Santa Ana College

Planning & Budget Meeting

April 4, 2017

SANTA ANA COLLEGE

THE PLANNING AND BUDGET COMMITTEE is the participatory governance committee responsible for recommending budget priorities, procedures, and processes to the College Council. The Planning and Budget Committee also functions as a community liaison for fiscal affairs with the college community.
Santa Ana College Participatory Governance Structure Handbook

(May 27, 2015)

Agenda

1. Welcome and Introductions	
2. Public Comments	
3. Approval of Minutes for March 7, 2017	ACTION
4. Budget Update	INFORMATION
5. Enrollment Update	INFORMATION
6. Student Update	INFORMATION
7. SACTAC • Distance Education Support Plan – Cherylee Kushida • SAC Computer Replacement Plan – Archana Bhardari • Mediation for 3 classrooms – John Tran	ACTION ACTION INFORMATION
8. Accreditation	INFORMATION
9. Old Business	INFORMATION
10. New Business • Stability/Restoration Presentation	INFORMATION
11. Future Agenda Items	
12. Other Business	
Next Meeting – May 2, 2017	

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.

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- Meeting called to order at 1:32pm
- Introductions took place
- Minutes- J. Nguyen moved approval, M. Grant 2nd, approved unanimously
- Addition to the addenda regarding SAC budget assumptions, action item- Monica Z motion, Jimmy 2nd, unanimous.
- Budget Update was provided by Dr. Collins

State:

- The Department of Finance (DOF) reports that General Fund revenues for January exceeded the revised forecast by $747 million or 5.1%, almost fully offsetting the shortfall in December collections of $756 million. As a result, year-to-date revenues are only $9 million below forecast.
- This result is consistent with the revenue forecast released with the Governor's Budget in January.

Unrestricted General Fund Net Ending Balance as a Percentage of Unrestricted General Fund Expenditures			
	2013-14	2014-15	2015-16
Average Statewide	17.6%	17.3%	22.5%

The Chancellor's Office looks at a 5% reserve as being the "prudent" level. A 22.5% reserve is almost five times that level. However, higher reserves are a necessity because of uncertain economic times ahead, potentially volatile funding from the state and, for most districts, flat or declining student numbers.

District:
- District FY 17/18 budget assumptions were presented to FRC and a recommendation was made to District Council. SAC budget assumptions are included for discussion today.
- FON continues to change due to retirements. SAC is now at 14 faculty replacements.
- The discussion of strategies to handle our decreasing enrollment district-wide are being undertaken at the Chancellor's Cabinet level. We will be having the discussion here at P and B most likely at the next meeting.
- Huge unfunded technology liability district-wide. SAC is planning to take immediate action locally to upgrade our technology in accordance with our SAC technology plan. SACTAC has been engaged and will make a recommendation to P and B most likely at next month's meeting or via email due to the purchasing deadline.
- Auxiliary reorganization is moving forward, which will better align the services of bookstore, cashiering and student financial services for our students. This function will move from a centralized district function to Administrative Services, along with the budget. There will be, however, an added cost of approx..$90k as we take on some of the employees that SCC was helping to pay for at 30%. No later than June 30, 2017.

SAC:
- Scrubbing classified personnel vacancy lists from HR to ensure accuracy. This allows SAC to determine what positions are vacant and funded, and how to best meet our needs in accordance with the RARs and program review documents.

- 2nd quarter division and department budget reports were produced to the area VPs to evaluate the available resources in each division and department in order to encourage appropriate use of budget resources. VPs will be meeting with management personnel to discuss strategies for the rest of the fiscal year.
- Elliott Jones noted that in light of the overbudgeting by the District of employee benefits and the savings realized at the end of each year, he would like to have a more detailed understanding of the average cost of new faculty hires, with an average of where the new faculty were hired in.
- Enrollment Update: VP Lopez gave an update on current enrollment numbers for the spring semester. YTD, college is currently down 421 FTES (mainly due to the fire academy curriculum issues with the state that have been remedied), and a significant decline in non-credit FTES. VP Kennedy described the impact the recent political environment has had on our enrollment, which is leading to an almost 20% decline in non-credit FTES generation.
- Marketing Update: A brief update was provided, but George Wright requested a completed Marketing update be provided at the new P and B meeting.
- Student Update: The student representative provided a brief update of student/ ASG activities that have taken place and that are coming.
- SAC TAC: A report was made by VP Kennedy regarding the District Technology Plan being approved by District Council. This plan was vetted and reviewed by SAC TAC, and is currently guiding SAC's computer replacement recommendation for spring 2017. Archana Bhandari, ITS Director for SAC, also presented information regarding the upcoming computer replacement plan, timeline, and strategy and costs. SAC TAC is currently working on the planning of the technology purchases, and how the replacement costs can be minimized by being phased and utilizing new and refurbished machines.
- Accreditation: SAC mission statement process and status was discussed, as well as the feedback provided by the P and B Committee was discussed. Dr. Collins thanked the committee for their thoughtful feedback on the mission statement, and Dr. Jaros will be bringing all the feedback together from all the participatory governance committees for review by College Council.
- New Business:
  - RAR Presentation Feedback- with Dr. Collins' RAR presentation at the spring Academic Senate and the institution-wide survey administered in the fall of 2016 (survey data previously provided to the P&B Committee), the analysis data provided focused on a few key items.
    1. Improve communication during process
    2. Provide more training for managers and dept. chairs
    3. Close the loop- were the funded RARs successful in what they attempted to achieve in accordance with program review documents?
  - Co-Chair Hicks discussed putting together a workgroup to help improve some of the areas identified in the recent effectiveness survey. Madeline Grant and Jimmy Nguyen volunteered to serve on the workgroup.
  - SAC FY 17/18 Tentative Budget Assumptions- Dr. Jones moved to approve the SAC Tentative Budget assumptions. Jimmy Nguyen seconded. Discussion ensued. Motion was passed unanimously.
  - Projected Ending Balance- Dr. Collins discussed SAC's current projections for the end of the fiscal year. While he explained it is "like being in the locker room at half time and determining the score at the end of the game", projections can be made related to how the SAC budget performed in the first half of the fiscal year, the college's historical financial performance, and averages for the expenses in the months to come. In conclusion, Dr. Collins stated the college estimates ending the fiscal year with a $5.6 million ending balance in Fund 11, with $1.6 million of that ending balance currently tied up in employee benefits accounts (which the college cannot utilize during the fiscal year). SAC may realize another $1 million in additional revenue by the fiscal year end, coming from non-resident tuition (International Students) and one-time revenue from the State.
    - Dr. Collins also noted that that the college's Fund 13, or one-time funds, is estimated to be approximately $3 million at the end of the fiscal year. The Fund 13 expenditures have been in alignment with the Fund 13 expenditure budget presented to the P&B Committee and the Board of Trustees when the Adopted 16/17 Budget was approved. He explained that approximately $6 million has been sequestered and will be held in Fund 41 in order to help fund currently unfunded SAC facilities projects that are in various stages.

- SAC Health Science- voters approved state funding (Prop 51) in recent election. $42 million project, SAC must match with $21 million to be eligible for the State funding.
- SAC Chavez Building- estimated project cost of $6 million
- The meeting was adjourned at 3:34pm.

Additional DE Requirements

	Spring 2017	2017 -2018			2018 -2019			2019 - 2020		
		Summer 2017	Fall 2017	Spring 2018	Summer 2018	Fall 2018	Spring 2019	Summer 2019	Fall 2019	Spring 2020
	Canvas Training	*Early-Adopters Online Training: DE faculty*	*All Online and Hybrid Training: DE and Classroom*	*All Online and Hybrid, some Classroom Training: Classroom*	*Production: Canvas only (Summer)*	*Production: Canvas only (Full Scale)*				
LMS Support/Migration										
DE Services Support Specialist* (step 4+ben)	$ 20,000	$		75,722	$		75,722	$		75,722
Canvas 24 hour (800) faculty/student support**	$ 5,557	$		22,000	$		22,000	$		22,000
Contract Instructional Design - Online		$		40,000	$		61,545	$		80,000
On-Site Canvas Training Team (2 days, Train-the-Trianers)	$ 17,000									
Online Canvas self-paced workshop access	$ 5,000									
Canvas Video/Webinar Subscription (Train-the-Trainers 20/users/1 yr)	$ 2,000									
Faculty Mentors ~25 mentors @$250/sem - mentor peers and 4 lab hours	$ 6,250	$ 6,250	$ 6,250	$ 6,250	$ 6,250	$ 6,250				
Subtotal LMS Support	$ 55,807			$ 156,472			$ 171,767			$ 177,722
TOTAL ADDITIONAL SUPPORT & PERSONNEL	$ 55,807			$ 156,472			$ 171,767			$ 177,722

	Spring '17	'17 - '18 Acad. Year	'18 - '19 Acad. Year	'19 - '20 Acad. Year
Canvas Savings				
Blackboard Cost 2016	$ 245,381	$ 245,381	$ 245,381	$ 245,381
Blackboard Cost (reduced contract payment)	$ 122,691 (3-30-17)	$ 122,691		
LMS Cost Savings at 70%	**$ 85,883**	**$ 85,883**	**$ 171,767**	
Differential Cost: (Total Add'l Need - Savings)	**$ (30,076)**	**$ 70,589**	**$ 0**	*Canvas - $0* $ (67,659)
				Canvas - $125k $ 57,341
* Add'l resp. of Accessibility trianing, Departmental Training				*Canvas - $250k* $ 182,341
** In addition to Canvas baseline support of evening and weekend support (Fund 12?)				*Poss. Canvas Ranges*

Assume:
OER Grant and Student Equity Funding for OER Coordinator
Instructional Design for LMS, OER, Accessibility Training and Prof. Dev. Training

3/03 Migration Taskforce voted a necessity. Bringing forward to SACTAC, Academic Senate
3/23 SACTAC voted to bring forward to Planning/Budget at 4/04 meeting