



# SAC PLANNING & BUDGET MEETING

MINUTES – DECEMBER 4, 2012

F-126

1:30P.M. – 3:00P.M.

Approved 2/5/2013

*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.
Mike Collins, co-chair	Chris Cannon(a)	Michael Kelcher	Jeff McMillan, co-chair(a)	Tom Andrews	Joe Ricker (a)
Jim Kennedy	Ray Hicks		Monica Porter	Denise Hatakeyama	<b>Guests</b>
Sara Lundquist	Elliot Jones(a)		George Wright	Leslie Wood-Rogers	Bart Hoffman
Linda Rose			John Zarske		Rhonda Langston
<b>1. WELCOME</b>					<b>Meeting called to order 1:40p.m.</b>
		<p>Dr. Michael Collins was introduced to the committee as the new Vice President of Administrative Services and the new co-chair of the committee. Dr. Collins provided some background on his professional experience and expressed enthusiasm in being at Santa Ana College.</p> <p>Self introductions were made.</p>			
<b>2. PUBLIC COMMENTS</b>		<b>DISCUSSION/COMMENTS</b>			<b>ACTIONS/ FOLLOW UPS</b>
		No public comments			
<b>3. MINUTES</b>		<b>DISCUSSION/COMMENTS</b>			<b>ACTIONS/ FOLLOW UPS</b>
		<p><b>Approval of the November 6, 2012 minutes</b> The November 6 minutes were presented for approval.</p>			<p><b>ACTION</b> Motion was moved by G. Wright to approve the November 6, 2012 Planning &amp; Budget Committee minutes. 2<sup>nd</sup> – R. Hicks Motion carried with two abstentions.</p>
<b>4. BUDGET UPDATES</b>		<b>DISCUSSION/ COMMENTS</b>			<b>ACTIONS/ FOLLOW UPS</b>
<b>Budget Update</b>		<ul style="list-style-type: none"> <li>• The state budget situation is still very unclear.</li> <li>• The passing of Prop. 30 did eliminate some potential cuts.</li> <li>• Prop. 30 revenue picture will not be known until June 20, 2013.</li> <li>• Property taxes are not as high as projected. This may result in some revenue shortfall.</li> <li>• Dr. Collins will be meeting with the district this week to review some history and what to expect as the college moves forward.</li> <li>• SB361 will be helpful for the district and the college.</li> </ul> <p><b>FON – Faculty Obligation Number</b></p> <ul style="list-style-type: none"> <li>• The district will be attempting to replace full time faculty that have separated from the district.</li> <li>• Prudent to replace those positions and stay in compliance with the full time Faculty Obligation Number.</li> <li>• Eight positions have been indentified for funding at Santa Ana College.</li> </ul>			

BUDGET UPDATES (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> <li>• Two positions will be identified for Santiago Canyon College.</li> </ul> <p><b>FTES</b> The college is meeting and exceeding CAP.</p> <p>There was an inquiry made regarding structural testing on the Santiago Canyon's OEC site and the fiscal ramifications that could result.</p> <ul style="list-style-type: none"> <li>• Extent of renovation not known at this time.</li> <li>• OEC does house some district services.</li> <li>• At this time, there has been no confirmation where the monies will come from for the work.</li> <li>• Funding strategy may be a good test case for the new budget model.</li> </ul>	
<b>5. STUDENT UPDATE</b>	<b>DISCUSSION/ COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	Student representative not present. No update available.	
<b>6. OLD BUSINESS</b>	<b>DISCUSSION/ COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
<b>Committee Priorities</b>	<p>At the November meeting it was recommended that the committee priorities be sent to the members for discussion at the December meeting. The committee priorities that were first established in 2009 and then revised in 2010. Discussion ensued.</p> <ul style="list-style-type: none"> <li>• The priorities were first established as general guidelines to assist Dr. Martinez and the Cabinet in making cuts.</li> <li>• Priorities need to be more specific and clearly defined.</li> <li>• Were the priorities aligned with Accreditation?</li> <li>• Student completion with a degree or certificate is missing from the established priorities.</li> <li>• Are the priorities consistent with the college's goals?</li> <li>• What is the process to evaluate the priorities?</li> <li>• New budget model was not in place when priorities were first established. Important to consider.</li> <li>• The need to have division input when considering cuts to instruction was expressed.</li> <li>• Important for the committee to consider a periodic review of the established priorities.</li> </ul>	<p>A task force will be established by the committee co-chairs to re-evaluate the committee priorities.</p> <ul style="list-style-type: none"> <li>• Update will be provided to the members at the February meeting.</li> </ul>
<b>Goals</b>	<p><b>Tying planning to budget goal</b> The need for a goal that ties planning to budget was discussed.</p> <ul style="list-style-type: none"> <li>• SLO's and assessments of the learning outcomes are the core of planning process for the college.</li> <li>• Important that the needs indentified in the assessment of courses is included in planning.</li> <li>• Courses drive the revenue.</li> <li>• Important to also consider efficient use of classroom space.</li> </ul>	<p><b>FOLLOW UP</b> This item will be discussed by the priorities task force.</p>
	<p><b>Goal Assessment</b> The committee reviewed their goals and assessed their status:</p> <ol style="list-style-type: none"> <li>1. <b>BAPR minutes &amp; agendas forwarded to our committee to review prior to BAPR meetings.</b> This goal is being currently being met.</li> <li>2. <b>A stronger connection between the planning and budget committee and the other major committees on campus (IE&amp;A,</b></li> </ol>	

OLD BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>3. <b>Student Success, etc) and even the deans council (both academic and student services).</b>  Agenda item "Other Business" is now a standing item on the agenda for other committee reps to share.</p> <p>4. <b>Continue to provide recommendations to the district Fiscal and Planning Committee and College Council for their annual review and analysis of the Budget Allocation Model.</b>  This is an on-going goal that the committee will continue to work on.</p> <p>5. <b>Clarify the responsibilities of the committee during the transition to the new Budget Allocation Model.</b>  This is an on-going goal that the committee will continue to work on.</p> <p>6. <b>Clarify the responsibilities of the committee under the new Budget Allocation Model.</b>  This is an on-going goal that the committee will continue to work on.</p> <p>7. <b>Prioritize the core goals of the committee based on the following contingencies: budget growth and budget contraction.</b>  Committee is discussing committee priorities.</p> <p>8. <b>Ensure departmental chairs are provided with Departmental Budgets.</b>  All budgets have been sent to the deans to share with their department chairs.</p>	
<p><b>Update on SB361 Implementation Group – BAMIT</b></p>	<ul style="list-style-type: none"> <li>• The implementation team has not met for a while.</li> <li>• Next meeting is scheduled for December 14.</li> <li>• The primary charge of the group is to finalize the SB361 Implementation document.</li> <li>• The group is looking into how the college campuses are going to be linking planning to budget.</li> <li>• Questions will still remain once the document is finalized.</li> <li>• The document doesn't answer all the implementation questions that will be taking place.</li> </ul> <p>The establishment of the new planning structure at the district level has led to some delay and uncertainty of the model as it is unclear as to what groups will be charged with what.</p> <p>There was an inquiry regarding the increase in revenue from 16% to 19% for the district. It was noted that the increase was due to ITS and Safety was moved from the campus budget to the district budget.</p> <p>There was discussion regarding where and how the analysis of district services would be conducted. It was noted that the analysis component has become unclear as the document has moved forward.</p> <ul style="list-style-type: none"> <li>• The analysis will need to consider the budget part – how much is being spent as well the planning piece - how much to spend.</li> <li>• Important that the BAMIT group does not let this component fall through the cracks and that a group is charged with the aforementioned analysis.</li> </ul>	

OLD BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> <li>o Important to be sure the amounts are properly evaluated and develop a strategy to determine if the amounts are appropriate?</li> </ul>	
6. NEW BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p><b>Institutional Funding of Student Programs</b>  A discussion ensued regarding the following:</p> <ul style="list-style-type: none"> <li>• Securing programs that are funded through unsecure sources.</li> <li>• What is the mechanism to transition categorical program cost into the general fund.</li> <li>• Easier to institutionalize the cost when the benefits of programs are mainstreamed.</li> <li>• Important to consider benefits to the whole college community when monies are taken from general funds to support previously funded categorical programs.</li> </ul>	
8. OTHER BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p><b>CEC lease and land swap status.</b></p> <ul style="list-style-type: none"> <li>• District is sending a letter to the City of Santa Ana requesting a lease extension for another 5 years.</li> <li>• There is no new information regarding the land swap.</li> </ul>	

**Adjourned – 3:06p.m.**  
**Next Meeting –Tuesday, January 8, 2013**  
**1:30 – 3:00p.m.**  
**S-215**  
*Submitted by G. Lusk 12/12/2012*