

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)	Omelina Garcia (a)	Veronica Oforlea	Ed Fosmire
Jim Kennedy	Elliott Jones	Monica Zarske	Denise Hatakeyama	Gabe Shweiri	Eve Kikawa
Carlos Lopez	Brian Sos(a)	George Wright	Jimmy Nguyen	Brenda Serratos	
	Student Rep.		Leslie Wood-Rogers(a)		
	Viridiana Munoz	TingMing Zhang (alt.) (a)			
1. WELCOME					Meeting called to order 1:33p.m. Meeting adjourned – 3:10p.m.
2. PUBLIC COMMENTS		DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS
		There were no public comments.			
3. MINUTES		DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS
		The December 6, 2016 meeting minutes were presented for approval.			<u>ACTION</u> Motion was moved by M. Grant to approve the Dec. 6, 2016 Planning & Budget Committee minutes. 2 nd –J. Nguyen The minutes were unanimously approved.
4. BUDGET UPDATE		DISCUSSION/ COMMENTS			ACTIONS/ FOLLOW UPS
		<p>State:</p> <ul style="list-style-type: none"> Governor Brown released his 2017-18 budget proposal, which includes \$122.5 billion in General Fund spending, a slight decrease from current year expenditures of \$122.7 billion. The budget proposal is consistent with the Governor's philosophy of fiscal restraint and preparing the state to weather the next economic downturn. The Governor indicates that the "tide of revenues has begun to turn" and California is entering a period of slower growth combined with federal uncertainty. He estimates that, absent corrective action, the state would face a \$1.6 billion deficit in 2017-18. Therefore, he proposes to pull back on one-time funding commitments made in the prior fiscal year, while avoiding spending increases, identifying \$3.2 billion in budget solutions. <p>Despite these reductions in the overall budget, the Governor proposes to increase funding for community colleges by approximately \$400 million, and the Proposition 98 minimum guarantee is estimated to increase by approximately \$2.1 billion to \$73.5 billion.</p>			

BUDGET UPDATE (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Below is an update on significant items for community colleges:</p> <p><u>Enrollment Growth</u> - The budget proposes \$79.3 million for enrollment growth. This provides 1.34% growth in access, and the funds will be allocated through the recently revised growth formula.</p> <p><u>COLA</u> - The budget proposes an increase of \$94.1 million for a 1.48% cost of living increase to apportionments.</p> <p><u>Operative Expenses</u> - The budget provides an increase of \$23.6 million in Proposition 98 General Fund to support increased community college operating expenses in areas such as employee benefits, facilities, professional development, and other general expenses.</p> <p><i>Capital Outlay and School Bond</i></p> <ul style="list-style-type: none"> • The Board of Governors approved 29 projects for funding in 2017-18, however the Governor proposes to focus on five projects that address critical health and safety needs and improve existing instructional infrastructure. <p><i>Deferred Maintenance and Instructional Support</i></p> <ul style="list-style-type: none"> • The budget proposes \$43.7 million that community colleges can use for deferred maintenance, instructional equipment, and specified water conservation projects. No matching funds are required. This is a decrease of \$140.9 million from the funds provided in the 2017-18 budget. <p><i>Proposition 39</i></p> <ul style="list-style-type: none"> • The budget proposes \$52.3 million in Proposition 39 energy efficiency funding for community colleges, an increase of \$3 million over the 2016-17 funding level. <p><i>Online Education Initiative</i></p> <ul style="list-style-type: none"> • The budget proposes an increase of \$10 million in Proposition 98 General Fund to provide system-wide access to the Initiative's learning management system. <p><i>Integrated Library System – Statewide initiative</i></p> <ul style="list-style-type: none"> • The budget proposes an increase of \$6 million in one-time Proposition 98 General Fund to facilitate the development of an integrated library system that will allow California community college students to access a cloud-based library system. <p><u>Next Steps</u></p> <p>The Legislature will now begin reviewing the Governor's proposal in-depth at hearings over the course of the next few months, as they work to meet a constitutional deadline of adopting the budget by June 15.</p>	

BUDGET UPDATE (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>DIST:</p> <ul style="list-style-type: none"> Budget assumptions currently being put together by District Fiscal. Most likely head to FRC next for review. <ul style="list-style-type: none"> One change will be an increase in non-resident tuition for FY 17-18. Currently in FY 16-17, SAC has produced \$2.4m, and estimates total revenue being approx. \$2.6m. For FY 17-18, in consultation with Dr. Lundquist, we are increasing the revenue assumption to \$2.3m in FY 17-18. <p>SAC:</p> <ul style="list-style-type: none"> Currently consolidating all the institutional RARs to be able to prioritize them as an institution Working on the SSSP, Equity, and BSI budget plans for submittal to the State Trying to BUY stuff! SAC has been actively engaged in expending the one-time carryover funds (Fund 13) in the manner in which was outlined to this committee last May, June and July. <ul style="list-style-type: none"> Schedule Investment (productive/efficient) Student Experience (spot/A-C-I benches, student transpo-fleet) Technology (\$600k in computer upgrades being scoped) Marketing (\$121k Fund 13, \$329k all together) Dept./Division needs (one-time allocation back to divisions) School of Continuing Education (Remington lease, parking, FFE) Distance Education- investment in the quality and quantity in offerings LifeBoat- as FTES decrease, so does revenue. Facility needs/upgrades (AV, remodels, equipment, fleet) Budget Presentation at Academic Senate “Budget Development Integrated with Program Review”- will focus on the RAR process, with budget development base. <ul style="list-style-type: none"> Will also spend time gathering feedback and aiming to improve communication, closing the loop, return on the investment, and effectiveness. 	
5. ENROLLMENT UPDATE	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>The following was reported:</p> <p><u>CREDIT</u></p> <ul style="list-style-type: none"> The college is up about 100 FTES/2%. Investment in the schedule is paying off. Growth largely due to online courses. “On the ground” courses down a bit. There were issues with SAC’s Public Safety Curriculum that impacted enrollment mainly in the Fire Science. <ul style="list-style-type: none"> Not expecting this to occur again, however members were advised that there will be more curriculum writing. College was flat for both fall and summer as compared to the year before. 	

ENROLLMENT UPDATE (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • Credit Year to date – down 243 FTES/1.8%. <p><u>NON-CREDIT</u></p> <ul style="list-style-type: none"> • Non-credit is struggling. • Down 13%. • Excessive rains and political environment impacting enrollment at the offsite locations. <ul style="list-style-type: none"> ◦ ESL program designed to serve recent immigrants. • CEC main campus remains strong. • The team is working on an expanded outreach campaign in an effort to build the community's trust in the services and programs offered by the college. • Excited about the potential Remington education center. <ul style="list-style-type: none"> ◦ Students are attracted to comprehensive centers, good student services with robust programs in many different areas. • Political factors have affected the Educational program at the city jail. <ul style="list-style-type: none"> ◦ Immigrant detainees who were a big part of the college's program are no longer housed at the jail. This action has reduced the population by 50%, thus making the programs unsustainable. This has resulted in a deficit of 200FTES a year. • No longer doing the Academic Computing Center. <p>Dr. Kennedy is very optimistic that with acquisition of the Remington site and the services and programs offered; there will be a turn around to growth mode.</p>	
6. STUDENT UPDATE	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Ms. Munoz noted the following ASG activities:</p> <ul style="list-style-type: none"> • ASG will be working for the SBO regarding the status of the ASG fall expenditures. • ASG will be working on the 2017/2018 ASG budget. • ASG Welcome Back event is Thursday, February 16, from 11:00a.m. - 1:00p.m. 	
7. SACTAC	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>The following was reported on behalf of SACTAC:</p> <ul style="list-style-type: none"> • The draft Technology plan was approved at the last meeting. <ul style="list-style-type: none"> ◦ The approved plan will be forwarded to the Academic Senate for the first reading and then to College Council. • The committee has been involved with the District Technology plan that was approved at the February 6, 2017 board meeting. • The committee is also working with Planning and Budget on the prioritization of the IT infrastructure. <p>Members were advised that the college is making a significant investment in replacing computers as well as other technology items.</p> <ul style="list-style-type: none"> • This was a key component of funded items out of Fund 13. • It will be necessary to invest the same amount in Technology for next year in order to be able to reduce the college's maintenance costs as well as the replacement schedule in the years ahead. 	

8. ACCREDITATION	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Dr. Collins shared the following update with the membership. The district held an RSCCD Governance Summit.</p> <ul style="list-style-type: none"> • The district's Strategic Plan was reviewed and discussed. • Participants also reviewed the district's governance structure and how it works. • The importance of how the district's governance structure functions in parallel with the colleges and its direct tie to the colleges was noted. • Dr. Collins felt very confident in how SAC's Planning and Budget committee connects FRC as well as how the SAC Facilities committee connects with the district's Physical Resources committee. <ul style="list-style-type: none"> o The information shared from both committees is accurate and current. • The connections between SACTAC and TAG, HRC, District Council and POE were also discussed at the summit. • The importance of the college's goals being in alignment with the district's goals was emphasized. <p>Members were informed that Cherylee Kushida and Bonnie Jaros were working on an accreditation report regarding online programs that can be potentially taught over 51% online. Specifically, members were advised that coursework that can be potentially taught 50% or more online has to be reported to the accreditor.</p> <p>Members were also reminded of an area of improvement identified by the Accreditation team from the last cycle and the steps that are being taken to improve.</p> <ul style="list-style-type: none"> • November - Assessment of our processes. • Gather feedback • Act on feedback by working with our academic and classified teams toward a more efficient and effective process. 	
9. OLD BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	No old business.	
10. NEW BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p><u>16/17 Committee Goals</u></p> <p>The 15/16 Committee Goals were presented to the membership for review in preparation to establish the 16/17 committee goals. Discussion ensued regarding changes to the first and last goal.</p> <p>The 16/17 committee goals are proposed as follows:</p> <ul style="list-style-type: none"> • Clarify, communicate and train the planning and budgeting process within the committee, divisions and across the campus. • End the fiscal year with a positive balance and a contingency reserve. • Perform an annual institution-wide evaluation of the effectiveness of the Resource Allocation Process and analyze the results to enable for continuous improvement. Process and analyze the results to enable for continuous improvement. • Implement a more robust total cost of ownership program and utilize it as a budgeting tool for technology upgrades and physical facilities. 	<p><u>ACTION</u></p> <p>Motion was moved by M. Zarske to approve the 16/17 Planning & Budget Committee goals as discussed. 2nd –C. Lopez</p> <p>The 16/17 Planning & Budget Committee goals were unanimously approved.</p>

NEW BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p><u>Budget Performance Quarterly Report – 2nd quarter</u></p> <p>The members reviewed the Budget Performance Quarterly Report</p> <ul style="list-style-type: none"> • The budget is 6% under budget at the halfway point. • #1230 (contract counselors) increased for 16/17 - Under budget by 4% • #1310 (PT instructors) budget was decreased and the college is at 4% under budget. Reduction in PT faculty resources due to new FT hires. • #2130 (Classified Employees) budget was increased and at 7% under budget. Members were advised that there is a list of 1.3mil expenditures that will be attached to the 2130 and will be reflected once the new hires are brought on. • #3XXX (Employee Benefits) 6% under budget for employee benefits. The college holds these funds for employee benefits. • #5515, 5520 (Electricity and Gas) all of the billing is not reflected for December. The account is slightly below budget. Members were reminded that rates continue to increase. • #5873 (Instructional Agreement Salaries) under budget, these costs will hit at month end. <p>Members were advised that they will continue to be updated on the budget.</p>	<p><u>ACTION</u></p> <p>Motion was moved by J. Kennedy to receive and file the Budget Performance Quarterly Report - 2nd quarter as presented. 2nd –C. Lopez the Budget Performance Quarterly Report - 2nd quarter was unanimously approved.</p>
11. FUTURE AGENDA ITEMS		
12. OTHER	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p><u>Remington Elementary - Cont. Ed.</u></p> <p>Dr. Kennedy advised the membership that the college is partnering with SAUSD in regards to a new continuing education site, Remington Elementary.</p> <ul style="list-style-type: none"> • The property is located at 4th and Grand in Santa Ana. • In a good area next to the OC Register. • Offers good public transportation. • The program will consist of 9 Cont. Ed. classes and 2 Child Development classrooms. <p>In addition, he noted that the college is working with SAUSD on an early college program as part of charter school that will be located on the same facility.</p> <p><u>Investment in Distance Education</u></p> <p>Vice President Lopez noted that the focus is to continue to double pathways.</p> <ul style="list-style-type: none"> • More faculty are participating in the online certification program. • Enrollment growth is primarily in Distance Education. • Online success and retention rates are within 1-2% of the success and retention rates for face-to-face courses. • Ultimate goal is to double the college's online offerings in the next 3 – 5 years. 	