



Santa Ana College

Planning & Budget Meeting

February 3 , 2015



SAC Planning and Budget Committee
February 3, 2015
1:30p.m. - 3:00 p.m.
F-126

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 December 2, 2014 ACTION
4. Budget Update INFORMATION
 - Budget Performance Quarterly Report FY 14/15 (2nd quarter)
5. Enrollment Update INFORMATION
6. Student Update INFORMATION
7. SACTAC
8. Marketing Update INFORMATION
9. Old Business
 - Committee Goals ACTION
10. New Business INFORMATION
11. Future Agenda Items
12. Other Business

Next Meeting – March 3, 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 – DECEMBER 2, 2014

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(a)	Tom Andrews	Esmeralda Abejar	Rhonda Langston
Jim Kennedy	Pat Mansfield(a)	John Zarske	Denise Hatakeyama	Tom Bonetati	
Lilia Tanakeyowma			Jimmy Nguyen(a)		
Omar Torres(a)	Student Rep.		Leslie Wood-Rogers		
	Briana Brennan				
1. WELCOME				Meeting called to order 1:33p.m.	
2. PUBLIC COMMENTS	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	There were no public comments.				
3. MINUTES	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	The November 4, 2014 Planning and Budget minutes were presented for approval.			ACTION Motion was moved by L. Tanakeyowma to approve the November 4, 2014 Planning & Budget Committee minutes. 2 nd – B. Brennan Minutes were unanimously approved.	
4. BUDGET UPDATE	DISCUSSION/ COMMENTS			ACTIONS/ FOLLOW UPS	
	<u>State Update</u> <ul style="list-style-type: none"> General Fund revenues for the month of October 2014 were \$719 million, or 10.8% above the \$6.639 billion assumed in the 2014-15 Budget Act. Year-to-date, General Fund revenues are up \$1.033 billion, or 3.7% as compared to the forecast. At this point last year, General Fund revenues were \$485 million, or 1.9% over the forecast. This year greater than estimated General Fund revenues are about twice what they were last year at this point in the fiscal year....but we are not even to halftime yet. The minimum funding guarantee for K-12 education and community colleges is “especially favorable” for the near-term, according to the Legislative Analyst’s Office (LAO). The LAO forecasts that higher state revenues will drive the minimum guarantee from \$60.9 billion as enacted in the 2014-15 State Budget to \$65.8 billion in 2015-16 under its forecast. After adjusting for one-time expenditures of \$1.5 billion that occur in 2014-15 but not in 2015-16, this forecast identifies \$6.4 billion in new, ongoing revenues for K-14 education. 				

BUDGET UPDATE (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> The LAO forecast shows state revenue growth slowing from an average of 4.9% annually between 2014-15 and 2017-18 to 2.3% by 2019-20. Personal income tax revenue growth slows to 1.2% in 2019-20, largely as a result of the expiration of the higher tax rates of Proposition 30. The LAO's forecast, the 2013-14 Proposition 98 guarantee is revised upward by \$177 million to \$58.5 billion For 2014-15, the minimum guarantee is up \$2.3 billion from the 2014-15 State Budget Act level. After paying off the remaining deferrals, the LAO estimates that \$1.5 billion will still be available for other one-time purposes. CRITICAL TO UNDERSTAND THAT THIS ONE-TIME REVENUE HAS NOT BEEN PLANNED FOR AT THE STATE LEVEL, OTHER THAN PAYING DOWN PAST CASH DEFERRALS TO THE COLLEGES, AND WE CANNOT BANK ON RECEIVING ANY OF THE REVENUE AT THIS POINT. Governor will release his Proposed FY 15/16 State Budget Plan January 10th- I'll head up to the workshop on Jan. 14th and provide information when I return. <p>At the November 17, 2014, meeting of the Board of Governors (BOG), the full-time faculty obligation number (FON) was brought forward as an action item. Every year the BOG is required to determine whether sufficient funds were provided from the State Budget to increase the FON going into the next year.</p>	
	<p><u>District Update</u></p> <ul style="list-style-type: none"> Next FRC takes place on Dec. 10th For FY 14/15, SAC is looking at hiring 19-22 new faculty. 9 funded retirement replacements at this point on the books, with 10 or 12 additional new unfunded positions. SAC will continue to adjust the faculty vacancies, along with the budget implications as faculty retirements are submitted. The hiring freeze continues, with the exemption of categorically funded positions. 	
	<p><u>SAC Update</u></p> <ul style="list-style-type: none"> RAR forms have been released and depts. and divisions will work through the process of tying requests to program review documents. Due on Dec. 17. SAC is tracking our budget very closely. We have been creating cash flow reports for the different divisions so that they can better track expenditures and extrapolate discretionary costs to understand where they will end up at the end of the year....catch negative balances now. SAC will be building our 15/16 budget from a zero-base, except for our fixed costs. This work will start in January. 	

BUDGET UPDATE (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • Admin Services has been evaluating and identifying opportunities in order to control our costs in order to meet the Chancellor's \$8million cut. While no firm timetable has been established by the Chancellor for the reductions, SAC has identified the following options: <ul style="list-style-type: none"> ✓ Continue monthly cash flow reporting and analysis to ensure proactive response to budget issues as they present. ✓ Produce cash flow report templates for the divisions which allow the Deans to actively track division expenditures, specifically the 1300 accounts. Meet with the Deans as needed. ✓ Evaluate reassign time/release time to maximize faculty and limit need for PT faculty- look at the use of stipends for these assignments. ✓ Evaluation and eliminate classified ST and OT out of the budget as of Jan. 1 ✓ Identify opportunities to transfer GF expenditures into categorical funding where appropriate. ✓ Ensure that SP Intersession and Spring are efficient with high demand classes being offered while maximizing seat counts for increased FTES. ✓ Uphold the hiring freeze (GF positions)- these vacant positions will not be used to fund other areas of need. ✓ Use lottery funds instead of GF for instructional supplies. ✓ Evaluate all ISAs for cost/benefit. ✓ Conserve electricity and reduce utility expenses (institute set points for HVAC, reduce water use by 10%). 	
5. ENROLLMENT MANAGEMENT	DISCUSSION/ COMMENTS	
	<ul style="list-style-type: none"> • It was reported that as of November 17, SAC was tracking 1.5 % over last year. • The college is up by 83.56 FTEs • Currently the college is down on weekly student contact hours. <ul style="list-style-type: none"> ◦ Efforts are being made to remedy that. 	
6. STUDENT UPDATE	DISCUSSION/ COMMENTS	
	<p>Briana Brennan presented a report to the members. (See attached) The report was an overview of the ASG activities. In addition to the report the following was also noted:</p> <p>ASG Environmental Awareness Commissioner, Kyle Murphy presented an overview of the recently passed resolution regarding Cigarette Waste Recycling. The resolution involves recognizing that there is an issue regarding cigarette waste on community colleges campus and proposing a solution to address it. Specifically campuses would purchase waste receptacles and team up with a company that recycles cigarette waste.</p> <p>Ms. Brennan also shared the work of the ASG at the recent Fall General Assembly of the SSSCC (Student Senate for California Community Colleges).</p>	
7. SACTAC	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS

	<p>The committee has completed prioritizing all the instructional equipment needs. Computers have been purchased in alignment with that prioritization schedule.</p> <p>The committee is also working on a mediation standard for the campus. The goal is to update and increase the number of classrooms that are fully mediated. The importance of meeting the needs of students and faculty in a mediated environment for instruction was stressed.</p>	
8. OLD BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	No old business	
9. NEW BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p><u>Enrollment Marketing discussion</u></p> <p>The committee discussed the importance of a marketing strategy for the college.</p> <ul style="list-style-type: none"> • Important to incorporate the district operation's marketing team in these efforts. • The district marketing team is mainly focused on external marketing. • Internal efforts are the responsibility of the colleges. • Important for each college to decide on a plan for themselves. <ul style="list-style-type: none"> ○ How do we let students know who we are? ○ Method of reaching our students has changed, we need to be competitive in our efforts. ○ Social media crucial component. • Marketing also involves how you deliver your product. • The responsibility of a strategic marketing plan discussion/plan falls to the Cabinet. <p>Ms. Brennan will discuss the idea of a student survey with the ASG to capture student feedback and report back at the February meeting.</p>	
	<p><u>Committee Goals</u></p> <p>The committee goals were reviewed by the committee. After discussion, the following edits were made to the 2013/14 SAC Planning and Budget ongoing and basic goals in an effort to develop the 2014/2015 goals:</p> <ul style="list-style-type: none"> • Clarify and communicate the planning and budgeting process within the committee and across the campus. • End the fiscal year with a positive balance and a contingency reserve. • Perform an annual institution-wide evaluation of the effectiveness of the Resource Allocation Process and analyze the results to enable for continuous improvement. • Engage in implementing a more robust total cost of ownership program and utilize it as a budgeting tool. <p>The proposed 2014/2015 goals will be sent out to the membership for review and input and will be brought back to the February 3 Planning and Budget meeting.</p>	

10. FUTURE AGENDA ITEMS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • 2014/2015 Committee Goals • ASG Survey 	
11. OTHER BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p><u>Faculty Priorities</u> The decision making process for the Faculty Priorities list was briefly outlined for the membership. This process is a collaborative effort amongst the Senate, Administrators and Cabinet. It was noted that various data based components are considered in developing this list.</p> <p><u>Classified Staffing</u> It was also noted that Classified staffing issues have been brought to the district for discussion.</p> <p><u>Centennial Celebration – Source of Funding</u> There was an inquiry regarding the source of funding for the Centennial Celebration. It was clarified that costs for the Centennial are coming from the Foundation as well as donations. It is not being funded out of the General Fund.</p>	

Adjourned – 3:03p.m.

Next Meeting

Tuesday, Feb. 3, 2015

1:30p.m. – 3:00p.m.

F-126

Submitted by G. Lusk 1/7/15

ASG STUDENT REPORT December 2nd, 2014

November 14th-16th, ASG attended the Fall General Assembly of the SSSCC with more than 70 colleges from across the state in attendance. This was the first year Santa Ana College submitted a Resolution to the General Assembly. Our “Cigarette Waste Recycling” resolution was passed by majority vote and adopted by the SSSCC. We passed a series of Resolutions that we will be advocating for such as the “Student Leadership Transcript Notation”, “Prop 13 Reform”, “Establishing an International Student Resource Center”, and approving unanimously “Safe Place Implementation”, and “Yes Means Yes” resolutions. We attended various informational and training workshops to promote student leadership and advocacy.

We are conducting surveys for gender neutral restrooms, parking, and coffee cart usage due to discussion on both campuses as being areas that need to be addressed for our student population. In the a previous General Assembly, community college students from across the state approved the advocacy on behalf of and the implementation of gender neutral restrooms as a student equity and diversity issue.

This past November we honored our Veteran Students with our Veterans Appreciation week, and hosted an event in the Spot for veterans and their families and friends to entertain and indulge in food and other treats. November was also our Native American Heritage month. We hosted an event by the fountain on Wednesday the 19th, and provided informational booths, gave away sage, and shared in Native American heritage through dance performances.

December 1st from noon to 2pm, Phi Theta Kappa and the Health Center hosted the World Aids Day event, providing information about AIDs prevention, statistics, and resources within our community.

December 8th from 8am- 5:30pm, we will be hosting our Stress Relief Event in front of the Spot. We will be distributing scantrons, blue books, pencils, snacks, energy drinks, coffee, and more! We will have Paws for Stress Relief at this event from 11am- 2pm, which is a group of therapy pets and trainers to provide a positive outlet for stress.



14/15 SAC Planning and Budget Committee Goals

SAC PLANNING & BUDGET COMMITTEE GOALS: The committee shall establish goals that are measureable and achievable; review, adjust, modify, or otherwise change, on an annual basis, the goals of the committee; establish criteria for determining the effectiveness of achieving the stated goals.

BASIC AND ONGOING GOALS:

- Clarify and communicate the planning and budgeting process within the committee and across the campus.
- End the fiscal year with a positive balance and a contingency reserve.
- Perform an annual institution-wide evaluation of the effectiveness of the Resource Allocation Process and analyze the results to enable for continuous improvement.
- Engage in implementing a more robust total cost of ownership program and utilize it as a budgeting tool.