



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

Administrators	Academic Senate		CLASSIFIED	GUESTS	
Mike Collins, co-chair	Ray Hicks co-chair	John Zarske(a)	*Tom Andrews	Esmeralda Abejar	Carlos Lopez
Bart Hoffman	Elliott Jones(a)	George Wright(a)	Omeline Garcia *(alt.)	Archana Bhandari	Teresa Mercado Cota
Jim Kennedy	Monica Porter(a)		Denise Hatakeyama	Eve Kikawa	Brenda Serratos
Lilia Tanakeyowma(a)	Student Rep.		Jimmy Nguyen		
	John Olivares(a)		Leslie Wood-Rogers(a)		
1. WELCOME					Meeting called to order 1:31p.m. Meeting adjourned - 2:55p.m.
		Self-introductions were made. The committee welcomed Archana Bhandari, the new ITS director. Carlos Lopez, the new Vice President of Academic Affairs also was welcomed by the committee.			
2. PUBLIC COMMENTS		DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS
3. MINUTES		DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS
		The December 1, 2015 Planning and Budget minutes approval was tabled for March meeting as there was not a quorum present.			<u>FOLLOW UP</u> December 1, 2015 Planning and Budget meeting will be presented for approval at the March meeting.
4. BUDGET UPDATE		DISCUSSION/ COMMENTS			ACTIONS/ FOLLOW UPS
		State Update: <ul style="list-style-type: none"> • Governor’s budget proposal is solid, not spectacular. State revenues are up, and most likely will exceed the Governor’s expectations...but he is once again taking a very conservative approach to this budget proposal. <ul style="list-style-type: none"> ○ Governor is expressing caution and promotes exercising restraint in making ongoing commitments of funding in light of the future revenue shortfalls and benefit obligations currently faced by the State and state-agencies. ○ 2% growth...we are still at 1.47% growth ceiling. ○ No huge pile of “one time funds” are expected to come to our District and college. ○ Solid commitment to SSSP/Equity, but a continued focus on restricted use of the funds and robust measurement of outcomes. ○ Investment in Basic Skills (BSI) 			

BUDGET UPDATE (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> o The projected statutory cost-of-living adjustment (COLA) in Governor Jerry Brown’s Budget has dropped from nearly 2% to less than 1/2%. The downward adjustments are primarily due to the weakness we are now seeing in foreign economic growth (particularly in China), the strengthening of the dollar, continued sharp declines in oil, and related commodity prices. The implicit price deflator specified in statue for computation of COLA is very sensitive to these factors. o Proposes a similar Instructional Equipment/Scheduled Maintenance allocation to FY 15/16 (for SAC \$802k in instructional equipment, approximately \$1.5 million in scheduled maintenance) with no match. <p>District Update:</p> <ul style="list-style-type: none"> • Prepping for tent. Budget assumptions at next FRC. • Clean audits <p>SAC Update:</p> <ul style="list-style-type: none"> • SAC budget is performing well after the second quarter, and it should as we put another \$10 million into the budget in FY 15/16 to cover our escalating costs! We are under budget at halftime, and expect to end the year with a stable carryover. <ul style="list-style-type: none"> o The only revision that has taken place is the transfer of approx.. \$380,000 out of ongoing budget line items to cover the cost of the additional faculty the college is under recruitment for. o No other revisions are needed at this time. o Still anticipating collective bargaining units to settle and this will have an impact on our ongoing budget....as these are ongoing costs, not one-time costs that the college budget must absorb. At this point, it is an unknown liability to the college’s financial condition. • FY 16/17 RARs have been submitted to the VPs for discussion with their areas and prioritization • FY 15/16 RARs have been reconciled and instructional equipment and facilities requests have been budgeted for and purchased. <ul style="list-style-type: none"> o There is a balance of approximately \$100k in Instructional Equipment funding that the VP of Academic Affairs will allocate in the spring in accordance with FY 15/16 RAR requests. • FY 16/17 SAC budget build begins now, with tentative budget assumptions being reviewed by FRC and by SAC tent. budget assumptions being reviewed and approved by SAC’s P &B • IE workshop focused on integrated planning, measurement, and efficient organization of planning documents. P and B plays a large role in this...so more on this from Bonnie in a bit. 	

5. ENROLLMENT UPDATE	DISCUSSION/ COMMENTS	
	<p>An enrollment update was as follows:</p> <ul style="list-style-type: none"> • Credit enrollment is down about 2.5%. <ul style="list-style-type: none"> ◦ The college continues to make progress in this area. • It is speculated that non-credit will be up about 4% overall for the year. • Intersession closed with a little over 1%. • Late start classes may impact the numbers however not known at this time. <p>Members were advised that the college is pursuing every opportunity available to increase enrollment while serving students.</p> <p>The committee discussed the factors affecting the low enrollment.</p> <ul style="list-style-type: none"> • High schools have less seniors graduating. <ul style="list-style-type: none"> ◦ SAUSD reporting flat. ◦ Middle schools are enrollment much lower than high schools. Enrollment is up in elementary. Anticipating a wave in enrollment from SAUSD feeder schools. • SSSP requirements. • Increasing focus on GGUSD. • Need to work on more pathways with non-credit. • UC's and Cal States are going to open up more seats for state students. • Confusion with the BOG fee waiver letter. <p>The importance of the college to develop innovative ways to manage enrollment was discussed as outlined</p> <p>There was a concern shared regarding wait lists for some classes as the understanding was that there would be no wait lists. A discussion ensued. This issue will be looked into.</p> <p>Mr. Lopez noted that most of the community colleges across the state are down a little in enrollment and Santa Ana College falls into that category. It was also note that SAC is in line with the statewide fill rate of 26 students for an average credit class.</p>	
6. STUDENT UPDATE	DISCUSSION/ COMMENTS	
	<p>There was no student update.</p>	
7. SACTAC	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>There was no committee report as the committee did not meet. However the following was noted:</p> <ul style="list-style-type: none"> • A draft update to the SAC Technology Plan was developed and shared with Ms. Bhardari, new director of ITS at SAC. • Important to take a strategic approach to the SACTAC plan in moving forward with technology and its integration with our planning and budget process. <p>It was noted that one of the goals of SACTAC and of the current College-wide Strategic plan is that 80% of classrooms would be mediated. The recent significant mediation upgrade of Dunlap Hall meets that goal for the college.</p> <ul style="list-style-type: none"> • Mr. Kennedy and Dr. Collins acknowledged the team efforts of ITS, Media Services and Facilities in completing the mediation project in Dunlap Hall. 	

8. MARKETING UPDATE	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Teresa Mercado-Cota provided a brief update on the college’s marketing efforts for Intersession and Spring. Members were reminded that the Marketing team continue to meet every 2 weeks as well as the Social Media sub group meeting on the alternate weeks.</p> <p>The following update on the marketing budget was provided: The total marketing budget is \$350,000 – (one-time funds)</p> <ul style="list-style-type: none"> • \$158,398.58 or 45% of the budget has been spent on Fall, Intersession and Spring. <ul style="list-style-type: none"> ○ There is a balance of \$191,601.42 or 55% to be used for Gr8wks, Summer and Fall. <ul style="list-style-type: none"> ▪ More specifically the following expenditures were noted: <ul style="list-style-type: none"> ✓ Digital means – 35% ✓ Multi-lingual ads – 6% ✓ Postcards, banners and posters – 6% ✓ CBS Radio and emails – 53% <p>It was noted that the budgeting update does not include other efforts from other areas, such as Centennial and Mainplace Kiosk. Ms. Mercado-Cota shared that \$25,000 was spent on marketing efforts for the SAC 100th Birthday party on September 19. She also advised that that the upcoming March 12 Open House format will allow for a huge enrollment and marketing opportunities for the college.</p> <ul style="list-style-type: none"> • 30+ departments will be providing in classroom presentations. • Student Services programs and CTE programs will provide a career fair. • Students Services will be providing information/services on the spot. • Key targets groups are: <ul style="list-style-type: none"> ○ High Schools Seniors and Juniors. ○ Continuing Ed students with an interest in transitioning to a credit program. ○ Credit Students undecided about careers or perhaps interested making more money in their current careers. ○ Padre Promotores. ○ Community at large. <p>There was also discussion on options for the website:</p> <ul style="list-style-type: none"> ○ Interactive chat ○ Ways to capture emails with staff follow up. ○ Engaging the services of an external company that builds the visitor a profile based on the areas that are visited by the user on the website. <p>Ms. Mercado-Cota updated the committee on plans for a student blog page. She noted that student blog pages have proven to be very popular on other campuses. Members were advised that SAC has engaged a group in an effort to help the college bridge the gap between Santa Ana College programs/services and what’s happening Downtown and around the city. Important to capture new students and retain the students currently serving.</p>	

ACCREDITATION	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Bonnie Jaros provided an overview of the Accreditation cycle and the committee’s role in the Accreditation process. She noted that the commission is interested in the evidentiary documentation provided. In addition, she noted the commission wants to see Dialogue, Documentation, Integration, Systematic Cycle and Improvement. She stressed those components to the members.</p> <p>Ms. Jaros presented the College recommendations from the October 2014 team visit to the members and outlined the specific areas that pertained to Planning and Budget.</p> <p>They are as follows:</p> <p>1.B.1 – Dialogue</p> <p>1.B.2 – Sets goals, articulates and measures them. <i>This information is reflected in the End of the Year Report.</i></p> <p>1.B.3 – Assesses progress on goals.</p> <p>1.B.5 – Uses results and communicate them. <i>The information is on the website but is the information getting out to the college community?</i></p> <p>1.B.6 – Planning and Resource Allocation review and modify as needed. <i>Have a discussion on the process. Did it work? Did it relate to the Program Review? How were needs vocalize?</i></p> <p>1.B.7 – Use all of the above to improve and progress.</p> <p>III.C.2– Technology Planning integrated with Institutional Planning with Systematic Assessment. <i>New Tech Plan, Mediation of 80% of the classrooms.</i></p> <p>III.D.4 – Financial Resource Planning integrated with Institutional Planning – Systematically assess effective use and use it as a basis for improvement. <i>What was done? What is the evidence?</i></p> <p>Dr. Collins thanked Mrs. Jaros for her input and update to the committee. It was noted that moving forward, Accreditation would be a monthly agenda item for discussion. He emphasized continuing improvement on the processes and the importance on closing the loop on the college’s efforts by measuring outcomes.</p>	
9. OLD BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	There was no old business to report.	
10. NEW BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Quarterly Budget Performance Reports</p> <p>Esmeralda Abejar, Campus Budget Manager presented the quarterly budget performance reports to the membership. The report shown is for the unrestricted accounts 11 & 13. Fund 12 and the District office reports are posted on the Planning and Budget website.</p> <ul style="list-style-type: none"> • The college has used 42% of the budget. • Members were advised that a budget projection will be created based on last year’s actuals at this time, with an additional 2% – 5% increase for growth and expenditures. This will help the college project their ending balance. This projection will be updated monthly. 	

NEW BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • Members were advised that the actual total cost of utilities is not reflected in this report due to the mid-month to mid-month billing cycle. The December bill will be shown in January. <p>There was an inquiry regarding the 5999 account.</p> <ul style="list-style-type: none"> • Ms. Abejar noted that the amount is approximately \$700,000 less than reflected. <ul style="list-style-type: none"> ◦ This is accounted for with \$380,000 utilized to fund faculty and \$346,000 one-time funds allocated back to the college. • The \$346,000 one-time allocation back to divisions and departments are part of the one-time \$1.1mil funds from the district. • It was noted that the remaining one-time allocation is being held for increased costs and other financial obligations as they are presented. 	
11. FUTURE AGENDA ITEMS		
	<ul style="list-style-type: none"> • The cost of Intersession and Spring schedules will be presented at the March meeting. 	
12. OTHER BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>There was an inquiry into the process for hiring ITS staff. It was noted that although the techs are on the SAC campus, ITS is a district entity with separate funding and budgets. Discussion ensued.</p> <p>The meeting was adjourned at 2:55p.m. in honor of Kenneth Hicks, the late father of committee co-chair Ray Hicks.</p>	

Submitted by Geni Lusk
February 19, 2016
Next Meeting – March 1, 2016