



Santa Ana College

Planning & Budget Meeting

October 1, 2013





SAC Planning and Budget Committee

October 1, 2013

1:30 p.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
(April 11, 2012)*

Agenda

1. Welcome and Introductions
2. Public Comments
3. Approval of Minutes for Sept. 3, 2013
4. Budget Update
5. Student Update
6. Old Business
 - 12/13 End of Year Report
 - o 13/14 Committee Goals
 - SB361 Evaluation Process - Discussion
7. New Business
 - Resource Allocation Request Process
 - Enrollment Update
 - 2014/15 SAC Budget Priorities - Review and Comment
8. Future Agenda Items
 - SAC Quarterly Cash Flow Report
 - Annual Planning and Budget Calendar
9. Other Business

Next Meeting - November 5, 2013

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 – SEPTEMBER 3, 2013
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	Student Rep.	
Mike Collins, co-chair	Chris Cannon	Elliot Jones	George Wright(a)	Tom Andrews		
Jim Kennedy	Ray Hicks	Monica Porter	John Zarske	Angela Guevara(a)	GUESTS	
Sara Lundquist (a)				Denise Hatakeyama	Bart Hoffman	Nicholas Quach
Linda Rose				Leslie Wood-Rogers	Michael Kelcher	
1. WELCOME					Meeting called to order 1:34p.m.	
	Committee was welcomed and self introductions were made.					
2. PUBLIC COMMENTS	DISCUSSION/COMMENTS				ACTIONS/ FOLLOW UPS	
	No public comments					
3. MINUTES	DISCUSSION/COMMENTS				ACTIONS/ FOLLOW UPS	
	The May 7, 2013 Planning and Budget minutes were presented for approval.				ACTION Motion was moved by M. Porter to approve the May 7, 2013 Planning & Budget Committee minutes. 2 nd – M. Kelcher Motion unanimously carried.	
4. BUDGET UPDATES	DISCUSSION/ COMMENTS				ACTIONS/ FOLLOW UPS	
	<u>STATE Budget</u> <ul style="list-style-type: none"> Gov. produced an on time budget, which helps with the cash flow situation for our district 12-13 tax receipts finished over \$2 billion higher than estimated by DOF One result of the passage of Proposition 30 was that the system received \$50 million in “growth” funding. Thus, the new \$50 million has been allocated to districts to repay 2009-10 workload reductions, provided districts had sufficient FTES to earn it. Since not all districts had sufficient FTES to earn back their share of the workload reduction based on their April 15th certified FTES, any additional remaining funds were allocated to districts with sufficient FTES to fully repay their entire 2009-10 workload reduction. Those districts that have not yet increased their FTES enough to receive their share of the growth funds will have the 2013-14 year to do so, after which the opportunity for repayment of the 2009-10 workload reductions will be closed- SAC is going for growth in 2013/14 in a calculated way Scheduled maintenance and instructional equipment funds- flexible- put our guaranteed \$ into Instructional Equipment- We NEED IT! PROP 30 is temporary! - sales tax increase terminates at the end of 2016/ Income tax increase terminates at the end of 2018. 					

4. BUDGET UPDATES (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • Now apportionment is getting more complicated. 2008-09, 2/3rds of apportionment came from State GF, now only 1/3. Now 2/3 is uncertain and based on estimates (EPA/RDA/ backfills). Tough way to move forward...conservative budgeting is the name of the game...no boon or bust! • But as of today, it is brighter and more stable than yesterday...so we'll march forward with that in mind. <p><u>DISTRICT Budget:</u></p> <ul style="list-style-type: none"> • Adopted budget being worked on and will be presented to the Board on Sept. 9 • District budget assumptions sent out from the FRC to this committee...then placed on our P and B website for all to view • 1.57% COLA, 1.63% growth/access/restoration opportunity, 1% growth investment from the Budget Stabilization Fund into additional growth. – Chancellor's decision • 1% deficit factor built into the district budget in the event there is a shortfall in revenue- we hope it is less than 1%- but prudent to do so with the shortfall in RDA funding • 3.3% increase in total District revenue- not huge..but we'll take it! – allotted to Growth/Access. • 82% of total expenditures for 13/14 district-wide will be in salaries and benefits • District FTES target of 28,926 FTES (inclusive of the 2.63% growth/access/restoration) <p><u>SAC Budget:</u></p> <ul style="list-style-type: none"> • SAC adopted budget being finalized • SAC Carryover of \$3.6 million- planned expenditures will be presented today. • Working with enrollment management to determine how much it will cost to deliver the FTES- 70.80% of 28,926 FTES is 20,479 FTES at SAC. • We are re-investing \$1.1 million of our carryover back into our schedule to increase our course offerings in the Fall and Spring (50 sections each semester)- to capture the FTES needed for growth. • District and the colleges are discussing a potential intercession that would potentially yield about 320 FTES at SAC- this would be funded by the Budget Stabilization Fund – per the Chancellor, 1% growth. • Developing a cash flow reporting structure that will allow SAC to better monitor our cash flow. Dist used to have a software package for it, but let it go. We must develop our own by hand. The plan is to enable our divisions and departments to better track cash flow, and make plans using the data. We will also provide training opportunities. • In 13/14 we will be developing cash flow and expenditure reports for our P and B committee to review once a quarter. It will help establish a college-wide understanding of how our budget is performing and where issues are instead of waiting until the end of the fiscal year and covering the deficits. • We are living and breathing in the SB 361 budget allocation model- but we are still spending more than we have in revenue. This is concerning as we are relying on our carryover to cover critical instructional needs that drive our FTES generation. District Budget Stabilization used to balance our budget. • As the college fills vacant positions, it will reduce our carryover amount for next year. Frugality is still the key....but meeting our students' needs and expectations is our goal. 	

5. STUDENT UPDATE	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	No student representative was present.	
6. OLD BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<u>End of Year Report</u> <ul style="list-style-type: none"> It was reported that 57% of the membership had responded to the survey. Members were encouraged to provide feedback as a measure of the committee's effectiveness. The survey link would be sent out again. Members who had completed the survey were thanked by the chairs. 	<u>FOLLOW UP</u> The results from the End of the Year Planning and Budget survey will be presented at the October meeting.
7. NEW BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<u>2012/13 SAC Expenditure Report</u> (see attached) <ul style="list-style-type: none"> Members were provided with a SAC expenditure report for 2012/2013 ending 6/30/2013. The data provided outlined for the members how monies were spent last year. The ending actuals of the 2012/2013 expenditure report will be use to gauge the college's budget performance throughout the year, as well as the funded Adopted Budget for 13/14. 	
	<u>Fund 13 Proposed Expenditures</u> Members were provided with the carryover allocation for Fund 13. <ul style="list-style-type: none"> It was noted that there were monies being spent to fund instructional needs and ongoing expenses eliminating this situation is the goal. DSPS expenses is a regulatory compliance issue and it is the college's responsibility to provide interpreters to meet student needs. <ul style="list-style-type: none"> Dynamic cost - tough to budget for. The cost of this need depends on how many users we have. A 12% increase was budgeted in over last year. Accreditation <ul style="list-style-type: none"> Costs/expenses are related to the Self-Study. Staff Development <ul style="list-style-type: none"> These monies are for Classified, Faculty and Management Professional Development. A task force composed of both constituencies will meet and make recommendations to move forward. Credit Card fees <ul style="list-style-type: none"> The college will attempt to negotiate these fees for next year. Instructional Agreements <ul style="list-style-type: none"> These costs are related to agreements for the different municipalities related to CJ and Fire Tech Academies. The college will make money through the FTEs generated by the programs. Carryover account <ul style="list-style-type: none"> A reinvestment of 30% carry over monies to enhance FTES growth and generate revenues. A college-wide enrollment management plan is being developed by Dr. Rose and the Enrollment Management task force at SAC. It will be presented to the Planning and Budget committee for review. 	

7. NEW BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p><u>SB361 Evaluation Process - Discussion</u></p> <p>Goal is to evaluate the model's use and its effectiveness at SAC and at the District. Discussion ensued.</p> <ul style="list-style-type: none"> • The model calls for an evaluation every fall. • District charge backs - the college needs to evaluate the expenditures related to the revenue received. <ul style="list-style-type: none"> ◦ Are we getting what we are paying for? • Important to consider a two tiered approach – quantifiable and qualitative? • Important to evaluate the model – it is called out in the model. <ul style="list-style-type: none"> ◦ Is it working for us? • Evaluation is the first step – How much is spent on district operations? • Important to see an overview of the District Office operations and a breakdown of the 18.8%. <ul style="list-style-type: none"> ◦ Hard to evaluate until you know what you are spending on. • Important for us not to take on additional responsibilities and expenditures until the model is figured out and there is a stable revenue stream. • Are these joint decisions with SCC? <p>This will continue to be an ongoing discussion.</p>	<p><u>FOLLOW UP</u></p> <p>Ray Hicks will bring the following recommendation to the POE and FRC committees.</p> <ul style="list-style-type: none"> • Provide the data to the college regarding what district office services are being provided. • How much is being expended within those services.
8. FUTURE AGENDA ITEMS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • Committee Goals • Cash Flow Report 	
9. OTHER BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS

Adjourned – 3:05p.m.
Next Meeting Tuesday, October 1, 2013
1:30p.m. – 3:00p.m.
S-215
Submitted by G. Lusk 9/26/2013



SANTA ANA COLLEGE

Participatory Governance Committee

12/13 Year-End Report

Committee: Planning and Budget Committee

Date: October 1, 2013

Chairs: Michael Collins, Jeff McMillan

Members:

Jim Kennedy	Ray Hicks	George Wright	Tom Andrews
Sara Lundquist	Elliot Jones	Monica Porter	Angela Guevara
Linda Rose	Michael Kelcher	John Zarske	Denise Hatakeyama
Chris Cannon	Jeff McMillan, co-chair		Leslie Wood-Rogers

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. BAPR minutes & agendas forwarded to our committee to review prior to BAPR meetings.	100%			
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).	40%	50% <ul style="list-style-type: none"> • <i>Should continue</i> • <i>Redundancy with other committees.</i> • <i>In Process</i> 	10%	
3. 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.	100%			
4. Clarify the responsibilities of the committee during the transition to the new Budget Allocation Model.	75%	25% <ul style="list-style-type: none"> • <i>Should continue</i> • <i>Still working</i> • <i>In Process</i> 		
5. Clarify the responsibilities of the committee under the new Budget Allocation Model.	75%	25% <ul style="list-style-type: none"> • <i>Should continue</i> • <i>Still working</i> 		

Goals	Completely met	Partially met (Please explain)	Not met/should be carried over (Please explain)	Not met/ should not be carried over (Please explain)
6. Prioritize the core goals of the committee based on the following contingencies: budget growth and budget contraction.	67%	33% <ul style="list-style-type: none"> • <i>Should continue</i> • <i>Planned according to best information.</i> • <i>In Process</i> • <i>Unsure of completion</i> 		
7. Ensure departmental chairs are provided with Departmental Budgets.	50%	38% <ul style="list-style-type: none"> • <i>Should continue</i> • <i>They say they have been provided.</i> • <i>We are informed that the chairs have received them.</i> • <i>Don't know</i> 	12%	

Recommended goals for next year:

- Decent budget, hold to budget, listen to all employees on budget concerns.
- Have a reasonable budget, hold to that budget, and find additional funding sources.
- We need to remain within our budget, but find other funding sources to cover contingencies as they occur.
- Remain answerable to our "stockholders", students, parents and tax payers.
- Prioritize the core goals of the committee based on the following contingencies: Budget growth and budget contraction.
- Clarify the responsibilities of the committee under the new Budget Allocation Model.
- Provide recommendations to the district Fiscal and Planning Committee and College Council for their annual review and analysis of the Budget Allocation Model.

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

- SAC Budget priorities recommended and set
- Resource allocation request process put in place to prioritize campus needs and guide resource allocation
- Budget assumptions recommended for tentative and adopted budget
- Communication of budget issues, status, and progress to the campus
- Provided feedback and review of the SB 361 budget allocation model to the District FRC
- Prioritized goals and provided budgets to various departments.
- There is so much circular logic that it can be difficult to follow...
- Salary concerns were answered and followed up on for faculty.

bnj/2-8-08



SAC Planning and Budget Committee

12/13 Committee Goals

1. BAPR minutes & agendas forwarded to our committee to review prior to BAPR meetings.
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).
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
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.
7. Ensure departmental chairs are provided with Departmental Budgets.

Review and Approved on 9/4/12

Enrollment Management

FY 13/14

SAC FTE's Recap	FTES Actuals FY 2012/13	FY 13/14 2.63%	FY 13/14 2% for AA
Credit	15,375.00	15,819.80	16,136.19
Non Credit	4,558.00	4,660.00	4,660.00
Total	19,933.00	20,479.80	20,796.19

Note:	19,933 FTE's were produced last year with \$800,000 additional OT PT funds that are not included in FY 13/14 Budget. However, new faculty were hired and funds were allocated to FT accounts instead of PT accts		
	Semester	Added FTES	Cost P/FTES
	Fall/Spring	546.80	\$ 1,795
	Interession	316.39	\$ 1,795
	Total FTE's Added	863.19	1,549,426.05

ESTIMATED INTERSESSION COST	
FTES production	567,920
DSPS Interpreters	25,000
PT Counseling & faculty cost	22,500
P/T(ST) Classified Staff A&R and Scholarships	6,000
EOPS counseling	13,600
Total Estimated Cost	635,020

SAC Plan to capture growth

	FTES Division Target		New Target	FTES DISTRIBUTION - CREDIT					
Academic Affairs Div	%	FTES w/2.63%	FTES plus 2%	Fall 48%	Interession. 2%	Spring 44%	Summer 8%	Total	2% increase
% Business:	8	1,265.58	1,290.90	607.48	25.31	556.86	101.25	1,290.90	
% F&PA:	10	1,581.98	1,613.62	759.35	31.64	696.07	126.56	1,613.62	
% HSS:	22	3,480.36	3,549.96	1,670.57	69.61	1,531.36	278.43	3,549.96	
% Human Services:	30	4,745.94	4,840.86	2,278.05	94.92	2,088.21	379.68	4,840.86	
% Kinesiology:	4	632.79	645.45	303.74	12.66	278.43	50.62	645.45	
% SM&HS:	23	3,638.55	3,711.32	1,746.51	72.77	1,600.96	291.08	3,711.32	
Student Svcs Div	97	15,345.20	15,652.11	7,365.70	306.90	6,751.89	1,227.62	15,652.11	306.90
% Student Services:	1	158.20	161.36	75.9	3.2	69.6	12.7	161.36	
% Counseling:	2	316.40	322.73	151.9	6.3	139.2	25.3	322.72	
	100	474.60	484.09	227.81	9.49	208.82	37.97	484.09	9.49
		15,819.80	16,136.20	7,593.50	316.40	6,960.71	1,265.58	16,136.19	316.39



SANTA ANA COLLEGE

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.

<u>2009-2010 SAC Budget Priorities</u> (Initially developed: March 31, 2009; - Rev. March 2, 2010)	<u>2013-14 SAC Budget Priorities – draft</u> Revised 2/5/2013
<u>SAC General Priorities</u> <ol style="list-style-type: none">1. Maintain health & safety of students & employees2. Retain comprehensive community college functions3. Keep cuts away from classrooms4. Evaluate program cost and efficiency:<ol style="list-style-type: none">4a. Evaluate duplicate programs within the district4b. Evaluate classes that are not tied to degree, transfer, certificate or basic skills <u>Specific Priorities</u> <u>FTES Production</u> <ol style="list-style-type: none">1. Credit2. Non-Credit<ol style="list-style-type: none">2a. Enhanced2b. Non-Enhanced <u>FTES Support</u> <ol style="list-style-type: none">1. A&R, FA, Counseling2. Tutoring, Library, Study Centers, Labs <u>Support Services</u> <ol style="list-style-type: none">1. Health & Safety2. Maintain Existing Facilities & Equip3. Appearance4. Go Green	Core Mission: Transfer/BS/CTE (credit/non-credit) <u>General Priorities</u> <ul style="list-style-type: none">• Legal Mandates and Compliance• Health & Safety of the Learning and Working Environment• Student Success Initiatives• Program & Services Sustainability <u>Specific Priorities</u> <u>FTES Production</u> <ol style="list-style-type: none">1. Credit2. Non-Credit<ol style="list-style-type: none">2a. Enhanced2b. Non-Enhanced <u>FTES Support</u> <ol style="list-style-type: none">1. A&R, FA, Counseling2. Tutoring, Library, Study Centers, Supplemental Instruction <u>Support Services</u> <ol style="list-style-type: none">1. Health & Safety2. Maintain Existing Facilities & Equip3. Appearance4. Go Green