



SANTA ANA COLLEGE
Participatory Governance Committee
End of Year Report 2013/14

COMMITTEE –PLANNING AND BUDGET COMMITTEE

DATE: May 17, 2014

CO-CHAIRS – Michael Collins

Ray Hicks

MEMBERSHIP

Michael Collins	Minhchau Chau	Monica Porter	George Wright
Ray Hicks	Denise Hatakeyama	Leslie Wood-Rodgers	John Zarske
Tom Andrews	Michael Kelcher	Linda Rose	
Chris Cannon	Jim Kennedy	Lilia Tanakeyowma	

Goals	Completely met	Partially met (Please explain)	Not met/ should be carried over (Please explain)	Not met/ should not be carried over (Please explain)
1. BASIC AND ONGOING GOAL. Clarify and communicate the planning and budgeting process within the committee and across the campus.	60% agreed	20% agreed	20% agreed	
2. BASIC AND ONGOING GOAL End the fiscal year with a positive balance and contingency reserve.	80% agreed	10% agreed	10% agreed	
3. BASIC AND ONGOING GOAL Perform an annual self-evaluation of the effectiveness of the committee's recommendations in the context of achieving the goals and supporting the missions of the college and committee.	80% agreed	20% agreed		
4. SPECIFIC OBJECTIVES FOR 13-14. Develop and revise, as needed, the planning process related to the budget development procedures, guidelines and timelines in accordance with the implementation of SB 361 budget allocation model. (Measured by committee work to develop, update, and revise procedures, etc.)	80% agreed	20% agreed		

5. SPECIFIC OBJECTIVES FOR 13-14. Report quarterly to College Council on current budget performance and any budget recommendations that originate from the Planning & Budget Committee. (Measured by number of quarterly budget performance reports to College Council)	90% agreed		10% agreed	
6. SPECIFIC OBJECTIVES FOR 13-14. Integrate the Resource Allocation Request process with the program review cycle to facilitate a smoother submission process to ensure that budget requests are aligned with institutional planning documents. (Measured by an analysis of funded RARs and associated PR documents)	60% agreed	30% agreed	10% agreed	
7. SPECIFIC OBJECTIVES FOR 13-14. Define appropriate equipment life cycles in order to plan, fund and implement a systematic updating of equipment and technology to support college-wide effectiveness. (Measured by a P&B Committee recommendation to College Council related to funding equipment and technology college-wide)	30% agreed	40% agreed	30% agreed	
8. SPECIFIC OBJECTIVES FOR 13-14. Originate an evaluation to the greater campus community to identify the effectiveness of the planning and budget process. (Measured by the undertaking of a qualitative analysis to identify the effectiveness of the planning and budget process)	20% agreed	30% agreed	40% agreed	10% agreed Not sure if met

Recommended goals 2014/2015:

1. Continue on our path to greater campus knowledge and understanding of the budget process, and carry over any goals not completed.
2. Total Cost of Ownership tied to preventive maintenance
Effectiveness of the planning and budget process survey campus wide
Identify ways to drive information deeper into the campus departments/divisions.
3. Enrollment Management Goals should be shared to this committee and periodic updates (actuals FTES) should be received by the enrollment management group.
4. Roll over the same goals.
5. Should remain similar to 2013/2014 goals.
6. The same as for 2013-14, 2014-15 with appropriate addenda where applicable.
7. Evaluation to the greater campus community regarding the effectiveness of the planning and budget process.
8. Continue to report to College council.
Continue to assess and revise, as necessary, planning and budget processes.

What outcomes and/or body of work have been generated by this committee?

1. The Planning and Budget Handbook is thorough and clear.
2. Committee leaders and members have been engaged and have made this committee a success and not a complaint forum for more money.
3. Planning and Budget manual created for 13/14
 - *Improved and more robust procedures and protocols
 - *RAR process and revisions
 - *Increased information delivered to the Committee related to budget performance and cash flow
 - *Budget Criteria set for 14/15 SAC fiscal planning
 - *Increased information provided to the committee related to state and district budget.
4. The purpose of this committee is to align planning to budget and it looks we are doing a good job when budgeting for future expenses through the RAR process. The creation of the Comprehensive calendar has been of great help to guide the budget process. The Planning and Budget Manual and the SAC Budget office website are of great help to the campus community for budget resources and accounting procedures.
5. Meeting minutes and recommendations to College Council.
6. The reports are always accessible after the meetings. I think they are very valuable, if you take the time to read them.
7. Planning & Budget Manual FY 14/15 ready for 1st reading
Mostly controlled expenditures with a rainy day fund for emergencies available.