

BUDGET COMMITTEE

MEETING AGENDA

March 12, 2025

3:00 – 4:30 p.m.



Location: Building 4, Conference Room # 2460

Time: 3:00 p.m. – 4:30 p.m.

Committee Members: 15

Shannon Carter, Chair
Stephen Lancaster, Co-Chair
Delana Miller
Emily Woolery
Gabriel Tinoco

Joe Louis Hernandez
Kelly Fowler
Lisa Romo
Madelyn Arballo
Rosa Royce

Shiloh Blacksher
Valerie Arenas-Rey
Zak Gallegos
Sophie Gieng (Student)
Xenia Chen (Student)

Guest:
Patricia Quinones
Vivian Ruiz (Notes)

AGENDA ITEMS:

1. Agenda Check
2. Review the Budget Committee Meeting Summaries of December 11, 2024
3. Report from IEC Representative
4. Meeting Frequencies
5. PAC Report Out Language
6. 2025-26 Budget Calendar
7. First Principal Apportionment (P1)
8. Meeting Schedule and Zoom Options

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

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

April 9, 2025

May 14

June 11, 2025?

Mt. San Antonio College
Budget Committee Summary of
March 12, 2025
Location: Zoom
Time: 3:00 p.m. – 4:30 p.m.

Committee Members:

<input checked="" type="checkbox"/> Shannon Carter- Co-Chair	<input checked="" type="checkbox"/> Valerie Arenas Rey	<input type="checkbox"/> Lisa Romo	<input checked="" type="checkbox"/> Patty Quinones (Guest)
<input checked="" type="checkbox"/> Stephen Lancaster, Co-Chair	<input checked="" type="checkbox"/> Shiloh Blacksher	<input type="checkbox"/> Gabriel Tinoco	<input checked="" type="checkbox"/> Vivian Ruiz (Notes)
<input checked="" type="checkbox"/> Kelly Fowler	<input checked="" type="checkbox"/> Emily Woolery	<input checked="" type="checkbox"/> Madelyn Arballo	
<input checked="" type="checkbox"/> Delana Miller	<input checked="" type="checkbox"/> Zak Gallegos	<input type="checkbox"/> Sophie Gieng (Student)	
<input checked="" type="checkbox"/> Rosa Royce	<input checked="" type="checkbox"/> Joe Louis Hernandez	<input type="checkbox"/> Xenia Chen (Student)	

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Agenda check	Agenda checked.	
2. Review the Budget Committee Meeting Summary of December 11, 2024	The Budget Committee reviewed and approved the meeting summary of December 11, 2024.	The meeting summary was approved.
3. Report from IEC Representative	<p>Patty Quinones announced that Jennifer Hinostroza was elected today as the new co-chair of the Institutional Effectiveness Committee (IEC).</p> <p>The IEC reviewed the ACCJC annual report, which includes student metrics data. Each year, the report requires the college to submit data on student achievement, including course success rates. The college must also establish institution-set standards and stretch goals. Notably, the college has surpassed its previous certificate stretch goal, prompting the IEC to set new targets moving forward.</p> <p>Regarding the future joint meeting with IEC and the Budget Committee, it would be beneficial to discuss a potential rubric for evaluating research requests submitted through PIE. Patty will bring a rubric from another district to provide insight into how other colleges approach this process. Additional discussion topics for future meetings will also be considered.</p>	

<p>4. Meeting Frequencies</p>	<p>Shannon addressed the action item regarding meeting frequency. After researching other districts, it was found that most align their meetings to once a month. Shannon asked for feedback on whether to shift from biweekly to monthly meetings.</p> <p>One committee member supported the change, provided meetings were scheduled before board meetings to allow for constituent reporting. Another member emphasized to note that the committee has consistently met quorum and remained committed to its responsibilities. It was also noted that a special meeting is already set for August to review the budget before it is presented to the board.</p>	
<p>5. PAC Report Out Language</p>	<p>As a committee, we should clarify our purpose and what we aim to communicate about our work. It is proposed that at the end of each meeting, we have a discussion on what we are reporting to President's Advisory Council (PAC).</p> <p>As the District reviews the shared governance handbooks, it was noted that the Budget Committee is classified as an operational committee rather than a Brown Act committee. Once there is greater clarity on how this distinction will be implemented, a more definitive decision can be made.</p>	
<p>6. 2025-26 Budget Calendar</p>	<p>The annual implementation of the 2025-26 Budget Development Calendar (attached) is essential to the budget development process and is part of the budget review and development guide. It provides a comprehensive overview of key deadlines leading up to the completion of the adopted budget.</p>	
<p>7. First Principal Apportionment (P1)</p>	<p>Throughout the year, we receive two apportionment reports that provide insights into our performance within the Student Center Funding Formula. The first report, known as P1, arrived in February and P2 in July. This report utilizes data we supply, including supplemental counts, along with projections FTES. Shannon reviewed the report (attached).</p>	

8. Meeting Schedule and Zoom Options	The Office of the Vice President recently experienced water intrusion, leading to a temporary relocation to South Campus. Shannon emphasized the importance of respecting everyone's time while ensuring the ability to present key financial data with flexibility. The committee agreed to continue meeting via Zoom but preferred to hold in-person meetings for discussions on the May Revise or important budget scenarios.	
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FUTURE MEETING DATES

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

April 23, 2025

May 28, 2025

June 11, 2025

August 27, 2025

Appendix C
2025-26 BUDGET DEVELOPMENT CALENDAR
(March 1, 2025)

DESCRIPTION OF TASK	DUE DATE	COMPLETION DATE
Fiscal Services Updates and Projects Personnel Budget (Changes through January 8, 2025 Board Agenda)	01/27/25	01/27/2025
Fiscal Services Distributes Status Quo Budget Templates to Departments for Tentative Budget Changes/Analysis	03/03/25	03/03/2025
Departments Complete Status Quo Budget Review (**Unit/Grant Review); Then Sends to Deans/Directors	03/14/25	
Deans/Directors Review and Approve Department's Status Quo Budgets (**Division/Department Budget); Then Sends to President and VPs	03/28/25	
Budget Committee communicates expected budget situation, resources, and processes	03/26/25	
President and VPs Review and Approve Department's Status Quo Budgets (**Area/Team Budget); Then Sends to Fiscal	04/18/25	
Departments Prioritize New Resources Requests for funding in PIE	May/June	
Budget Committee Reviews the Tentative Budget (Budget Scenarios)	06/11/25	
Fiscal Services Completes the Tentative Budget and Prepares Board Agenda Item	06/15/24	
Tentative Budget Submitted for Board Approval	06/25/25	
Fiscal Services' Deadline for 2023-24 Year-End Closing - Target	07/17/25	
Deans/Directors Prioritize Department's New Resource Allocation Requests	July	
President and VPs Prioritize Team's New Resource Allocation Requests	August	
Budget Committee Reviews the Proposed Annual Budget (including the New Resources budget line items)	08/27/25	
Board of Trustees Approves Adopted Budget	09/10/25	
President's Cabinet (PC) Makes Final Decision on New Resources Requests	October	

LEGEND:

Budget Committee
Department level
Administrative Level
Other Groups
Fiscal Services



* Timeframe

** Terminology used in Questica Budget System

**California Community Colleges
2024-25 First Principal
Mt. San Antonio CCD
Exhibit C - Page 1**

Total Computational Revenue and Revenue Sources									
Total Computational Revenue (TCR)									
I. Base Allocation (FTES + Basic Allocation)								\$	204,711,958
II. Supplemental Allocation									45,074,369
III. Student Success Allocation									24,381,626
							Student Centered Funding Formula (SCFF) Calculated Revenue (A)	\$	274,167,953
							2023-24 SCFF Calculated Revenue + COLA (B)		269,987,730
							Hold Harmless Revenue (C)		229,142,677
							Stability Protection Adjustment		-
							Hold Harmless Protection Adjustment		-
							2024-25 TCR (Max of A, B, or C)	\$	274,167,953
Revenue Sources									
Property Tax & ERAF								\$	71,709,198
Less Property Tax Excess									-
Student Enrollment Fees									9,900,898
Education Protection Account (EPA)									36,977,744
State General Fund Allocation									136,069,035
State General Fund Allocation									
General Fund Allocation								\$	133,730,382
Full-Time Faculty Hiring (FTFH) Allocation (2015-16 Funds Only)									2,338,653
Subtotal State General Fund Allocation									\$136,069,035
Adjustment(s)									-
State General Fund Allocation (Includes Deferral to be Paid in 2025-26)								Available Revenue	\$ 254,656,875
State General Fund Certification (Exhibit A)								2024-25 TCR (Max of A, B, or C)	274,167,953
Deferral Amount								7.1165% Revenue Deficit	\$ (19,511,078)

Supporting Sections									
Section Ia: FTES Data and Calculations									
variable	a	b	c	d	e	f = b + c + d + e	g = f (except credit = (a + b + f)/3)	h	i = g + h
FTES Category	2022-23 Applied #3	2023-24 Applied #3	2024-25 Restoration	2024-25 Decline	2024-25 Adjustment	2024-25 Applied #1	2024-25 Applied #2	2024-25 Growth	2024-25 Funded
Credit	24,629.82	23,487.64	-	-	-	23,487.64	23,868.37	-	23,868.37
Incarcerated Credit	-	-	-	-	-	-	-	-	-
Special Admit Credit	145.51	145.51	-	-	-	145.51	145.51	-	145.51
CDCP	6,567.18	8,020.49	-	-	-	8,020.49	8,020.49	199.81	8,220.30
Noncredit	1,569.69	1,106.50	-	-	-	1,106.50	1,106.50	99.24	1,205.74
Total FTES=>>>	32,912.20	32,760.14	-	-	-	32,760.14	33,140.86	299.05	33,439.91
Total Values=>>>		\$189,922,238	\$0	\$0	\$0				
Change from PY to CY=>>>		\$13,957,396							

variable	j = g x i 2024-25 Applied #2 Revenue	k = h x i 2024-25 Growth Revenue	l 2024-25 Rate \$*	m = j + k 2024-25 Total Revenue
FTES Category				
Credit	\$126,369,241	\$	\$5,294.42	\$126,369,241
Incarcerated Credit	-	-	\$7,424.53	-
Special Admit Credit	1,080,343	-	\$7,424.53	1,080,343
CDCP	59,548,328	1,483,506	\$7,424.53	61,031,834
Noncredit	4,940,055	443,065	\$4,464.58	5,383,120
Total	\$191,937,967	\$1,926,571		\$193,864,538

Total Value=>>> \$203,879,634

n 2024-25 Applied #0	o = f + h 2024-25 Applied #3	p = n - o 2024-25 Unfunded FTES	q = p x l 2024-25 Unfunded FTES Value
24,339.28	23,487.64	851.64	\$ 4,508,943
-	-	-	-
460.89	145.51	315.38	2,341,548
8,918.03	8,220.30	697.73	5,180,334
1,205.74	1,205.74	-	-
34,923.94	33,059.19	1,864.75	\$ 12,030,825

Section Ib: 2024-25 FTES Emergency Conditions Allowance (ECA)				
variable	r ECA FTES	s Reported 320 2024-25 P1 FTES	t ECA Applied	n = s + t 2024-25 Applied #0
FTES Category				
Credit	-	24,339.28	-	24,339.28
Incarcerated Credit	-	-	-	-
Special Admit Credit	-	460.89	-	460.89
CDCP	-	8,918.03	-	8,918.03
Noncredit	-	1,205.74	-	1,205.74
Total	-	34,923.94	-	34,923.94

Definitions:	PY: 2023-24	CY: 2024-25
PY App#3: PY App#1 plus PY Growth, is the base for CY.		
CY App#0: Reported FTES with any ECA or statutory protections. These FTES are used in the calculations of the CY funded FTES.		
CY App#1: Base for CY plus any restoration, decline or adjustment.		
CY App#2: FTES that will be funded not including growth. Includes Credit 3-year average.		
CY App#3: CY App#1 plus Growth. Used as the base for the following year.		
CY Adjustment: Alignment of FTES to available resources.		
Change Prior Year to Current Year: CY App#0 value minus PY App#3 value and is the sum of CY restoration, decline, growth and unapplied values		

Section Ic: FTES Restoration Authority				
variable	v	w	y	z = (v + w + y) x l
FTES Category	2021-22	2022-23	2023-24	Total \$
Credit	-	-	-	\$ -
Incarcerated Credit	-	-	-	-
Special Admit Credit	-	-	-	-
CDCP	-	-	-	-
Noncredit	-	-	-	-
Total	-	-	-	\$ -

Section Id: FTES Growth Authority			
variable	aa	ab 2023-24 Applied #3 FTES	ac = aa x ab 2024-25 Growth FTES
FTES Category	% target		
Credit	0.37%	23,487.64	87.99
Incarcerated Credit	0.37%	-	-
Special Admit Credit	0.37%	145.51	0.55
CDCP	0.37%	8,020.49	30.05
Noncredit	0.37%	1,106.50	4.15
Total		32,760.14	122.72
		Total Growth FTES Value ==>>> \$ 710,605	

Section Ie: Basic Allocation

District Type/FTES	Funding Rate	Number of Colleges	Basic Allocation	FTES	Funding Rate	Number of Centers	Basic Allocation
<u>Single College Districts</u>				<u>State Approved Centers</u>			
≥ 20,000	10,847,419.78	1	\$10,847,420	≥ 1,000	\$2,169,483.61	-	\$0
≥ 10,000 & < 20,000	8,677,936.16	-	-	<u>Grandparented Centers</u>			
< 10,000	6,508,449.14	-	-	≥ 1,000	2,169,483.61	-	-
<u>Multi-College Districts</u>				≥ 750 & < 1,000	1,627,112.28	-	-
≥ 20,000	8,677,936.16	-	-	≥ 500 & < 750	1,084,740.95	-	-
≥ 10,000 & < 20,000	7,593,193.50	-	-	≥ 250 & < 500	542,371.33	-	-
< 10,000	6,508,449.14	-	-	≥ 100 & < 250	271,187.37	-	-
<u>Additional Rural \$</u>	2,070,087.77	-	-	Subtotal			
			Subtotal	\$0			
			\$10,847,420	Total Basic Allocation			
				\$10,847,420			
				Total FTES Allocation			
				193,864,538			
				Total Base Allocation			
				\$204,711,958			

Section II: Supplemental Allocation

Supplemental Allocation - Point Value \$1251.96	Points	2023-24 Headcount	Rate	Revenue
AB540 Students	1	1,122	\$1,251.96	\$1,404,701
Pell Grant Recipients	1	12,229	1,251.96	15,310,237
Promise Grant Recipients	1	22,652	1,251.96	28,359,431
Totals		36,003		\$45,074,369

Section III: Student Success Allocation

	Points	2021-22 Headcount	2022-23 Headcount	2023-24 Headcount	Three Year Average	Rate = Point Value x Points	Revenue
All Students - Point Value \$738.23							
Associate Degrees for Transfer	4	1,291	1,285	1,363	1,313.00	\$ 2,952.94	\$3,877,208
Associate Degrees	3	1,570	1,421	1,557	1,516.00	2,214.70	3,357,491
Baccalaureate Degrees	3	0	0	0	0.00	2,214.70	0
Credit Certificates	2	336	532	866	578.00	1,476.47	853,399
Transfer Level Math and English	2	929	1,160	1,260	1,116.33	1,476.47	1,648,232
Transfer to a Four Year University	1.5	1,774	1,456	1,543	1,591.00	1,107.35	1,761,797
Nine or More CTE Units	1	4,857	5,464	5,842	5,387.67	738.23	3,977,362
Regional Living Wage	1	3,446	3,556	2,176	3,059.33	738.23	2,258,506
All Students Subtotal		14,203	14,874	14,607	14,561.33		\$17,733,995
Pell Grant Recipients - Point Value \$186.21							
Associate Degrees for Transfer	6	766	774	864	801.33	\$ 1,117.26	\$895,295
Associate Degrees	4.5	915	859	920	898.00	837.94	752,472
Baccalaureate Degrees	4.5	0	0	0	0.00	837.94	0
Credit Certificates	3	168	185	201	184.67	558.63	103,160
Transfer Level Math and English	3	380	481	550	470.33	558.63	262,742
Transfer to a Four Year University	2.25	943	766	812	840.33	418.97	352,076
Nine or More CTE Units	1.5	2,505	2,899	3,150	2,851.33	279.31	796,418
Regional Living Wage	1.5	1,273	1,301	757	1,110.33	279.31	310,132
Pell Grant Recipients Subtotal		6,950	7,265	7,254	7,156.33		\$3,472,295
Promise Grant Recipients - Point Value \$186.21							
Associate Degrees for Transfer	4	992	1,008	1,068	1,022.67	\$ 744.84	\$761,721
Associate Degrees	3	1,245	1,142	1,243	1,210.00	558.63	675,940
Baccalaureate Degrees	3	0	0	0	0.00	558.63	0
Credit Certificates	2	251	292	324	289.00	372.42	107,629
Transfer Level Math and English	2	554	668	782	668.00	372.42	248,776
Transfer to a Four Year University	1.5	1,262	1,023	1,038	1,107.67	279.31	309,387
Nine or More CTE Units	1	3,531	3,978	4,341	3,950.00	186.21	735,527
Regional Living Wage	1	2,098	2,124	1,197	1,806.33	186.21	336,356
Promise Grant Recipients Subtotal		9,933	10,235	9,993	10,053.67		\$3,175,336
Total Headcounts		31,086	32,374	31,854	31,771.33		
Total Student Success Allocation							\$24,381,626