource Allocation Requests and Forwards to President's Advisory Council	09/19/18
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
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 New Resources Allocation funded Requests to Budget Committee and President Advisory Council	TBD

LEGEND:

- Budget Committee
- Department level
- Administrative Level
- Other Groups
- Fiscal Services



* Timeframe

BUDGET COMMITTEE

The Budget Committee is the primary governance body for developing, recommending, and evaluating policies and procedures relating to institutional planning and its integration to the budget process (Appendix N) and all aspects of College finances (Appendix O). Among other things, the Committee develops and recommends policies and procedures (Appendices P through S) relating to overall resource generation and allocation, develops and recommends policies and procedures for budget development, and reviews the current budget process for effectiveness. The Committee reports to President's Advisory Council on the evaluation of the College budget models and informs the campus about budget-related matters (Appendix T).

The Budget Committee coordinates with the Institutional Effectiveness Committee to ensure the Planning for Institutional Effectiveness process and the budget development process are aligned to ensure budget effectiveness.

Budget Committee Calendar

Spring:

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

Summer:

- Meets only if an emergency arises

Fall:

- Reviews prioritized one-time New Resource Requests (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)
- Reviews previous fiscal year's total actual expenditure summary from Fiscal Services (November)
- Compares previous year Adopted Budget to previous year's actual expenditures (November)
- Compares previous year's Adopted Budget to current year's Adopted Budget (November)
- Evaluates Budget Allocation Process (November)
- Makes recommendations about changing budgetary policies and procedures to PAC (December)

Winter:

- Meets only if needed to complete fall activities

MT. SAN ANTONIO COLLEGE

SUMMARY OF REGULAR POSITIONS INCLUDED IN THE 2013-14 ADOPTED BUDGET

EMPLOYEE GROUP	2012-2013	2012-2013	2013-2014	2013-2014	DIFFERENCE	
	POSITIONS BUDGETED	TOTAL FTE	POSITIONS BUDGETED	TOTAL FTE	POSITIONS BUDGETED	TOTAL FTE
MANAGEMENT	73	73.000	78	78.000	5	5
SUPERVISORS						
100% FTE	12	12.000	14	14.000		
LESS THAN 100% FTE	1	0.750	1	0.750		
SUPERVISORS TOTAL	13	12.750	15	14.750	2	2
FACULTY	396	395.500	390	389.500	(6)	(6)
CONFIDENTIAL	14	14.000	14	14.000	-	-
CLASSIFIED - UNIT A						
100% FTE	328	328.000	336	336.000		
LESS THAN 100% FTE	132	65.525	128	63.850		
UNIT A TOTAL	460	393.525	464	399.850	4	6.325
CLASSIFIED - UNIT B						
100% FTE	93	93.000	95	95.000		
LESS THAN 100% FTE	8	3.800	8	3.800		
UNIT B TOTAL	101	96.800	103	98.800	2	2
TOTAL	1057	985.575	1064	994.900	7	9.325

MT. SAN ANTONIO COLLEGE

SUMMARY OF REGULAR POSITIONS INCLUDED IN THE 2014-15 ADOPTED BUDGET

EMPLOYEE GROUP	2013-2014		2014-2015		DIFFERENCE	
	POSITIONS BUDGETED	TOTAL FTE	POSITIONS BUDGETED	TOTAL FTE	POSITIONS BUDGETED	TOTAL FTE
MANAGEMENT	78	78.000	86	86.000	8	8
SUPERVISORS						
100% FTE	14	14.000	14	14.000		
LESS THAN 100% FTE	1	0.750	1	0.750		
SUPERVISORS TOTAL	15	14.750	15	14.750	-	-
FACULTY	390	389.500	390	389.500	-	-
CONFIDENTIAL	14	14.000	14	14.000	-	-
CLASSIFIED - UNIT A						
100% FTE	336	336.000	358	358.000		
LESS THAN 100% FTE	128	63.850	131	65.250		
UNIT A TOTAL	464	399.850	489	423.250	25	23.400
CLASSIFIED - UNIT B						
100% FTE	95	95.000	97	97.000		
LESS THAN 100% FTE	8	3.800	8	3.800		
UNIT B TOTAL	103	98.800	105	100.800	2	2
TOTAL	1,064	994.900	1,099	1,028.300	35	33.400

MT. SAN ANTONIO COLLEGE

SUMMARY OF REGULAR POSITIONS INCLUDED IN THE 2015-16 ADOPTED BUDGET

EMPLOYEE GROUP	2014-2015		2015-2016		DIFFERENCE	
	POSITIONS BUDGETED	TOTAL FTE	POSITIONS BUDGETED	TOTAL FTE	POSITIONS BUDGETED	TOTAL FTE
MANAGEMENT	86	86.000	95	95.000	9.00	9.000
SUPERVISORS						
100% FTE	14	14.000	14	14.000		
LESS THAN 100% FTE	1	0.750	1	0.750		
SUPERVISORS TOTAL	15	14.750	15	14.750	-	-
FACULTY	390	389.500	397	396.500	7.00	7.000
CONFIDENTIAL	14	14.000	15	15.000	1.00	1.000
CLASSIFIED - UNIT A						
100% FTE	358	358.000	386	386.000		
LESS THAN 100% FTE	131	65.250	125	62.250		
UNIT A TOTAL	489	423.250	511	448.250	22.00	25.000
CLASSIFIED - UNIT B						
100% FTE	97	97.000	99	99.000		
LESS THAN 100% FTE	8	3.800	5	2.375		
UNIT B TOTAL	105	100.800	104	101.375	(1.00)	0.575
TOTAL	1099	1028.300	1137	1070.875	38.00	42.575

MT. SAN ANTONIO COLLEGE

SUMMARY OF REGULAR POSITIONS INCLUDED IN THE 2016-17 ADOPTED BUDGET

EMPLOYEE GROUP	2015-2016	2015-2016	2016-2017	2016-2017	DIFFERENCE	
	POSITIONS BUDGETED	TOTAL FTE	POSITIONS BUDGETED	TOTAL FTE	POSITIONS BUDGETED	TOTAL FTE
MANAGEMENT	95	95.000	117	117.000	22	22.000
SUPERVISORS						
100% FTE	14	14.000	8	8.000		
LESS THAN 100% FTE	1	0.750	1	0.750		
SUPERVISORS TOTAL	15	14.750	9	8.750	(6)	(6.000)
FACULTY	397	396.500	435	434.500	38	38.000
CONFIDENTIAL	15	15.000	18	18.000	3	3.000
CLASSIFIED - UNIT A						
100% FTE	386	386.000	417	417.000		
LESS THAN 100% FTE	125	62.250	124	61.625		
UNIT A TOTAL	511	448.250	541	478.625	30	30.375
CLASSIFIED - UNIT B						
100% FTE	99	99.000	101	101.000		
LESS THAN 100% FTE	5	2.375	6	2.850		
UNIT B TOTAL	104	101.375	107	103.850	3	2.475
TOTAL	1,137	1,070.875	1,227	1,160.725	90	89.850

MT. SAN ANTONIO COLLEGE

SUMMARY OF REGULAR POSITIONS INCLUDED IN THE 2017-18 ADOPTED BUDGET

EMPLOYEE GROUP	2016-2017	2016-2017	2017-2018	2017-2018	DIFFERENCE	
	POSITIONS BUDGETED	TOTAL FTE	POSITIONS BUDGETED	TOTAL FTE	POSITIONS BUDGETED	TOTAL FTE
MANAGEMENT	117	117.000	124	124.000	7.00	7.000
SUPERVISORS						
100% FTE	8	8.000	3	3.000		
LESS THAN 100% FTE	1	0.750				
SUPERVISORS TOTAL	9	8.750	3	3.000	(6.00)	(5.750)
FACULTY	435	434.500	440	439.000	4.50	4.500
CONFIDENTIAL	18	18.000	13	13.000	(5.00)	(5.000)
CLASSIFIED - UNIT A						
100% FTE	417	417.000	432	432.000		
LESS THAN 100% FTE	124	61.625	127	63.700		
UNIT A TOTAL	541	478.625	559	495.700	18.00	17.075
CLASSIFIED - UNIT B						
100% FTE	101	101.000	102	102.000		
LESS THAN 100% FTE	6	2.850	5	2.375		
UNIT B TOTAL	107	103.850	107	104.375	-	0.525
TOTAL	1,227	1,160.725	1,246	1,179.075	18.50	18.350