Santa Ana College

Planning & Budget Meeting

April 14, 2015

SAC Planning and Budget Committee
April 14, 2015
1:30p.m. - 3:00 p.m.
S-215

THE PLANNING AND BUDGET COMMITTEE is the participatory governance committee responsible for recommending budget priorities, procedures, and processes to the College Council. The Planning and Budget Committee also functions as a community liaison for fiscal affairs with the college community.
Santa Ana College Participatory Governance Structure Handbook

(May 8, 2013)

Agenda

1. Welcome and Introductions	
2. Public Comments	
3. Approval of Minutes for March 3, 2015	ACTION
4. Budget Update	INFORMATION
5. Enrollment Update	INFORMATION
6. Student Update	INFORMATION
7. SACTAC	INFORMATION
8. Marketing Update	INFORMATION
9. Old Business • ASG Student Survey	INFORMATION
10. New Business • RARs Preliminary Prioritization • Quarterly Budget Performance Report	INFORMATION
11. Future Agenda Items	
12. Other Business	

Next Meeting – May 5, 2015

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

SAC PLANNING & BUDGET MEETING
MINUTES – MARCH 3, 2015
SAC FOUNDATION BOARD ROOM
1:30P.M. – 3:00P.M.

Draft for Approval

The mission of Santa Ana College *is to be a leader and partner in meeting the intellectual, cultural, technological and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.*

Administrators	Academic Senate		CLASSIFIED	GUESTS	
Mike Collins, co-chair	Ray Hicks co-chair	Monica Porter	Tom Andrews	Esmeralda Abejar	
Jim Kennedy	Pat Mansfield	John Zarske	Denise Hatakeyama		
Lilia Tanakeyowma(a)			Jimmy Nguyen		
Omar Torres	**Student Rep.**		Leslie Wood-Rogers		
	Briana Brennan(a)				

1. WELCOME		**Meeting called to order 1:31p.m.**
2. PUBLIC COMMENTS	**DISCUSSION/COMMENTS**	**ACTIONS/ FOLLOW UPS**
	There were no public comments.	
3. MINUTES	**DISCUSSION/COMMENTS**	**ACTIONS/ FOLLOW UPS**
	The February 3, 2015 Planning and Budget minutes were presented for approval.	ACTION Motion was moved by P. Mansfield to approve the February 3, 2015 Planning & Budget Committee minutes. 2nd – J. Nguyen Minutes were approved with two abstentions.
4. BUDGET UPDATE	**DISCUSSION/ COMMENTS**	**ACTIONS/ FOLLOW UPS**
	State • According to the February Department of Finance (DOF) *Finance Bulletin*, General Fund revenues for January 2015 are tracking well ahead of Governor Jerry Brown's State Budget projections, with total tax collections coming in above the forecast level by 4.3%, or $527 million. Remembering that the 2015-16 Governor's State Budget revised the current-year revenue forecast up by $2.6 billion, revenues for the first seven months of the fiscal year are matching the revised forecast, with tax receipts running $472 million, or 0.8%, ahead of the Governor's State Budget estimate. **Growth** Overall, the LAO points out that most indicators predict lower enrollment demand for all three segments. The traditional college-age population is expected to decline over the next five years, and the LAO acknowledges the reality that,	

BUDGET UPDATE(cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	as the economy improves, the demand for a community college education declines on the natural. • Of most immediate concern for CCCs, the LAO analyzes the new enrollment growth allocation to be implemented for 2015-16. The LAO notes that a trial run of the allocation shows gaps between need and demand and is aligned poorly in some districts. The LAO acknowledges that the allocation would likely lead to extra growth in districts that have had lower college participation, and presumes that the Legislature and Governor intend for these districts to stimulate enrollment demand. • The LAO suggests the Legislature require the Chancellor's Office, by May 1, to develop one or more alternative growth allocation models that "better balance need, capacity, and demand" and to consult with the Department of Finance, legislative staff, and other stakeholders in drafting the alternative models. The LAO also recommends a phase-in approach to smooth the transition to a new funding model. • More than half of districts in the state are not meeting the current-year target of 2.75% growth, the LAO recommends the Legislature wait until the May Revision for updated attendance reports to determine a growth rate for 2015-16. **Categorical Programs** • The LAO noted the rapid increase in Student Success and Support Program (SSSP) funds, from $49 million to $269 million in a matter of years. Preferring a broader approach, the LAO continues to recommend a CCC Student Support Block Grant that would encompass SSSP, Extended Opportunity Programs and Services, Financial Aid Administration, and four other smaller categorical programs. **More at May Revision** • Finally, the LAO's analysis found $170 million in unallocated Proposition 98 funds in the Governor's proposal. The Administration indicates these funds will be designated at the May Revision. These topics and more will be debated as the Legislature begins to dig into the CCC proposals for 2015-16. Stay tuned. **<u>DISTRICT</u>** • District is telling the FRC that much of the revenue that the Gov. has put out there in his original proposal is being swept away. Built budget assumptions in a mostly "best case" scenario. • Difficult to truly understand how the State budget will impact us at this point, so far it is all talk from the Gov. and no hard funding that has been put forward. In the Dist Budget Assumptions that were sent out to this committee for review, it truly is a guesstimate on revenue ….. but the expenditure side of the assumptions are pretty solid. • Dist fiscal and the Chancellor have grave concerns related to the ability of our district to control our structural deficit (Dist states now at approx.. $ 8 million) with the state mandate to bring on 34 new faculty district wide. • The Chancellor has required the colleges to make cuts in order to fully fund the	

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<tr><th>BUDGET UPDATE(cont.)</th><th>DISCUSSION/ COMMENTS</th><th>ACTIONS/ FOLLOW UPS</th></tr>
<tr><td></td><td>new faculty for FY 14/15 and FY 15/16...to the tune of $2.8 million for SAC.
• It is true that the budget stabilization fund is dwindling quickly with the pressure from a bunch of different sources, and Fiscal expects the BSF to be exhausted by FY 15/16 year end.
• Also included in the assumptions is a $432k increase for district public safety personnel, which the District has committed to funding by making cuts....just like our college has been mandated to fully fund the cost of the new faculty. This was put forward in FRC and committed to by the district when FRC approved the Dist FY 15/16 budget assumptions.
• District is committing to 1% growth, with a possible ceiling of 2% for our DIST

<u>SAC</u>
Biggest concern is meeting the $2.8 million in faculty costs for the FY 15/16 budget
• SAC will do this by:
o Utilizing existing Faculty funded vacancies to fund new faculty
o Moving approx. $640k from the GF into categorical funds on-going
o Defunding $1.2 million of funded classified vacancies that are on the books
o Defunding $248,813 in management positions
▪ For you scoring at home, we are still short approx..$674,406
▪ These ongoing cuts will need to be made in the FY 15/16 budget
• SAC is also expected to fully fund our PT accounts, including overload and intersession costs, in accordance with our instructional schedule. Productivity and efficiency in our schedule has never been more important that right now!
• Our budget is performing well so far in the FY 14/15, total SAC budget is under budget by 2%
• We are cautiously estimating ending our fiscal year with a $1 million ending balance- keep you updated as we move forward
• We now start to build the FY 15/16 budget, with the holes to fill and the unclear revenue picture from the State. Due May 8th.
We will stand by with crossed fingers for the May Revise (mid-May)! the CCC proposals for 2015-16. Stay tuned.</td><td></td></tr>
<tr><th>5. ENROLLMENT MANAGEMENT</th><th>DISCUSSION/ COMMENTS</th><th></th></tr>
<tr><td></td><td>Jim Kennedy provided a brief update to the membership.
• Enrollment is at 5,434 FTEs (credit).
o About even with last year.
o Goal for spring is 7,000 FTEs
o The difference gets made up through the CJ and Fire Academies.
o Need about 1,600 more from the Academies in order to hit our target.
• We are up about 60 FTEs in non-credit.
• We are projecting 1% growth, which is below what we would like to be at.
• Still need to continue all efforts to drive FTEs
• Budget model requires we get funded based on the FTEs we earn.</td><td></td></tr>
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ENROL. MANAGEMENT (cont.)	DISCUSSION/ COMMENTS	

	• Growth along with enhancements will help us get in line with our budget model.
	  o Specifically getting in line with the budget model means our expenditures meet our revenue
	
	Discussion ensued regarding Enrollment Management Plan.
	• Predictors and trend analysis will be included as part of the revisions and building of the enrollment management plan.
	• The college is working with Pam Deegan who is an enrollment management consultant.
	  o She will be meeting with the department chairs, deans and academic senate leadership.
	• Some areas are working at a lower rate of efficiency than others. There may be consideration to move resources from lower efficiency areas to higher efficiency areas to help boost enrollment.
	Department chairs need to be heavily involved the Enrollment Management Plan as they are planning the schedule.	

6. STUDENT UPDATE	**DISCUSSION/ COMMENTS**	
	No student update.	
7. SACTAC	**DISCUSSION/ COMMENTS**	**ACTIONS/ FOLLOW UPS**

	The following was reported:
	• Work continues on classroom mediation.
	• The goal is to mediate 25 additional classrooms.
	• Committee working on the Santa Ana College Technology plan for 2015-2017.
	  o Developing goals for the plan.
	    ▪ One goal is to have every room on campus mediated.
	• Committee also working with the district to transform the Santa Ana College website by making it more mobile friendly.
	  o There was an initial consideration to remove the mobile site however students are accessing it.
	  o Once the site has been transformed the 3rd party solution will be removed making the entire website accessible.
	
	Members were reminded of the process for mediation and technology needs as prioritized by SACTAC for 14/15.	

8. MARKETING UPDATE	**DISCUSSION/ COMMENTS**	**ACTIONS/ FOLLOW UPS**
	The following information was noted: • SAC website has been updated with a focus on the late start classes being offered. • Email communication has gone out to the students letting them know of our late start 8 week class schedule and the opportunity to enroll. • A flyer has also been developed which will be passed on to students through the faculty to promote enrollment.	

MARKETING UPDATE (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	• Plans to develop a marketing brochure that will capitalize on all the unique opportunities offered at SAC. • A baccalaureate degree trifle brochure is being developed to advertise this opportunity. • Advertising a yearlong schedule. • Focusing on what SAC offers that other colleges and 4 yr. universities do not. • The UPSNAP social media application is now directly linking to the Great Weeks information. o This is a more focused strategy than just to the SAC website. It was noted that outlining the cost savings between SAC and a 4yr. university may be a good marketing tool.	
9. OLD BUSINESS	**DISCUSSION/ COMMENTS**	**ACTIONS/ FOLLOW UPS**
10. NEW BUSINESS	**DISCUSSION/ COMMENTS**	**ACTIONS/ FOLLOW UPS**
	SAC Tentative Draft Budget Assumptions for FY 15/16 were reviewed by the membership and presented for approval.	<u>ACTION</u> Motion was moved by P. Mansfield to approve the SAC Tentative Budget Assumption for FY 15/16 2nd – J. Nguyen Motioned passed unanimously
11. FUTURE AGENDA ITEMS	**DISCUSSION/ COMMENTS**	**ACTIONS/ FOLLOW UPS**
12. OTHER BUSINESS	**DISCUSSION/ COMMENTS**	**ACTIONS/ FOLLOW UPS**
	■Concerns were shared regarding the changes to the District Safety job descriptions. • Fiscal impact on colleges? • The process did not go through the college committees. • Job descriptions were not negotiated with CSEA. • Discussion took place with the Chancellor regarding the mandated costs. o Change in job descriptions could lead to increased costs. o Chancellor agreed to pay the difference. Members were advised that Alistair Winter, Interim Director of Safety and Security will be invited to College Council to provide a clearer understanding of the changes ahead. ■A discussion ensued regarding Intersession • Important to consider Intersession as we move forward. • How can we make fall and spring more efficient in the production and delivery of FTEs. • Can SAC continue to offer intersession? This will be part of the enrollment management and target planning discussion. • There will be a summer session in 2015. • The budget model requires us to grow to fund expenditure increases. Even	

OTHER BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	through intersession is expensive, we need the FTEs. o Intersession in summer most expensive, however still receive more revenue than what we expend. ■There was an inquiry as to what types of cuts were being proposed. • The chancellor has not elaborated on cuts. • Rumors of possible RIFs for 15/16. • Members were advised that everything is on the table at this time. ■There was a concern brought forward regarding financial aid and the lag time for students to acquire their disbursements and the effect it has on their instruction. ■Enrollment Management committee There was discussion regarding a former enrollment management committee and the possible reestablishment as the college moves forward. • Past committee documentation not available. • The former committee did not focus solely on scheduling but researched strategies that kept students on campus. • Faculty has not been a part of the enrollment management discussion. • This committee allowed for comprehensive dialogue across campus. It was noted that initially it was thought the Academic Affairs Advisory Council met that need however the council is limited to the deans and lead faculty coordinators. The desire is to make the opportunity available to anyone who is interested. • Initial steps will be taken to speak to the Senate regarding reinstating the committee sometime in the fall.	

Adjourned – 3:01p.m.
Next Meeting
Tuesday, April 14, 2015
1:30p.m. – 3:00p.m.
S-215
Submitted by G. Lusk

March & April Student Report

March:

- ASG hosted its Women's History event in the Spot with informational booths and documentaries. Various departments were invited, and classes came to attend the various documentary showing throughout the month.
- Two Santa Ana College student representative attended the American Student Association of Community Colleges D.C. Conference. At this conference, students engaged in advocacy and training workshops, as well as learned, expanded on, and discussed various political issues occurring at the national level impacting higher education.

April:

- ASG is hosting a Town Hall on Tuesday, April 21st from 11 AM- 12 PM in the Johnson Center student lounge. This event will inform students of changes occurring on campus in regards to Public Safety officers. We extended an invitation to the Board Safety and Security Committee and our district and campus safety leaders to provide accurate information regarding these safety changes within the district. Vice President of Trustees Alvarez, Trustee Hanna, RSCCD Interim Safety Director Winter, SAC Lieutenant Colver, SAC President Martinez will all be in attendance for this event. We have extended an invitation to our sister college, Santiago Canyon College to attend this event. We will be contacting department chairs, as well as making classroom announcements.
- ASG Legislative Committee is in the process of analyzing and taking positions on various bills to advocate for. Currently, the committee has taken a position in support of SB 247, a bill to establish on campus Dream Centers and provide student support services to undocumented students.
- ASG will be having its inaugural LGBTQ Awareness events. We will be hosting a resource fair as well as movie showings throughout the week in the student lounge.
- ASG applications for next semester are due this Friday, which will lead us to our ASG Spring Elections to be held May 6th & 7th.
- ASG student representatives will be attending the SSCCC Spring General Assembly May 1st-3rd in Ontario, CA. At this conference, students will learn about important advocacy issues, vote on resolutions to be adopted by the state, as well as decide and make efforts for advocacy and policy priorities for CCC students.