SAC PLANNING & BUDGET MEETING
MINUTES – OCTOBER 2, 2012
SAC FOUNDATION BOARD ROOM
1:30P.M. – 3:00P.M.

Approved 11/6/2012

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, workforce and economic development needs of our diverse community. Santa Ana College prepares students for transfer, employment, careers and lifelong intellectual pursuit in a dynamic learning environment.

Administrators		Academic Senate		CLASSIFIED	Student Rep.
Jim Kennedy, co-chair	Ray Hicks	Elliot Jones	Monica Porter	Tom Andrews	Joe Ricker
Sara Lundquist		Michael Kelcher	George Wright	Vacant (3)	**Guests**
Linda Rose		Jeff McMillan, co-chair	John Zarske		Earl Mitchell

1. WELCOME		Meeting called to order 1:38p.m.
	Self introductions were made.	
2. PUBLIC COMMENTS	**DISCUSSION/COMMENTS**	**ACTIONS/ FOLLOW UPS**
	No public comments	
3. MINUTES	**DISCUSSION/COMMENTS**	**ACTIONS/ FOLLOW UPS**
	Approval of September 4, 2012 minutes The September 4, 2012 minutes were presented for approval.	**ACTION** Motion was moved by Monica Porter to approve the September 4, 2012 Planning & Budget Committee minutes. 2nd – R. Hicks Motion carried unanimously.
4. BUDGET UPDATES	**DISCUSSION/ COMMENTS**	**ACTIONS/ FOLLOW UPS**
	Budget Update • Board of Trustees approved the budget. • Member's attention was brought to the informational item from the Community College League of California. o The document outlined the different scenarios that could occur if the ballot measure does or does not pass. • In a holding pattern until November. o RSCCD in better shape than most with ending balance there to help manage outcome. o The outcome of the election will impact 12/13 and 13/14. • If the measure passes the district could be looking at 2.1 to 4mil deficit. • It was noted that if tax revenues do not meet their expectation, monies are not allocated to the colleges. Currently tax revenues have not been meeting their expectation. The co-chairs noted their intent to spend more time on items that they can do something about rather than those items of which they have no control over.	
5. OLD BUSINESS	**DISCUSSION/ COMMENTS**	**ACTIONS/ FOLLOW UPS**
	Follow up on Classified Accounts A follow up from the September meeting was presented to members addressing an inquiry regarding a 2.7mil reduction Classified Accounts.	

OLD BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS

	Planning Process/Calendar Sync
	The Cyclical Academic Program Review Planning Calendar and the RSCCD Tentative Budget Calendar were distributed to members.
	• The importance of aligning the planning and budget process was noted.
	• Dr. Rose and Dr. Jaros have been working to ensure that the program review planning calendar and the tentative budget calendar are aligned.
	  o Any resources identified in the Program review document need to be tied in with the budget planning process.
	• Cyclical Academic Program Review Planning Calendar was already in existence however it is being modified to coincide with the District Budget Calendar.
	  o The document was provided for feedback from members.
	  o It is necessary that the document is in place for the Fall 2014 Self Evaluation.
	• It was noted the majority of planning occurs within 10 months from August to May.
	  o The previous calendar document focuses on having the bulk of the planning occurring when the faculty is here.
		FOLLOW UP
		The Cyclical Academic Program Review Planning Calendar will be presented to the Academic Senate an action item.
		
		The Cyclical Academic Program Review Planning Calendar will be sent to members and will be on the November agenda as an action item.

	How to implement goals
	The committee revisited their goals and discussed ways to measure their effectiveness and an implementation strategy. The committee took action on the bolded goals below:
	
	1. **BAPR minutes & agendas forwarded to our committee to review prior to BAPR meetings.**
	  Purpose - More direct connection with the district planning and/or tying with the district cycle.
	
	2. **A stronger connection between the planning and budget committee and the other major committees on campus (IE&A, Student Success, etc) and even the deans council (both academic and student services).**
	  Members were advised to bring back information from other committees that they serve on when the information relates to planning and budget.
	  • *This information will be discussed under "Other Business" on the agenda. This will be a standing agenda item on the agenda.*
	
	3. ==**Continue to provide recommendations to the district Budget Allocation and Planning Review Work Group and College Council for their annual review and analysis of the Budget Allocation Model.**==
	  A recommendation on the wording will be provided.
	
	4. Further identify responsibilities of the committee as the college transitions into the new Budget Allocation Model.
	
	5. Committee will reaffirm priorities to accomplish more of its core goals in times of both augmented and/or reduced budgets.
	
	6. Continue to work on the transition and the implementation of the new budget model.
		FOLLOW UP
		• The wording of Goal #2 will be revisited at a later time.
		• Jim and Jeff will update the outdated language within the goals.
		• John Zarske will email a recommendation on new wording for Goal #3.
		• Members were asked to email any revisions to wording of the goals to Geni. Those revisions will be discussed by the co-chairs in planning the November meeting.
		• "Other Business" will be added to the committee agenda on an ongoing basis.

OLD BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	7. Ensure departmental chairs are provided with Departmental Budgets. • It will be each dean's responsibility to initiate a request from Esmeralda for their department budget which they will then share with their chairs.	**FOLLOW UP** The department deans will initiate a request for their department budgets. Training will be provided on how to the access the information for their budget through Datatel. To ensure the process ties together, Jim Kennedy will serve as the link between Administrative Services and the Planning and Budget committee, Dr. Rose will serve as a link between the Deans and the Planning and Budget committee.
6. NEW BUSINESS	**DISCUSSION/ COMMENTS**	**ACTIONS/ FOLLOW UPS**

	Revised District and College Governance Structure
	As an informational item, the committee reviewed and discussed the Revised District and College Governance Structure. Discussion ensued.
	
	Over the summer the district re-examined their planning structure. It became apparent that all requests were falling to BAPR. BAPR committee is a budget and planning committee, however mostly budget work was being done with little planning. In an effort to strengthen their process some revisions were made to ensure a stronger planning design. The committee was presented with an diagram of the new structure identifying District Council serving as the primary hub for:
	• Fiscal Resources Committee (formerly BAPR)
	  o The committee structure will consist of:
	    ▪ 1 CSEA per each college
	    ▪ 2 Faculty per each college
	    ▪ 2 Administrators per college
	  o There will be a change in regards to what was formerly known as the BAPR workgroup.
	  o It was noted the SAC Planning and Budget committee will work closely with the Fiscal Resources Committee.
	• Planning and Organizational Effectiveness Committee – to review data/assessment/evaluations.
	• Physical Resources Committee (formally the District Facilities Planning) Committee.
	• Human Resources - remains the same
	• Technology Advisory Group – remains the same
	
	There has been discussion to expand District Council.
	
	There was an inquiry as to what committee would oversee the evaluation of the district expenditures.
	
	Also discussed was the possibility for an operational change within the SAC college structure with the added fiscal responsibility.
		FOLLOW UP
		Members will be sent the *Revised District and College Governance Structure.*

NEW BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	There was discussion on the process on how the how "revised" district governance structure was approved. There was discussion on the process on how the how "revised" district governance structure was approved. This item will be presented to the Academic Senate. The revised structure has been presented to College Council and will be brought as an action meeting at the next College Council meeting. • The revised structure will be channeled through the normal college process. Pending that outcome will determine how the college will interact with the district regarding the revised structure.	
7. FUTURE AGENDA ITEMS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	• **Planning Process/Calendar Sync** o The Cyclical Academic Program Review Planning Calendar will be presented for action. • Review/refresher of the SAC Shared Governance Structure. • Update on the proposed District Shared Governance Structure and the action taken by College Council.	
8. OTHER	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	A "refresher" on how the shared governance structure works was requested.	**FOLLOW UPS** Review of the shared governance structure will be on the November agenda.

Adjourned – 2:50p.m.
Next Meeting –Tuesday, November 6, 2012
1:30 – 3:00p.m.
U-201A
Submitted by G. Lusk 10/9/2012