



SAC PLANNING & BUDGET MEETING
MINUTES – SEPTEMBER 4, 2012
SAC FOUNDATION BOARD ROOM
1:30P.M. – 3:00P.M.

Approved 10/2/2012

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.	
Jim Kennedy, co-chair	Ray Hicks	Chris Cannon	Monica Porter	Tom Andrews	Joe Ricker	
Sara Lundquist		Elliot Jones	George Wright	Vacant (3)	Guests	
Linda Rose		Michael Kelcher	John Zarske		Esmeralda Abejar	Carl Jaegar
		Jeff McMillan, co-chair			Matthew Beyersdorf	Rhonda Langston
					Tom Bonetati	
1. WELCOME					Meeting called to order 1:38p.m.	
	The committee welcomed Joe Ricker, ASG Student Representative. Self introductions were made.					
2. PUBLIC COMMENTS		DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
		No public comments				
3. MINUTES		DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
The August 7 meeting minutes were presented for approval.		There was a suggestion to add additional notation to the August 7 minutes per the committee discussion.			ACTION Motion was moved by John Zarske that the following notation be added to the August 7 minutes under BUDGET UPDATES <ul style="list-style-type: none"> • 550 FTE's short. <i>(it was determined later that the shortfall in FTES was 508.63)</i> 2 nd – M. Porter Motion carried unanimously.	
4. BUDGET UPDATES		DISCUSSION/ COMMENTS			ACTIONS/ FOLLOW UPS	
		SAC Adopted Budget Members were presented with a 3 year budget comparison/overview for SAC. <ul style="list-style-type: none"> • Detailed information was reflected within the various college accounts for the past 3 years beginning with 2010/11 fiscal year. • It was noted that the fiscal year 2012/2013 reflected Fund 11 & Fund 13 accounts which is a change from the previous years. • Carryover balance is reflected in Fund 13. <ul style="list-style-type: none"> ◦ Members were reminded that with the new budget model, the college will be able to keep the ending balance. • The comparison identified the allocations for the last 3 years. 				

BUDGET UPDATES (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • Members were provided a brief overview of the object codes and the generality of what they fund. • In reviewing the comparison it was confirmed that the Adopted budget is the more accurate budget between the Tentative and the Adopted. <ul style="list-style-type: none"> ◦ It was explained that after the tentative budget was released there were opportunities to work the departments and further fine tune their budgets based on their needs. In addition, input from the Planning and Budget committee was factored into the its development. • The 2012/2013 Adopted budget for this year is 74,031,140. <p>Overall the comparison reflected that for the 2012/13 budget, Santa Ana College has less money than in the past to manage operations.</p>	
	<p>General Budget Overview A detail report that outlined the various components of budget string. Each component was defined and discussed for a clearer understanding.</p> <ul style="list-style-type: none"> • The importance for managers understanding of the budget was discussed. • Members were advised that the project list changes each year with new projects coming on board. <p>It was noted by Dr. Lundquist, Dr. Rose and Jim Kennedy that their respective managers are actively involved in understanding and working with the budget.</p> <p>An inquiry was made regarding a reduction in Classified Salaries for 2012/2013 Adopted Budget based on the Actuals that were shown for the previous years. A discussion ensued. Further clarification will be provided on this item.</p>	<p>FOLLOW UP Further clarification on the discussed decrease in Classified Salaries will be provided to Tom Andrews.</p>
	<p>Adopted Budget modifications/recommendations No modifications/recommendations were made by the representation.</p>	
	<p>RSCCD – 2012-13 Adopted Budget SB361 Revenue Allocation Simulation for Unrestricted General Fund – Funds 11&13 An overview of the revenue allocation was provided as it relates to the Adopted Budget.</p> <ul style="list-style-type: none"> • Members received a detailed explanation of how SAC receives their revenue and how expenses are calculation within the new budget model. • The overview also identified a shortfall. <ul style="list-style-type: none"> ◦ The shortfall will be taken from the ending fund balance. ◦ Members were advised that at some time in the future, the colleges will be expected to have their revenues and expenses match. <p>It was noted that SCC receives revenue from a Student Representation Fee.</p> <ul style="list-style-type: none"> • The Student Representation Fee was voted/approved on by the SCC ASG. • Once the fee is voted on and approved, it becomes a set fee and is not optional. • These revenues are for ASG use and have restrictions on how they can be use. <p>It was noted that the colleges will be “buying back” district office services. As part of the new SB361 model, those services along with the charges for them will be evaluated by the BAPR committee. The process for that analysis has not yet been determined.</p> <ul style="list-style-type: none"> • Members were reminded that BAPR serves as a recommending body and ultimately the decision is the Chancellor’s. 	<p>FOLLOW UP Dr. Lundquist will provide more information to Joe Ricker, ASG rep.</p>

5. OLD BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Committee Goals The committee reviewed, discussed and approved the goals as notated.</p> <ol style="list-style-type: none"> 1. BAPR minutes & agendas forwarded to our committee to review prior to BAPR meetings. 2. A stronger connection between the budget and planning 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/develop priorities should there be further augmentations. 6. Prepare recommendations on how SAC can accomplish more of its core goals in times of stagnant or shrinking budgets. 7. Continue to work on the transition to the new budget model. 8. Ensure departmental chairs are provided with Departmental Budgets. <p>Members were advised that the membership could add additional goals.</p>	<p>ACTIONS</p> <p>Goal #1 Motion was moved by G. Wright to approve Goal #1 as stated. 2nd – R. Hicks Motion carried unanimously.</p> <p>Goal #2 Motion was moved by G. Wright to approve Goal #2 as stated. 2nd – T. Andrews Motion carried unanimously.</p> <p>Goal #3 Motion was moved by J. Zarske to approve Goal #3 as stated. 2nd – G. Wright Motion carried unanimously.</p> <p>Goal #4 Motion was moved by J. Zarske to approve Goal #4 as stated. 2nd – G. Wright Motion carried unanimously.</p> <p>Goal #5 & Goal #6 Motion was moved by S. Lundquist to combine Goals 5 & 6 and replace Goal #5 with the following: <i>Committee will reaffirm priorities to accomplish more of its core goals in times of both augmented and/or reduced budgets.</i> 2nd – M. Porter Motion carried unanimously.</p> <p>Goal #7 Motion was moved by R. Hicks to replace Goal #7 with the following: <i>Continue to work on the transition and the implementation of the new budget model.</i> 2nd – J. Zarske Motion carried unanimously.</p> <p>Goal #8 Motion was moved by G. Wright to approve Goal #8 as stated. 2nd – M. Kelcher Motion carried unanimously.</p>

OLD BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Constituency Communication update Representatives provided a brief overview of how the communication is disseminated and brought forward from their constituents.</p> <p><u>Faculty</u></p> <ul style="list-style-type: none"> • Representatives take their direction from the Senate. • Discussions are held at the Senate meetings. • Representatives are advised to bring information forward. • Representatives were encouraged to be aware of what the constituency is saying. • The committee representatives represent all faculty <p><u>Classified</u></p> <ul style="list-style-type: none"> • It was reported that currently they are working to fill the holes committee representation. • It is difficult to address the budget within the monthly CSEA meeting due to the full agendas. <p><u>Student ASG</u></p> <ul style="list-style-type: none"> • Attends a weekly meeting where the various committee reps reports to the executive board. • Once a month there is a Student Senate where information is shared about the ASG budget. Joe Ricker noted that he will include information about the Planning & Budget committee as well. <p><u>Administration</u></p> <ul style="list-style-type: none"> • Information discussed at President's Cabinet and Management Council. • At the Vice President level, information is discussed within the departments as a continuous item. 	
	<p>Planning Process/Calendar Sync Tabled to next month</p>	<p>FOLLOW UP Item will be placed on the October agenda.</p>
8. OTHER	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • It was notated that if the Measure Q bond passes, the monies will be used for facility projects on the SAC campus. 	

Adjourned – 3:01p.m.
Next Meeting –Tuesday, October 2, 2012
1:30 – 3:00p.m.
SAC Foundation Board Room
Submitted by G. Lusk 9/07/2012



SAC PLANNING & BUDGET MEETING
MINUTES – OCTOBER 2, 2012
SAC FOUNDATION BOARD ROOM
1:30P.M. – 3:00P.M.

Approved 11/6/2012

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.
Jim Kennedy, co-chair	Ray Hicks	Elliot Jones	Monica Porter	Tom Andrews	Joe Ricker
Sara Lundquist		Michael Kelcher	George Wright	Vacant (3)	Guests
Linda Rose		Jeff McMillan, co-chair	John Zarske		Earl Mitchell
1. WELCOME					Meeting called to order 1:38p.m.
	Self introductions were made.				
2. PUBLIC COMMENTS	DISCUSSION/COMMENTS				ACTIONS/ FOLLOW UPS
	No public comments				
3. MINUTES	DISCUSSION/COMMENTS				ACTIONS/ FOLLOW UPS
	Approval of September 4, 2012 minutes The September 4, 2012 minutes were presented for approval.				ACTION Motion was moved by Monica Porter to approve the September 4, 2012 Planning & Budget Committee minutes. 2 nd – R. Hicks Motion carried unanimously.
4. BUDGET UPDATES	DISCUSSION/ COMMENTS				ACTIONS/ FOLLOW UPS
	Budget Update <ul style="list-style-type: none"> • Board of Trustees approved the budget. • Member’s attention was brought to the informational item from the Community College League of California. <ul style="list-style-type: none"> ○ The document outlined the different scenarios that could occur if the ballot measure does or does not pass. • In a holding pattern until November. <ul style="list-style-type: none"> ○ RSCCD in better shape than most with ending balance there to help manage outcome. ○ The outcome of the election will impact 12/13 and 13/14. • If the measure passes the district could be looking at 2.1 to 4mil deficit. • It was noted that if tax revenues do not meet their expectation, monies are not allocated to the colleges. Currently tax revenues have not been meeting their expectation. The co-chairs noted their intent to spend more time on items that they can do something about rather than those items of which they have no control over.				
5. OLD BUSINESS	DISCUSSION/ COMMENTS				ACTIONS/ FOLLOW UPS
	Follow up on Classified Accounts A follow up from the September meeting was presented to members addressing an inquiry regarding a 2.7mil reduction Classified Accounts.				

OLD BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Planning Process/Calendar Sync The Cyclical Academic Program Review Planning Calendar and the RSCCD Tentative Budget Calendar were distributed to members.</p> <ul style="list-style-type: none"> • The importance of aligning the planning and budget process was noted. • Dr. Rose and Dr. Jaros have been working to ensure that the program review planning calendar and the tentative budget calendar are aligned. <ul style="list-style-type: none"> ◦ Any resources identified in the Program review document need to be tied in with the budget planning process. • Cyclical Academic Program Review Planning Calendar was already in existence however it is being modified to coincide with the District Budget Calendar. <ul style="list-style-type: none"> ◦ The document was provided for feedback from members. ◦ It is necessary that the document is in place for the Fall 2014 Self Evaluation. • It was noted the majority of planning occurs within 10 months from August to May. <ul style="list-style-type: none"> ◦ The previous calendar document focuses on having the bulk of the planning occurring when the faculty is here. 	<p>FOLLOW UP The Cyclical Academic Program Review Planning Calendar will be presented to the Academic Senate an action item.</p> <p>The Cyclical Academic Program Review Planning Calendar will be sent to members and will be on the November agenda as an action item.</p>
	<p>How to implement goals The committee revisited their goals and discussed ways to measure their effectiveness and an implementation strategy. The committee took action on the bolded goals below:</p> <ol style="list-style-type: none"> 1. BAPR minutes & agendas forwarded to our committee to review prior to BAPR meetings. <i>Purpose - More direct connection with the district planning and/or tying with the district cycle.</i> 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). <i>Members were advised to bring back information from other committees that they serve on when the information relates to planning and budget.</i> <ul style="list-style-type: none"> • <i>This information will be discussed under "Other Business" on the agenda. This will be a standing agenda item on the agenda.</i> 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. <i>A recommendation on the wording will be provided.</i> 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. 	<p>FOLLOW UP</p> <ul style="list-style-type: none"> • The wording of Goal #2 will be revisited at a later time. • Jim and Jeff will update the outdated language within the goals. • John Zarske will email a recommendation on new wording for Goal #3. • Members were asked to email any revisions to wording of the goals to Geni. Those revisions will be discussed by the co-chairs in planning the November meeting. • "Other Business" will be added to the committee agenda on an ongoing basis.

OLD BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>7. Ensure departmental chairs are provided with Departmental Budgets.</p> <ul style="list-style-type: none"> • It will be each dean's responsibility to initiate a request from Esmeralda for their department budget which they will then share with their chairs. 	<p>FOLLOW UP The department deans will initiate a request for their department budgets.</p> <p>Training will be provided on how to access the information for their budget through Datatel.</p> <p>To ensure the process ties together, Jim Kennedy will serve as the link between Administrative Services and the Planning and Budget committee, Dr. Rose will serve as a link between the Deans and the Planning and Budget committee.</p>
6. NEW BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Revised District and College Governance Structure As an informational item, the committee reviewed and discussed the Revised District and College Governance Structure. Discussion ensued.</p> <p>Over the summer the district re-examined their planning structure. It became apparent that all requests were falling to BAPR. BAPR committee is a budget and planning committee, however mostly budget work was being done with little planning. In an effort to strengthen their process some revisions were made to ensure a stronger planning design. The committee was presented with an diagram of the new structure identifying District Council serving as the primary hub for:</p> <ul style="list-style-type: none"> • Fiscal Resources Committee (formerly BAPR) <ul style="list-style-type: none"> o The committee structure will consist of: <ul style="list-style-type: none"> ▪ 1 CSEA per each college ▪ 2 Faculty per each college ▪ 2 Administrators per college o There will be a change in regards to what was formerly known as the BAPR workgroup. o It was noted the SAC Planning and Budget committee will work closely with the Fiscal Resources Committee. • Planning and Organizational Effectiveness Committee – to review data/assessment/evaluations. • Physical Resources Committee (formally the District Facilities Planning) Committee. • Human Resources - remains the same • Technology Advisory Group – remains the same <p>There has been discussion to expand District Council.</p> <p>There was an inquiry as to what committee would oversee the evaluation of the district expenditures.</p> <p>Also discussed was the possibility for an operational change within the SAC college structure with the added fiscal responsibility.</p>	<p>FOLLOW UP Members will be sent the <i>Revised District and College Governance Structure</i>.</p>

NEW BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>There was discussion on the process on how the how "revised" district governance structure was approved.</p> <p>This item will be presented to the Academic Senate.</p> <p>The revised structure has been presented to College Council and will be brought as an action meeting at the next College Council meeting.</p> <ul style="list-style-type: none"> • The revised structure will be channeled through the normal college process. Pending that outcome will determine how the college will interact with the district regarding the revised structure. 	
7. FUTURE AGENDA ITEMS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • Planning Process/Calendar Sync <ul style="list-style-type: none"> ○ The Cyclical Academic Program Review Planning Calendar will be presented for action. • Review/refresher of the SAC Shared Governance Structure. • Update on the proposed District Shared Governance Structure and the action taken by College Council. 	
8. OTHER	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>A "refresher" on how the shared governance structure works was requested.</p>	<p>FOLLOW UPS Review of the shared governance structure will be on the November agenda.</p>

Adjourned – 2:50p.m.
Next Meeting –Tuesday, November 6, 2012
1:30 – 3:00p.m.
U-201A

Submitted by G. Lusk 10/9/2012



SAC PLANNING & BUDGET MEETING

MINUTES – NOVEMBER 6, 2012

U-201A

1:30P.M. – 3:00P.M.

Approved 12/4/2012

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.
Jim Kennedy, co-chair	Ray Hicks	Elliot Jones	Monica Porter	Tom Andrews	Joe Ricker (a)
Sara Lundquist		Michael Kelcher	George Wright	Denise Hatakeyama	Guests
Linda Rose		Jeff McMillan, co-chair(a)	John Zarske	Leslie Wood-Rogers	Becky Miller
					Rhonda Langston
1. WELCOME		Self introductions were made.			Meeting called to order 1:38p.m.
2. PUBLIC COMMENTS		DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS
		No public comments			
3. MINUTES		DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS
		<p>Approval of October 2, 2012 minutes The October 2 minutes were presented for approval.</p> <p>A discussion ensued regarding the impact on other committees when minutes are not readily approved. The following protocol was discussed for those times when there is not a quorum to approve the minutes presented:</p> <ul style="list-style-type: none"> • Those members present will approve the minutes. • An email will be sent to those members not present updating them that the minutes had been approved and asking them to forward any concerns forward. 			<p>ACTION Motion was moved by R. Hicks to approve the October 2, 2012 Planning & Budget Committee minutes. 2nd –M. Porter Motion carried unanimously.</p>
4. BUDGET UPDATES		DISCUSSION/ COMMENTS			ACTIONS/ FOLLOW UPS
Budget Update		<p>Members were reminded of the importance of having a budget decision process in place for times of budget growth and budget reductions.</p> <p>There was also discussion regarding the accreditation standards specifically addressing the appropriate allocation of resources to support instructional programs and services.</p> <ul style="list-style-type: none"> • Important for the committee to review what the standard says the college should be doing. • Members were reminded that a change had been made to the college's planning calendar so that college's planning calendar aligns with the district office budget calendar which in turn aligns with the state budget calendar. <ul style="list-style-type: none"> o This will allow for the planning of the schedule and programs to happen before the financial piece. • It was also noted that college needs to meet the standard before the Accreditation team arrives in 2014 or have a plan of action to ensure the standard is met. 			

BUDGET UPDATES (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>There was also discussion on how enrollment management affects the planning of programs and services. Members were advised that there had been discussion in College Council regarding the need to form an enrollment management work group to provide input on that process.</p> <ul style="list-style-type: none"> • Important to effectively manage enrollment to meet the targets. • Members were reminded that the college we are funded by student contact hours. • College is on track to meet target. <p>The importance of reviewing the committee's priorities was emphasized. A review of the committee priorities will be placed on the December agenda.</p> <p>Dr. Martinez has expressed an interest to hold a town hall meeting on the budget. She would like to partner with the committee's co-chair. It was recommended that Jeff McMillan participate with her on this.</p> <p>It was noted that any reductions that would need to happen would occur in this fiscal year 2013/14 however members were reminded of their responsibility in working with the budget.</p> <p>Important to remember to that any cost savings for this year will be carried over to next year.</p> <p>In an effort to safeguard against budget implications to the college's general fund, it was recommended that any hiring of hourly, short-term staff, and/or grant matching funds requirements be sent to Administrative Services for financial review before said item is approved.</p> <p>It was clarified that the 12/13 budget has been set and any shortfall that may occur would come from the ending balance.</p>	<p>FOLLOW UP The committee priorities will be sent to the membership for review and discussion at the December meeting.</p>
5. STUDENT UPDATE	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	Student representative not present. No update available.	
6. OLD BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
The Cyclical Academic Program Review Planning Calendar	<ul style="list-style-type: none"> • It was noted that all four standards address the integration of planning and the cycle for that. One the critical alignment is with planning and budget. • Important to be able to demonstrate to the accreditation team that the entire institution is working on a planning cycle. <p>In reviewing the academic review planning calendar it was noted that it did not coincide with the district budget calendar thus changes were made to the academic review planning calendar.</p> <p>The importance on SLOs was also noted to members and examples were provided as to how fiscal resources tie into SLO assessments.</p> <p>Members will be forwarded Accreditation Standards Annotated for Continuous Quality Improvement and SLOs document for review.</p>	<p>FOLLOW UP Dr. Rose will forward the Accreditation Standards Annotated for Continuous Quality Improvement and SLOs document for review by the membership.</p>

OLD BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
Budget Training Update	Administrative Services is in the process of getting the departmental budgets to the deans and department chairs and training the deans on how to utilize their budgets.	FOLLOW UP The department budgets are targeted to go out to the deans this week. Administrative services will work on the training based on need.
Goal Revision (cont.)	<p>The committee revisited their goals and discussed ways to measure their effectiveness and an implementation strategy. The committee took action on the bolded goals below:</p> <ol style="list-style-type: none"> 1. BAPR minutes & agendas forwarded to our committee to review prior to BAPR meetings. <i>Purpose - More direct connection with the district planning and/or tying with the district cycle.</i> <i>■Members were advised that a resolution was made at the BAPR meeting whereas meeting agendas will be forwarded to the committee within 48 hours of the meeting or at the minimum of 24.</i> 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). <i>Members were advised to bring back information from other committees that they serve on when the information relates to planning and budget.</i> <ul style="list-style-type: none"> • <i>This information will be discussed under "Other Business" on the agenda. This will be a standing agenda item on the agenda.</i> <i>■An item designated as "Other Business" has been established on the agenda.</i> 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. 	ACTIONS Goal #1 - A request will be made that Geni Lusk be put on the distribution lists and once the agenda is sent out, Geni will forward to the membership. Goal #3 A motion was moved by R. Hicks to approve the revised wording for Goal #3 as follows: <i>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.</i> 2 nd –J. Zarske Motion carried unanimously. Goal #4 A motion was moved by R. Hicks to replace Goal #4 with the proposed 4a. and 4b as follows and to eliminate Goal #6: <i>4a.(4) Clarify the responsibilities of the committee during the transition to the new Budget Allocation Model.</i> <i>4b.(5) Clarify the responsibilities of the committee under the new Budget Allocation Model.</i> Discussion ensued regarding how and by who would be responsible for facilitating this goal. 2 nd –G. Wright Motion carried unanimously. Goal #5 A motion was moved by R. Hicks to approved Goal #5 as follows: <i>Prioritize the core goals of the committee based on the following contingencies: budget growth and budget contraction.</i>

OLD BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>7. Ensure departmental chairs are provided with Departmental Budgets.</p> <p>There was discussion regarding the need for a goal related to tying planning to budget.</p> <ul style="list-style-type: none"> • Dr. Rose will develop a goal related to tying planning to budget for the December meeting. <p>Members were also reminded that goals can be added or eliminated as they are completed.</p>	<p>2nd –M. Porter Motion carried unanimously.</p> <p>Goal #7 A motion was moved by R. Hicks to approved Goal #7 as stated.</p> <p>2nd –C. Cannon Motion carried unanimously.</p> <p>FOLLOW UP Dr. Rose will develop a goal related to tying planning to budget for the December meeting.</p>
6. NEW BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>SAC Participatory Governance Structure It was noted that in an effort for members to establish a stronger connections with the other committees on campus as noted in Goal #2, the SAC Governance Structure Handbook was presented to members for review.</p>	
8. OTHER BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>There was an inquiry regarding the Academic Senate review of the Revised District and College Governance Structure.</p> <ul style="list-style-type: none"> • Members were informed that the item is still being discussed but has not been approved. Members were assured that the Senate will be diligent to ensure that appropriate representation is there. <p>Update from the Accreditation committee The committee is working on developing the best way to structure the upcoming self evaluation with the teams. Information will be forthcoming to the existing Shared Governance committees. The importance of committees understanding the standards and how they are related to student learning was noted.</p>	<p>FOLLOW UP Geni will be sending Dr. Rose the committee's distribution list.</p>

Adjourned – 2:50p.m.
Next Meeting –Tuesday, December 4, 2012
1:30 – 3:00p.m.
F-126

Submitted by G. Lusk 11/14/2012



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	Guests
Sara Lundquist	Elliot Jones(a)		George Wright	Leslie Wood-Rogers	Bart Hoffman
Linda Rose			John Zarske		Rhonda Langston
1. WELCOME					Meeting called to order 1:40p.m.
		<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>			
2. PUBLIC COMMENTS		DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS
		No public comments			
3. MINUTES		DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS
		<p>Approval of the November 6, 2012 minutes The November 6 minutes were presented for approval.</p>			<p>ACTION Motion was moved by G. Wright to approve the November 6, 2012 Planning & Budget Committee minutes. 2nd – R. Hicks Motion carried with two abstentions.</p>
4. BUDGET UPDATES		DISCUSSION/ COMMENTS			ACTIONS/ FOLLOW UPS
Budget Update		<ul style="list-style-type: none"> The state budget situation is still very unclear. The passing of Prop. 30 did eliminate some potential cuts. Prop. 30 revenue picture will not be known until June 20, 2013. Property taxes are not as high as projected. This may result in some revenue shortfall. Dr. Collins will be meeting with the district this week to review some history and what to expect as the college moves forward. SB361 will be helpful for the district and the college. <p>FON – Faculty Obligation Number</p> <ul style="list-style-type: none"> The district will be attempting to replace full time faculty that have separated from the district. Prudent to replace those positions and stay in compliance with the full time Faculty Obligation Number. Eight positions have been indentified for funding at Santa Ana College. 			

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

OLD BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>3. Student Success, etc) and even the deans council (both academic and student services). Agenda item "Other Business" is now a standing item on the agenda for other committee reps to share.</p> <p>4. 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. This is an on-going goal that the committee will continue to work on.</p> <p>5. Clarify the responsibilities of the committee during the transition to the new Budget Allocation Model. This is an on-going goal that the committee will continue to work on.</p> <p>6. Clarify the responsibilities of the committee under the new Budget Allocation Model. This is an on-going goal that the committee will continue to work on.</p> <p>7. Prioritize the core goals of the committee based on the following contingencies: budget growth and budget contraction. Committee is discussing committee priorities.</p> <p>8. Ensure departmental chairs are provided with Departmental Budgets. All budgets have been sent to the deans to share with their department chairs.</p>	
<p>Update on SB361 Implementation Group – BAMIT</p>	<ul style="list-style-type: none"> • The implementation team has not met for a while. • Next meeting is scheduled for December 14. • The primary charge of the group is to finalize the SB361 Implementation document. • The group is looking into how the college campuses are going to be linking planning to budget. • Questions will still remain once the document is finalized. • The document doesn't answer all the implementation questions that will be taking place. <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"> • The analysis will need to consider the budget part – how much is being spent as well the planning piece - how much to spend. • Important that the BAMIT group does not let this component fall through the cracks and that a group is charged with the aforementioned analysis. 	

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

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



SAC PLANNING & BUDGET MEETING

MINUTES - MARCH 5, 2013

SAC FOUNDATION BOARD ROOM

1:30P.M. - 3:00P.M.

Approved 4/16/2013

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.

Administrators	Academic Senate			CLASSIFIED	Student Rep.		
Mike Collins, co-chair	Chris Cannon	Michael Kelcher	Jeff McMillan, co-chair	Tom Andrews	Michael Burris(a)		
Jim Kennedy	Ray Hicks		Monica Porter	Angela Guevara(a)	Guests		
Sara Lundquist	Elliot Jones		George Wright	Denise Hatakeyama	Esmeralda Abejar	Bart Hoffman	
Linda Rose (a)			John Zarske	Leslie Wood-Rogers	Tom Bonetati	Rhonda Langston	
1. WELCOME		Self introductions were made.				Meeting called to order 1:40p.m.	
2. PUBLIC COMMENTS		DISCUSSION/COMMENTS				ACTIONS/ FOLLOW UPS	
		No public comments					
3. MINUTES		DISCUSSION/COMMENTS				ACTIONS/ FOLLOW UPS	
		Approval of the February 5 Planning and Budget minutes The February 5 minutes were presented for approval.				ACTION Motion was moved by J. Zarske to approve the February 5 th Planning & Budget Committee minutes. 2 nd - R. Hicks Motion unanimously carried.	
4. BUDGET UPDATES		DISCUSSION/ COMMENTS				ACTIONS/ FOLLOW UPS	
		<p>STATE BUDGET</p> <ul style="list-style-type: none"> Not much new on the 13-14 State budget front. Trailer bill language is out and being analyzed by the Legislative Analyst Office. Really, the proposal is in the negotiation process. Proposals that appear to have some legs include: <p><u>BOG Fee Waivers</u></p> <ul style="list-style-type: none"> Governor Brown proposes a requirement that students seeking a Board of Governors (BOG) fee waiver include both parent and student income to determine waiver eligibility and fill out a Free Application for Federal Student Aid or California Dream Act Application, whichever is applicable. Family income will be calculated by federal law for determining a student's dependence or independence. <p><u>Cap on Credit Units</u></p> <ul style="list-style-type: none"> All three higher education systems would have caps placed on the number of units a student can take—in the case of community colleges, the cap would be at 90 semester credit units. Students who exceed this cap would be required to pay the nonresident tuition fee on a per-unit basis for each unit above 90. The following course units would be excluded: Remedial courses, Advanced placement or international baccalaureate units obtained in high school, Dual enrollment, college-level units obtained before high school graduation. 					

BUDGET UPDATES (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • Many concerns remain about this proposal, including a lack of statewide data on the total number of units a student has taken. Districts may also feel shortchanged if a student is granted a waiver—therefore triggering standard fees and no apportionment—if they were not the college that couldn't provide access to classes leading to the waiver. <p><u>EPA and RDA Backfills</u></p> <ul style="list-style-type: none"> • As we have heard from the Department of Finance, Governor Brown proposes to backfill any shortfall from the Education Protection Account (EPA) and the elimination of redevelopment agencies (RDAs). Budget trailer bill language provides for a backfill for EPA funds in the current and budget year and a backfill for RDA funds in the budget year (an RDA backfill for the current year was provided for in the 2012-13 State Budget Act). <p>POTENTIAL POLICY CHANGES</p> <p><u>Census Date Reform</u></p> <ul style="list-style-type: none"> • Governor Brown is proposing that the BOG amend the attendance accounting regulations to ensure that full-time equivalent student (FTES) calculations are based on enrollment at the end of the term. It is proposed that this change be phased in over a five-year period with full implementation in 2017-18. However, the FTES for students with more than 90 units would be eliminated starting in 2013-14. • The "savings"—or reduction in revenues—due to this census date change is proposed to be allocated by the BOG to the same districts that generated the savings. This allocation is to be used in accordance with the Student Success Act of 2012 (Senate Bill 1456). • The governor's budget trailer bill proposes to shift the responsibility for all K-12 adult education programs to California community colleges. The community college system would receive \$300 million in new funding to be used to administer adult education programs for the 2013-14 fiscal year. The proposal, however, eliminates all reference to non-credit and career development/college prep courses. <p><u>Adult Education Proposal</u></p> <p>There is a new proposal that would shift the responsibility strictly to the Community Colleges in the state. Members were updated that currently the responsibility for Adult Education falls to the K-12 and Community Colleges systems. Discussion ensued.</p> <ul style="list-style-type: none"> • It proposes to eliminate Career Development College Prep and College Credit categories and replace with a 300mil grant. • They are proposing to distribute the 300mil based on FTES to all the 72 districts in the state. • Most districts don't even offer Adult Ed. programs thus they would be receiving funds for program they don't offer. They may be required to initiate the programs. • Districts like SAC with robust programs could be badly affected by this. • Currently RSCCD receives 25mil in apportionment and other revenues related to the program. This could be reduced to 8mil. • This is a critical concern for the district and the community. • The district will be advocating for the apportionment based funding model. The district has the data to show accountability. • There are coordinated efforts with the Chancellor, SCC and with NOCCD in 	

BUDGET UPDATES(cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>advocating against this.</p> <ul style="list-style-type: none"> • The ten largest districts will be speaking out against this proposal. • The Academic Senate will draft a resolution for the Spring Plenary. <p>SAC:</p> <ul style="list-style-type: none"> • 12-13 year-end budget forecast was conducted- expenditures are for the most part in line with our revenue..... remember that about \$2.4 million was infused back into our 12-13 budget from carryover funds that helped fund unbudgeted instructional, compliance, and physical facilities needs. • Anticipated that between \$2.8-\$3.1 million carryover from 12-13- good news but we appear to have an unbudgeted liability for sabbaticals (potential \$500k) for 12-13, and the need to fund about \$500k in new faculty in 13-14. • Currently identifying budget shortfalls and negative balances- working with our campus partners to remedy them now instead of waiting until the end of the fiscal year to clean it up- more effort now, but gives a more clear idea as to how we will end the year- helps plan for 13-14. • PI apportionment was just reported out by the Chancellor's office- SAC is above our FTES target (significantly above for credit). SAC won't be earning much revenue on these FTES over cap, even if there is growth funding available....most likely they will be unfunded FTES- but good news is we met our Cap! • PI also showed a reduction in 12-13 of Basic Skills funding for SAC of about \$13,500 (Credit <i>reduced by \$5,383</i> and Non-Credit <i>reduced by \$8,075</i>). The budgets have been adjusted to account for the reduction in revenue. 	
5. STUDENT UPDATE	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	Student rep was not present. Members were updated that Michael Burris did meet with Dr. Collins for an overview. Michael shows a strong interest in the committee work and becoming involved.	
6. OLD BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p><u>SAC Vacant Positions</u> Members were provided with an overview (handouts) regarding vacant positions. SAC Vacant Faculty defunded and currently funded positions FY 12/13</p> <ul style="list-style-type: none"> • The overview provided detailed documentation of the defunded and currently funded positions for 12/13. <p>SAC Vacant funded positions as of 3/04/2013.</p> <ul style="list-style-type: none"> • It was noted that most of the vacancies savings along with the utilities savings made up the 12/13 carryover. <ul style="list-style-type: none"> ◦ It is expected that this will be a significant part of the 13/14 carryover. • It is also anticipated that these vacant positions will be funded and hired in 13/14. 	
7. NEW BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p><u>FON</u></p> <ul style="list-style-type: none"> • The goal is to hire 11 new faculty members moving towards the college's faculty obligation number. • The expectation is that with the increase in funding (2014/15) the faculty obligation number requirement will be reinstated and colleges will be expected to make progress toward that end. 	

NEW BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • Efforts are being made to identify other resources to fund the Faculty Obligation Number. <p><u>Resource Allocation Request Process</u> The Resource Allocation Request process was outlined for members. The request process was outlined as follows:</p> <ul style="list-style-type: none"> • The requestor will prioritize their needs. • The dean will work within their depts./divisions to prioritize the needs as a unit. • The department/division priorities will be provided to the respective VP. • The VPs will prioritize the college needs from all of the college areas. • The college prioritized list will come to the Planning and Budget committee for review. <p>The Goal for the college in establishing the process is as follows:</p> <ul style="list-style-type: none"> • Identify the college needs. • Prioritize college needs. • Tie college needs to the college mission and intended outcomes. • Align college needs to the Budget Priorities as established by the Planning and Budget committee. • Fund the college needs in a systematic way. <p>This process will allow the college to plan and work together as an institution to achieve greater student success.</p> <p>Important to have this process in place, as we will be ask to prove how we tie planning to budget.</p> <p>The college is and has considered other colleges that are working with the SB361 model.</p> <p>Focus will be to utilize best practices and fine tune how they work for SAC.</p> <p>The Resource Allocation Request Process does align with Dr. Rose’s 12mons. planning process outline.</p> <p>The process will need to be evaluated, refined and timelines will need to be outlined properly. This will be done by the Planning and Budget committee.</p>	
	<p><u>District Tentative Assumptions</u> District Tentative Assumptions were presented to the members. At the next meeting the SAC tentative budget assumptions will be presented. This work will allow the college to build the college ten budget stay in alignment with the district tentative budget as well as SAC budget assumption.</p> <p>It was noted to members that the projected COLA and Restoration/Growth percentages serve as a placeholder for the tentative budget.</p>	
	<p><u>SB361 Budget Model Allocation Review</u> There will be a review of the completed draft. Discussion ensued.</p> <ul style="list-style-type: none"> • The colleges not living in the model. • There needs to a lot more discussions. • Controversial issues have not been addressed. <ul style="list-style-type: none"> o Evaluation of district operation services? What are we spending? Does it meet the college needs? 	

NEW BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> o Stabilization not being addressed in the document. • There has been a re-write outside of the BAPR workgroup. • The process has been drawn out. <p>Overall concern regarding the process was noted.</p>	
8. FUTURE AGENDA ITEMS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	Resource Allocation Request Process SAC Tentative Budget Assumptions	
9. OTHER BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p><u>Budget Stabilization Fund</u> There was an inquiry regarding the budget stabilization fund. Discussion ensued.</p> <ul style="list-style-type: none"> • The fund's intended purpose was to help in the transition from the old budget model to the new budget model. Specifically so that neither campus would be impacted during the transition. • Concern was noted that what had occurred was not the design or the spirit of the plan that had been agreed to in the initial committee discussions. • There was concern that the implementation of this particular piece of the model was not at the college level. • It was also noted that because this was a rollover year the college was funded at a higher level than what the model calls for. • The FTE reduction could affect SAC in future years. 	<p>ACTION It was moved by J. Zarske to reaffirm the original intent of the transition to the Budget Allocation Model to hold the campus harmless though the period of transition. 2nd - R. Hicks The motion passed with one abstention.</p>
	<p><u>Bond Process inquiry</u> There was an inquiry regarding the bond monies and the process for them.</p> <ul style="list-style-type: none"> • The bond has a Citizen Oversight Committee that oversees the accounting of the funds as well the projects all of which is funneled through the district's Facilities Planning department. The college does have input on the details of the projects. 	

Adjourned - 3:01p.m.
Next Meeting - Tuesday, April 16, 2013
2:00p.m. - 3:00p.m.
S-215
Submitted by G. Lusk 3/18/2013



SAC PLANNING & BUDGET MEETING
 MINUTES - APRIL 16, 2013
 SAC FOUNDATION BOARD ROOM
 2:00P.M. - 3:00P.M.

Approved 5/7/2013

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.

Administrators	Academic Senate			CLASSIFIED	Student Rep.	
Mike Collins, co-chair	Chris Cannon(a)	Michael Kelcher(a)	Jeff McMillan, co-chair	Tom Andrews		
Jim Kennedy	Ray Hicks		Monica Porter	Angela Guevara(a)	Guests	
Sara Lundquist	Elliot Jones		George Wright	Denise Hatakeyama	Esmeralda Abejar	Bart Hoffman
Linda Rose			John Zarske	Leslie Wood-Rogers	Tom Bonetati	Rhonda Langston
1. WELCOME					Meeting called to order 1:40p.m.	
2. PUBLIC COMMENTS					DISCUSSION/COMMENTS	
					No public comments	
3. MINUTES					DISCUSSION/COMMENTS	
					Approval of the March 5 Planning and Budget minutes The March. 5 minutes were presented for approval.	
					ACTION Motion was moved by J. Zarske to approve the March 5 th Planning & Budget Committee minutes. 2 nd - M. Porter Motion unanimously carried.	
4. BUDGET UPDATES					DISCUSSION/ COMMENTS	
					<u>State Revenue</u> <ul style="list-style-type: none"> • State tax collections for March were up significantly...following a trend of above average revenue for our state since January. • Allegedly, there is an estimated \$5 billion increase in current year GF revenue above what the Gov. forecasted in January, which could help our College- and kind of points to the strengthening of our economy (income tax increases, but sales and use taxes down in March). • Still pretty fuzzy, in terms of math...and its impact on higher education is yet to be seen or even really talked about...just hopes and dreams still.... • Gov.'s May revise happens mid-May, and the Gov's revised budget proposal will take into consideration the changes (positive or negative) with the State's revenue picture. Right now, things are looking ok. • Truly, the May revise will provide more insight on the push-pull of negotiations on the Governor's desires to overhaul higher education- but we won't know exactly how much new funding we have until the Gov. gets through his adopted budget. • We will have to stand-by and wait on how the Governor deals with the recommendations on his proposed budget. Once again, the devil is in the details and in essence, his May Revise! 	

BUDGET UPDATES (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p><u>SAC Budget</u></p> <ul style="list-style-type: none"> • So many missing holes in the SAC tentative budget, not knowing exactly what revenue will look like, tough to build a tentative budget that is anything but a placeholder. • Currently, we are building the 13-14 SAC tentative budget- basically a roll over from 12-13 at this point. We are sending out revision sheets for part-time and reassign time for the areas. • We are working under the assumption that there will not be much extra revenue in 13-14, and what new revenue we have will go towards funding our new faculty to make progress on our FON and support our students' needs, budgeting for our contractual obligations, and our fixed cost increases. • May revise will tell us a lot, and hopefully the District can provide us with more numbers prior to the mid-May. REMINDER- the TENTATIVE BUDGET IS A PLACEHOLDER WHILE THERE ARE SO MANY REVENUE UNKNOWNNS. <ul style="list-style-type: none"> ○ Closer to year end closing to tell us how much we estimate in carryover funds (est. of \$2.8-\$3 million, but not sure how it will shake out) ○ May revise informs us of any revenue increases/cuts from January- and how the revenue will be allocated to us (COLA, restoration/growth, etc.) • 13-14 SAC Tentative Budget assumptions will be presented today, which will be the foundation for our tentative budget development. • Resource Allocation Request (RAR) process is in progress and the outcome is a listing of prioritized needs campus-wide, in technology/facilities/equipment/personnel...that can be used to plan our budget in accordance with our College Mission and established budgeting priorities set forth by the P&B committee. • We have made the total list available in order for the campus community to see what the total list of requests (\$16.5 million!) • The process is driven out of our Program Review process, where our resource requests support our intended outcomes at the Program level. All campus teams were asked to provide requests that aim to meet the intended outcomes of the departments/divisions/programs, were prioritized by the requestor, by the Dean/Director, then prioritized requests are presented to the President's Cabinet for prioritization prior to being presented to the SAC Planning & Budget Committee for review and discussion. • While we don't know exactly how much new revenue we will have until the May revise and ultimately the state budget is adopted- the process does allow us to PLAN what to do with the budget when the money is or isn't available in accordance with our College Mission, goals, and budgeting priorities. 	

BUDGET UPDATES (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> The process is new, as is the new budget allocation model (SB 361). We will have to first build the process, then evaluate the effectiveness of the process and to identify potential improvements. The process is a dynamic one that aims to include the feedback of our College community for continuous improvement. 	
5. STUDENT UPDATE	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	No report.	
6. OLD BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p><u>SAC Vacant Positions</u> The vacant faculty position lists that included projected costs.</p> <ul style="list-style-type: none"> Costs projected were at the highest rate and included benefits. There will be savings in the adjunct accounts by funding the full time positions. <p><u>Resource Allocation Requests update</u> Members were provided with a “Top 5 Priorities list” for each area. Each vice president was asked to briefly outline their process in initiating and establishing the Resource Allocation Requests (RAR) for their areas.</p> <p>It was noted that the Resource Allocation Requests were developed based on the following criteria:</p> <ul style="list-style-type: none"> SAC Mission statement General and Specific Priorities that had set and approved by the Planning and Budget committee. Program Review <p>The RAR process has allowed significant progress to be made in identifying the needs of the college.</p> <ul style="list-style-type: none"> It was noted that the college has finally realized a process where program review is driving the budget planning process. <p>Members were reminded that the college has a collective responsibility on how funds are spent.</p> <p>It was also that the college is early in the implementation of the new SB361 budgeting model. The importance of developing a process that matches the way the revenue is allocated was stressed.</p> <p>Members were advised that the complete lists of Resource Allocation Requests that total to the 16.8 mil could be found online at http://sac.edu/AdminServices/budget/Pages/default.aspx under <u>FY13/14 College-wide Resource Allocation Requests</u></p> <ul style="list-style-type: none"> Members were reminded that the college does not have the money for these requests; however, the RARs will guide the allocation of funds as they are received. <ul style="list-style-type: none"> As funds are available, the highest priorities from the “Top 5 Priorities list” for each will be determined and moved forward to the Planning and Budget committee for review. Facility needs will be brought forward to the SAC Facilities committee. <p>Members were reminded that the compilation of this information was done by hand.</p>	

OLD BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Appreciation and acknowledgement to the college accountant, Esmeralda Abejar was given for her diligent efforts with this task.</p>	
7. NEW BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p><u>13/14 SAC Tentative Budget Assumptions</u> The 13/14 SAC Tentative Budget Assumptions (attached) were provided for member's review.</p> <p>Members were reminded that the tentative budget assumptions will be the base for building the Tentative budget.</p> <p>It was also noted that the Tentative Budget is a placeholder budget and the assumptions are placeholder assumptions.</p> <p>The importance of establishing an emergency rainy day fund was stressed.</p> <ul style="list-style-type: none"> • It is anticipated that those funds will be carried over year from year. • It is an expectation of the district that the colleges will have a contingency reserve. • Important and prudent to have a rainy day fund set aside in carryover that is not touched. <p>Members were advised that the district will assist the colleges in an emergency situation. The example of a dramatic facility issue was provided.</p> <p>A discussion ensued regarding the funding details of the following areas as outlined in the assumptions:</p> <ul style="list-style-type: none"> • Sabbatical and Load Banking • Technology • Professional Development • Accreditation activities <p>Members were advised that the intent of the college is to establish and fund these areas in an effort to meet the campus needs; however it is not known how those funds will look at this time.</p> <ul style="list-style-type: none"> • It was noted that the technology needs are greater than what could be funded within the next 2 - 3 years; nevertheless, the importance of developing a funded reserve to meet the college's technology needs was stressed. <p>SB361 - Budget Allocation Modal "draft" revision The membership had been provided the RSCCD Budget Allocation Model draft based on SB 361 revision prior to the meeting for their review.</p> <p>The draft reflects the latest language. Final recommendation will be made by the Fiscal Resources committee (FRC).</p> <p>The FTE split between the two colleges was the biggest stumbling block in delaying the progress of the document. The final determination was made by the Chancellor and the college presidents.</p> <ul style="list-style-type: none"> • The split was determined as follows: <ul style="list-style-type: none"> o 70.80% - SAC o 29.20% - SCC <p>19.4% will be allocated for district operations expenditures before allocations are made to the colleges.</p>	<p>ACTION</p> <p>Motion was moved by R. Hicks to approve the 13/14 Tentative Budget Assumptions as revised. 2nd - S. Lundquist Motion unanimously carried.</p>

NEW BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> o Members were reminded that the model calls for a review of the district buyback services. o Are they meeting our expectations or not? o FRC will be conducting that review. o The document states that in the fall an assessment will be done of the services. • It was clarified that the FTES are reported as a district. • FTE targets are set to coincide with the allocation split. <p>An inquiry was made regarding stabilization.</p> <ul style="list-style-type: none"> • If the college does not meet their CAP target there will a one year stabilization period. • During that Stabilization year, the college will be funded for that year to get back to CAP. • After the year, if the college was not able meet the CAP target, they will be funded but at the lower level. • It was noted that Stabilization will be treated similar to the State's process for Stabilization. <p>There was a brief discussion regarding concerns for the process or lack thereof in which the new budget model was revised.</p> <ul style="list-style-type: none"> • Work was conducted outside the original BARR work group that had been charged with this task. • Process delayed for over 1 year. • Concerns were expressed directly to the Chancellor. • Important to consider a strategy to avoid and/or address this in the future. <p>The issue will be handled through the Senate.</p>	
8. FUTURE AGENDA ITEMS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • Review and evaluate 2012/2013 Planning and Budget Committee Goals • End of Year Report • Resource Allocation Requests update. 	
9. OTHER BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS

Adjourned - 2:55p.m.
 Next Meeting -Tuesday, May 7, 2013
 1:30p.m. - 3:00p.m.
 S-215
 Submitted by G. Lusk 4/23/2013



SAC PLANNING & BUDGET MEETING
 MINUTES - SEPTEMBER 3, 2013
 SAC FOUNDATION BOARD ROOM
 1:30P.M. - 3:00P.M.

Approved 10/1/2013

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.

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		Committee was welcomed and self introductions were made.				Meeting called to order 1:34p.m.	
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"> o Dynamic cost - tough to budget for. o The cost of this need depends on how many users we have. o A 12% increase was budgeted in over last year. • Accreditation <ul style="list-style-type: none"> o Costs/expenses are related to the Self-Study. • Staff Development <ul style="list-style-type: none"> o These monies are for Classified, Faculty and Management Professional Development. o A task force composed of all constituencies will meet and make recommendations to move forward. • Credit Card fees <ul style="list-style-type: none"> o The college will attempt to negotiate these fees for next year. • Instructional Agreements <ul style="list-style-type: none"> o These costs are related to agreements for the different municipalities related to CJ and Fire Tech Academies. o The college will make money through the FTEs generated by the programs. • Carryover account <ul style="list-style-type: none"> o A reinvestment of 30% carry over monies to enhance FTES growth and generate revenues. o 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>SB361 Evaluation Process - Discussion</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



SAC PLANNING & BUDGET MEETING
 MINUTES - OCTOBER 1, 2013
 SAC FOUNDATION BOARD ROOM
 1:30P.M. - 3:00P.M.

Approved 11/5/2013

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.

Administrators	Academic Senate			CLASSIFIED	Student Rep.		
Mike Collins, co-chair	Chris Cannon(a)	Michael Kelcher	George Wright	Tom Andrews	Minhchau Chau		
Jim Kennedy	Ray Hicks co-chair	Monica Porter	John Zarske	Angela Guevara(a)	GUESTS		
Linda Rose				Denise Hatakeyama	Esmeralda Abejar	Bart Hoffman	
Lilia Tanakeyowma				Leslie Wood-Rogers		Rhonda Langston	
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	
	<p>The Sept 3, 2013 Planning and Budget minutes were presented for approval. The following amendment was made:</p> <ul style="list-style-type: none"> Staff Development <ul style="list-style-type: none"> These monies are for Classified, Faculty and Management Professional Development. A task force composed of both all constituencies will meet and make recommendations to move forward. 					<p><u>ACTION</u> Motion was moved by J. Kennedy to approve the September 3, 2013 Planning & Budget Committee minutes. 2nd - J. Zarske Minutes were unanimously approved as amended.</p>	
4. BUDGET UPDATES	DISCUSSION/ COMMENTS					ACTIONS/ FOLLOW UPS	
	<p><u>STATE BUDGET UPDATE</u></p> <ul style="list-style-type: none"> Gov is beginning to scrub SB 97, which is the "education clean up" bill to the 13-14 state budget. For community college, SB 97 authorizes the D of F to speed up the general fund apportionment if a shortfall in revenues related to the RDA do indeed materialize. <p>Other bills of interest to community colleges that have been signed include:</p> <ul style="list-style-type: none"> -AB 173, which authorizes a community college district to award a contract for goods, services, or information technology with a value of between \$5,000 and \$250,000 to a certified small business, without complying with specified competitive bidding requirements -SB 595 which requires each CCC campus to not enter into a contract with any entity that requires a student, as a condition of the student receiving his or her financial aid disbursement, to open an account with the entity <ul style="list-style-type: none"> Sept. 12, Economists at the UCLA Anderson Forecast foresee the U.S. economy returning to "normalcy," although they acknowledge that the new normal is still weak by historical standards. While the outlook is better than the past four years, the economy will be growing well below the rate that would have been expected prior to the recession. 						

BUDGET UPDATES (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> o The California economy is expected to follow the same path of slow recovery as the U.S. economy. o Real personal income growth is expected to rise from 1.9% in the current calendar year to 3.3% through 2015. o The state's unemployment rate, while still above the national average, will fall through 2013, averaging 8.9%, and drop to 6.9% by 2015. o And housing and construction, as measured by building permits, will rise from almost 79,000 in the current year to 104,000 in 2014—a 32% gain <ul style="list-style-type: none"> • September 11, 2013, Chancellor Brice Harris released the results of an annual survey showing a 5% increase in the number of course sections offered. Following years of decline, the median increase in enrollment projected at community colleges is 2.5%. <p><u>DISTRICT BUDGET UPDATE</u> FRC meeting 9/25/13</p> <ul style="list-style-type: none"> • We did get new revenue this year, specifically for COLA and g/a/r funds however, the estimated revenue shortfall might cause the funds get taken from us <ul style="list-style-type: none"> o Structural System Wide Apportionment Deficit - \$40 to \$50 million short fall. Represents a \$1- \$1.3 million shortfall for RSCCD o Education Protection Act- \$9 million short Fall. Represents potential RSCCD loss of \$235,000 o We must also invest with our own cash to earn g/a/r revenue in the future! • OEC- The Board has committed funds for the renovation <ul style="list-style-type: none"> o Estimated cost 14-16 million plus 25% increases in architectural fees the cost could go up to 20 million. o To be funded as follows: <ul style="list-style-type: none"> • Measure E \$5M • Budget Stabilization \$7 m • SCC RDA remaining funds \$ 4m • If cost exceeds 16m the increase will be taken from stabilization fund <p>Programming of the facility is taking place right now. This will take 3 to 5 months. RFP was done. OEC work will start within 13 to 14 months from now.</p> <ul style="list-style-type: none"> • FRC has to review the SB361 model and analyze district services provided to the campuses. <p>POE was charged to find and instrument to grade the services- hasn't shown initiative on the process- SAC and SCC will be pushing the issue- working with DIST Fiscal services to determine the parameters of the evaluation for this year.</p> <ul style="list-style-type: none"> • FON (Faculty Obligation Number) <p>Anticipating the removal of the suspension of the FON by the Board of Governors- must make movement with our District FON- current estimate of District-wide faculty</p>	

BUDGET UPDATES (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>hiring needs for Fall 2014 is 25.8. SAC's 70% split is 18, which equates to around \$2 million Each retirement increases the number of new faculty needed This will help the district to comply with the 50% law, which requires that 50 cents of the dollar to be spent for Instruction. Most classified assignment are on the bad side of the equation. Managers, Counselors, A & R, Librarians. And also, faculty reassigned time. (Coordinators, Dept Chairs)</p> <ul style="list-style-type: none"> • 50% Law <p>The district has always budgeted 50% law compliance under 50% required. In the adopted budget for 13/14 the percent is 47.25%. This is something that should be taken into consideration when planning programs and services. At both campuses (SAC is at 61% SCC is at 47%)</p> <p><u>SAC BUDGET UPDATE</u></p> <ul style="list-style-type: none"> • Budget is performing well, but it is early- utilities expenses have been up, particularly for electricity. LED project should help us very soon. PROP 39 funds delivered in Nov. for the exterior LED project • cashflow report will be provided at our next P and B meeting • Intercession is a go- costs have been attached to the plan, to be approved by the Chancellor. Dr. Rose will discuss a bit more in detail in a bit. • Developing an integrated annual budget cycle- ties instructional and student services planning into the calendar (acts as a road map for our planning cycle)(cabinet review, P and B, then College Council) • FY 13-14 RAR funding is being conducted now. Prioritized projects that have been identified for funding are being worked through right now, will be presented to Cabinet-then P and B- then College Council. IT needs are being coordinated with SAC-TAC • RAR worksheets will be delivered at the end of the month- to be completed by the end of November, then prioritized by program areas in Dec . <p>Faculty Priorities committee meets this month-SAC working with DIST to establish # of faculty positions needed for our FON</p>	
5. STUDENT UPDATE	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	No update	
6. OLD BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p><u>END OF YEAR REPORT/Committee Goals</u></p> <ul style="list-style-type: none"> • It was reported that 75% of the membership had responded to the survey. The results were shared with the membership. Discussion ensued. • Goals #1 and goal #3 were noted as completely met. • Goals that were partially met should they be carried over to the next year? • Improved communication goal to constituencies groups was discussed. <ul style="list-style-type: none"> o Constituent representatives should be communicating with their respective groups the information discussed at the Planning & Budget committee meetings. 	<p><u>FOLLOW UP</u> Ray and Dr. Collins will work on the committee goals based on the discussion. Members will receive their revisions before the next meeting.</p> <p><u>FOLLOW UP</u> The Planning and Budget meeting reminder will include a statement informing all that the meetings are open.</p>

OLD BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> o Important to communicate agenda and minutes to the entire community college. <ul style="list-style-type: none"> ▪ It was noted that notifications of upcoming meetings, draft minutes and all available meeting materials are sent to the entire SAC community every month. o The importance to remind the college community that the meetings are open to all was also discussed. <p>A need to add a goal regarding developing a strategy to achieve the recommended goals was also discussed.</p>	
	<p>SB361 Evaluation Process - Discussion</p> <ul style="list-style-type: none"> • It was reported that Ray Hicks and Dr. Collins brought forward the recommendations from the last Planning and Budget meeting to the FRC. <p>Specifically</p> <ul style="list-style-type: none"> o Provide the data to the college regarding what district office services are being provided. o How much is being expended within those services. <ul style="list-style-type: none"> • Model calls for an evaluative process to review the effectiveness of the model. • The importance to follow this aspect of the model was stressed to members. • A task force has been put together to address this issue. They will address what the district costs are and where are the gaps. <ul style="list-style-type: none"> o The first meeting is scheduled for October 7 at the district office. o Members include: Dr. Collins, Steve Kawa, Jim Kennedy, Ray Hicks and Michael DeCarbo. 	
7. NEW BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p><u>Resource Allocation Request Process</u> The funding of the 13/14 Resource Allocation Requests are now underway.</p> <ul style="list-style-type: none"> • Requests have been prioritized to ensure that all requests are tied to intended outcomes at the program and dept./div. level. • Committee will be provided with an overview of what was funded for 13/14. <p>The RAR process will start in October.</p> <ul style="list-style-type: none"> • Worksheets will be delivered to all areas by the end of October. • Those requests that were not funded may be added to the 14/15 requests. • Requests need to be prioritized by the Program Areas by December. • Then move forward to the respective Vice Presidents. 	
	<p><u>Enrollment Management</u> Dr. Rose presented an update to the members on the enrollment management plan. (see attached)</p> <ul style="list-style-type: none"> • The deans have been working on reallocating the distribution of FTEs across Academic Affairs. The distribution is being structured on how the FTEs are generated. • The overview outlined how the FTEs are generated, noting the recently added intersession target of 2% = 316 FTEs. • Divisions are currently building the intersession schedule to meet their FTE target. <ul style="list-style-type: none"> o In building the schedule, FTEs will be allocated based on meeting student needs, Student Success Bill 1456 as well as other mandatory factors must be considered. o DSPS unfunded mandate also plays a key factor. 	

NEW BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> o State is holding colleges accountable for student completion - failure to do so could mean penalties. o Goal is to offer courses that students need to complete their pathways. • Necessary to spend money to acquire growth money and increase the college's base funding. <ul style="list-style-type: none"> o Cost - 1.5mil. 	
	<p><u>2014/15 SAC Budget Priorities</u> Members were presented the 13/14 SAC Budget Priorities.</p> <ul style="list-style-type: none"> • The document was reviewed by the membership and recommendations were called for in setting the priorities for 14/15. • Members were also reminded that the budget priorities help to guide the Resource Allocation Process RAR process. <ul style="list-style-type: none"> o Requesters are to be tying their requests to the general budget priorities. <p>Discussion ensued. The following recommendations were made:</p> <ul style="list-style-type: none"> • Change STUDENT SUCCESS INITIATIVES to STUDENT COMPLETION SUCCESS under General Priorities. • The document contains a reference regarding LEGAL MANDATES and COMPLIANCE. • Remove the Core Mission 	<p><u>ACTION</u> Motion was moved by L. Tanakeyowma to approve the 2014/15 SAC Budget Priorities as revised. 2nd - M. Porter The 2014/2015 SAC Budget Priorities unanimously approved as revised.</p>
8. FUTURE AGENDA ITEMS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • SAC Quarterly Cash Flow Report • Annual Planning and Budget Calendar 	
9. OTHER BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p><u>OEC</u> A discussion ensued regarding the cost of the OEC project.</p> <ul style="list-style-type: none"> • Board has committed funds to the project. • The project will cost between 14 - 16 million. <ul style="list-style-type: none"> o 5 mil from Measure E funds. o 7mil from Budget Stabilization fund (DO). o Remainder from the RDA capital outlay funds from SCC. <ul style="list-style-type: none"> ▪ It was noted that RDA funds for SCC and SAC are separate. ▪ Santa Ana College has accumulated 10 - 11mil in RDA funds from the RDA zones in Santa Ana Colleges regions. <ul style="list-style-type: none"> ▪ SAC is utilizing those funds moving forward with projects. ▪ There will be future discussions as to what projects RDA funds will pay for. o If the project exceeds 16mil the balance will come from the District Stabilization funds. <ul style="list-style-type: none"> ▪ It was noted that the District Stabilization fund is meant to be an emergency fund. ▪ This is an ending balance that SAC helped to build. ▪ Is it a loan? Is there a long-term to replace the monies? ▪ The committee discussed the need to address the use of the stabilization monies. ▪ It was noted that the move from OEC to the Chapman site as well as the lease for the Chapman site was taken from the Stabilization fund. ▪ This issue will be taken to POE and the FRC committee for further discussion. 	<p><u>FOLLOW UPS</u> Ray Hicks will bring the use of Stabilization funds for the OEC project to the POE and FRC committees.</p> <p style="text-align: right;">Adjourned - 3:05p.m. Next Meeting Tuesday, November 5, 2013 1:30p.m. - 3:00p.m. S-215 Submitted by G. Lusk 10/11/2013</p>



SAC PLANNING & BUDGET MEETING
 MINUTES - NOVEMBER 5, 2013
 SAC FOUNDATION BOARD ROOM
 1:30P.M. - 3:00P.M.

Approved 12/3/2013

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.

Administrators	Academic Senate			CLASSIFIED	Student Rep.		
Mike Collins, co-chair	Chris Cannon(a)	Monica Porter	John Zarske	Tom Andrews	Minhchau Chau		
Jim Kennedy	Ray Hicks co-chair	George Wright		Angela Guevara(a)	GUESTS		
Linda Rose(a)				Denise Hatakeyama	Esmeralda Abejar	Bart Hoffman	
Lilia Tanakeyowma				Leslie Wood-Rogers	Tom Bonetati	Rhonda Langston	
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 October 1, 2013 Planning and Budget minutes were presented for approval.				<u>ACTION</u> Motion was moved by J. Kennedy to approve the September 3, 2013 Planning & Budget Committee minutes. 2 nd - J. Zarske Minutes were unanimously approved as amended.	
4. BUDGET UPDATES		DISCUSSION/ COMMENTS				ACTIONS/ FOLLOW UPS	
		<u>STATE</u> <ul style="list-style-type: none"> Tax revenues were up in September, better than expected. Tax collections for September 2013 came in \$392 million above the forecast level, or about 5% higher. This gain more than offset weak collections in August, bringing year-to-date General Fund revenues essentially on target at \$136 million. Fiscal outlook from the Legislative Analyst's office out on Nov. 15th State collected \$1.6 billion more than expected last year, of which our District's share is about \$5-\$5.5 million There should be some positive adjustments, but we won't know for sure until the Gov. releases his budget in January. Just to refresh everyone's memory on Proposition 30 is a short term fix! It raised the state sales tax by one-fourth of a cent from 6.25% to 6.5%, and increased the top bracket income tax by 3% to 12.3% (there were also increases of 1% and 2% for the other high brackets). The sales tax increase lasts for four years, through 2016, and the income tax lasts for six years, through 2018. On an annual basis, Proposition 30 raises about \$6 billion. Under Proposition 98, K-14 education receives about 45% of these funds. I want to point out that the significance of this loss will be either compounded or mitigated by the overall condition of the state economy at that time. With a growing economy, the loss of Proposition 30 revenues could be more than offset by growth in 					

BUDGET UPDATES (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • Proposition 98, and thus the loss may not be that painful. On the other hand, an economic slowdown coupled with the expiration of Proposition 30 could result in cuts to education funding similar to what we just went through during the Great Recession. In any event, we know that Proposition 30 is a temporary tax and that its termination will lead to a natural drop in funding for education in the near future. <p><u>DISTRICT</u></p> <ul style="list-style-type: none"> • RDA shortfall- the District is working with the DOF to deal with a potential \$3.3-\$3.5 million shortfall in RDA revenue. Adopted budget for 13-14 included a 1% apportionment deficit for general statewide apportionment, no deficit factor for the potential RDA shortfall. • There was a legal settlement recently related to an OC local tax issue that will potentially help fill the hole of the RDA shortfall for our District (about \$2 million), but most likely will be realized in 14-15 budget. • FON discussions continue- it looks like SAC will need to fill potentially up to 28 faculty positions- costing it out now, bring budget analysis to Dec. P and B meeting. • Intercession is planned and moving forward- costs of the additional sections and student services associated with the sections will be delivered to Chancellor (\$340k-course sections, ## student services) and paid for out of the Budget Stabilization Fund. <p><u>SAC</u></p> <ul style="list-style-type: none"> • Budget manual work completed- outlines our processes and procedures for budget development, with timelines. It will be presented today for approval, then presented to College Council and Management Council for information. The manual will also be posted on our P and B website, along with hard copies being provided to departments/divisions. • We have created a Cash Flow report to allow the college, and our depts./divisions to track their own expenditures, as well as the college's revenue and expenditures as a whole. This tool will be used to develop our quarterly budget performance report, which will be presented today in P and B. • Funded RARs from 13-14 posted on the P and B website_for campus community to review • 14-15 RARs have been sent out to the SAC Management team to begin work on resource allocations for next year. It is critical to tie program review goals and objectives, intended outcomes to your allocation requests. What is the expected return on investment for our students? Be thinking that way! • Student Success and Support Program (formally matriculation) funding was provided by the State and for CREDIT, it is an additional \$610k. Good news. Non-credit, in excess of \$200k increase. • <u>Accreditation Self Study</u>- is underway. First draft has been produced, very rough, but I want to thank the constituent-based group that is undertaking the work. How do we meet the standard, and WHERE IS THE EVIDENCE! <p>Proposition 98, and thus the loss may not be that painful. On the other hand, an economic slowdown coupled with the expiration of Proposition 30 could result in cuts to education funding similar to what we just went through during the Great Recession. In any event, we know that Proposition 30 is a temporary tax and that its termination will</p>	

BUDGET UPDATES (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>lead to a natural drop in funding for education in the near future.</p> <ul style="list-style-type: none"> • 	
5. STUDENT UPDATE	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	No update	
6. OLD BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p><u>13/14 Committee Goals</u> The revision of the committee goals will be tabled to the December meeting. Dr. Collins and Ray Hicks will meet to develop a draft. The draft will be sent out to the members before the December meeting for their review. Members were invited to send any recommendations for committee goals to Geni.</p>	<p>FOLLOW UP Dr. Collins and Ray Hicks will meet to develop a 13/14 committee goal draft. The draft will be sent to the membership before the December meeting.</p>
OLD BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p><u>UPDATE ON USE OF STABILIZATION FUNDS FOR OEC</u> There was no update on the use of the Stabilization fund for the OEC project. An update will be provided at the December meeting.</p> <p>Discussion ensued:</p> <ul style="list-style-type: none"> • It was clarified that the monies are being used for structural changes at OEC. • The fund was created with monies made by the colleges. • Intent of the fund was to be used as a rainy day fund to carry the colleges through the budget model transition. • The fund balance is quickly dwindling. <p>Important to establish a policy for this type of situation and address it now. This use was never part of the new budget model.</p> <p>The monies for the project as noted below were approved by the Chancellor, and the Board of Trustees.</p> <ul style="list-style-type: none"> • 7mil from the Stabilization fund • 5mil from Measure E • 4mil from SCC's RDA funds. <p>Any excess expenses will come from the Stabilization fund.</p> <p>With excess expenses being taken from the Stabilization fund, a concern regarding length of project and rising construction costs was noted.</p> <p>There was a inquiry regarding the difference between the stabilization fund paying for SAC intercession and the OEC renovation project.</p> <ul style="list-style-type: none"> • It was clarified that both campus are having intercession and that both intercessions are being funded through the stabilization fund. • The OEC renovation project it completely separate. <p>Dr. Collins informed members that he is a member of the RSCCD Physical Resources Committee and is tracking the activity very closely. He will report back to the Planning and Budget committee as well as the SAC Facilities committee.</p>	

	<p>SB361 Evaluation Process</p> <p>Members were advised that a workgroup has been developed with representation from SCC, SAC and the district. SAC's representation is Ray Hicks, Jim Kennedy, and Michael Collins</p> <p>The overall process for the evaluation was outlined for the members.</p> <ul style="list-style-type: none"> • List of all services and functions will be established at the District site. Program Reviews will be assessed from each of those functions. • Work with POE to comparing what we pay along with what other colleges pay for like services. • Determine a benchmark. <p>It was noted that the 1st year of review will be focused on developing a list all services and functions along with associated costs and benchmark for future years.</p> <p>Planning and Budget members will be able to review the types of services and cost related that service. In addition, other needs that are not being addressed can be discussed.</p>	
<p>OLD BUSINESS (cont.)</p>	<p>DISCUSSION/ COMMENTS</p>	<p>ACTIONS/ FOLLOW UPS</p>
	<p>The need to have a separate panel to review the information at the college level was also brought forward.</p> <p>More information at the December meeting.</p>	
<p>7. NEW BUSINESS</p>	<p>DISCUSSION/ COMMENTS</p>	<p>ACTIONS/ FOLLOW UPS</p>
	<p>BUDGET PERFORMANCE QUARTERLY REPORT</p> <p>Members were provided with an overview of the Budget Performance Quarterly Report for the months of July, August and September.</p> <p>The report outlined the following:</p> <ul style="list-style-type: none"> • An overview of the Actuals from 12/13 by Object code • The 12/13 Allocated budget by Object code • Actuals for the months of July, August and September. • YTD totals spent • Percentage of the budget used • Ending balance <p>Encumbrances are not available as part of the report as the Position Control Project is still pending completion at the district level.</p> <p>This report provided a review of all the Object codes and allows the college to track the progress of the budget.</p> <p>It was noted that the college is doing well and has spent 20% of the total budget. However, members were reminded that during the month of July the college does not pay for faculty salaries or benefits.</p> <p>Members were informed that the CFO030 (report shown) will be available on the Online Report Repository for divisions and departments.</p> <p>Once a list of end users complete, training will be scheduled. In addition, a written protocol will also be developed.</p>	<p>ACTION</p> <p>Motion was moved by J. Kennedy to accept and file the Budget Performance Quarterly Report as presented 2nd - L. Tanakeyowma</p> <p>Motion was unanimously approved as presented.</p>

	<p>It was clarified that the #7910 - Unrestricted Contingency fund (Fund 13) is 20% of the ending balance set aside for emergency.</p> <ul style="list-style-type: none"> • If it is not spent it will be rolled over for the following year as the base for the contingency fund at SAC. • It's an opportunity for the college to have available resources in an emergency. <p>There was also an inquiry about last year's carryover of \$3,619, 914. A brief overview of the allocation was provided noting that 20% of those carryover monies were used to build the Unrestricted Contingency fund (Fund 13).</p>	
	<p><u>SAC PLANNING AND BUDGET MANUAL PRESENTATION</u> The SAC Planning and Budget Manual was reviewed by Dr. Collins for the members. The following items were highlighted. Discussion ensued:</p> <p><u>Comprehensive Planning and Budget Cycle FY 13/14</u> This document is an annualized view of how the budget is developed and planned.</p>	<p><u>ACTION</u> Motion was moved by J. Zarske to approve the Planning and Budget Manual for 13/14. 2nd - M. Porter The Planning and Budget Manual for 13/14 was unanimously approved with the changes as prescribed.</p>
NEW BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • SAC Vice Presidents provided critical components and insight for each of their areas related to planning and budget. • The areas are color coded: <ul style="list-style-type: none"> o Blue - Administrative Services o Green - Academic Affairs o Purple - Student Services • Timelines that guide the process are identified. • Process tied to instructional planning, student support, administrative support. <p><u>SAC Resource Allocation Request (RAR) Procedures</u> The SAC Resource Allocation Request (RAR) Procedures were presented to the members for review.</p> <ul style="list-style-type: none"> • Document clearly outlines the RAR process. • Outlines the mission and budget priorities of the college. • Shows how college allocates resources. • Provides evidence of our process and what we are doing. <p>Has been reviewed by the Cabinet.</p> <p><u>SAC Resource Allocation Request FY 13/14</u></p> <ul style="list-style-type: none"> • This request form served as the source document for the RAR process for 13/14. • No software is available for integrating resource allocation requests and intended outcomes, the information is inputted manually. • Upon review some minimal changes were made to the 14/15 form based on feedback. • Overall everyone was pleased with the process. <p><u>Sound Fiscal Management Self-Assessment Checklist</u> It was noted that this is a source document used in accreditation. Important that the college is following the practices outlined.</p> <p>Changes to the Planning and Budget Manual for 13/14 were recommended, specifically</p>	

	to change appropriate areas from Budget to Planning and Budget. The committee acknowledged Dr. Collins and Esmeralda Abejar for their work in developing the SAC Planning and Budget Manual 13/14.	
8. FUTURE AGENDA ITEMS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • 13/14 Committee Goals • Stabilization fund/OEC update • SB361 Evaluation Process 	
9. OTHER BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p><u>SAC BUDGET DEVELOPMENT CALENDAR FY 2014/2015</u> Members were presented with the “draft” SAC Budget Development Calendar for 2014/2015.</p> <ul style="list-style-type: none"> • In the 2014/2015 the calendar begins in October. • A brief review of each month was provided. • The calendar in the past began in January and ended in June. • It was noted that it is important to identify the planning and budget work that occurs in July through December. 	<p><u>ACTION</u> Motion was moved by L. Tanakeyowma to approve the SAC Budget Development Calendar for 14/15 as presented. 2nd – M. Porter SAC Budget Development Calendar for 14/15 was unanimously approved.</p>
OTHER BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>The calendar ties monthly to the planning and budget process.</p> <p>The calendar also ties into the District Budget calendar.</p> <p>At the recommendation of the Planning and Budget committee the Resource Allocation Process will begin two months prior to last year.</p> <p>The charge of the committee was reviewed per the Shared Governance Handbook (May 8, 2013) clarifying that the committee serves as a recommending body to the College President.</p> <hr/> <p><u>PRINTING COSTS</u> There was a concern regarding the cost of printing the schedules.</p> <ul style="list-style-type: none"> • Majority of students go online for the schedule. • Currently there are approximately 5,000 “outdated” schedules in the bookstore. <p>There was an inquiry regarding the need to print the catalogs.</p> <ul style="list-style-type: none"> • It needs to be more interactive to be effective online • The catalog is difficult to view online – no search engine. <p>It was also noted that the SAC mobile app was not updated. Fall and Intercession are not loaded.</p> <hr/> <p><u>NEW DISTRICT IT POSITIONS</u> There was an inquiry as to the funding of the new positions, specifically the new district IT positions recently advertised. Discussion ensued.</p> <p>An update on how the positions will be funded will be provided to the members at the December meeting</p>	<hr/> <p><u>FOLLOW UPS</u> Lilia T. will look into the Mobile App updates.</p> <hr/> <p><u>FOLLOW UPS</u> An update on the funding process for the advertised new district IT hires will be provided.</p>

	<p><u>NEW COMPUTERS FOR THE COMPUTER LAB</u> There was an inquiry regarding monies for new computers for the computer lab. Discussion ensued.</p> <ul style="list-style-type: none">• The college has set aside \$75,000 for IT needs.• IT inquiries are best directed to SACTAC.• Requests for equipment should be address through the Resource Allocation Request process for the department/division that oversees the computer lab. <hr/> <p><u>FON</u> The importance of clarifying the process regarding the Faculty Obligatory Number FON within the budget model was noted.</p>	<hr/> <hr/>
		<p>Adjourned - 3:05p.m. Next Meeting Tuesday, Dec. 3, 2013 1:30p.m. - 3:00p.m. S-215 Submitted by G. Lusk 11/18/13</p>