



Santa Ana College

Planning & Budget Meeting

November 6, 2012



SAC Planning and Budget Committee

November 6, 2012

1:30 p.m. - 3:00 p.m.
U-201-A

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.

Agenda

1. Welcome and Introductions
2. Public Comments
3. Approval of Minutes for October 2, 2012
4. Budget Update
5. Student Update
6. Old Business
 - Cyclical Academic Program Review Planning Calendar - Action
 - Budget training update – Department Chairs & Deans
 - Goal Revision (cont.)
7. New Business
 - SAC Participatory Governance Structure
8. Future Agenda Items
9. Other Business

Next Meeting – December 4, 2012

♦Please note room change – F-126



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

Draft for Approval

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, 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 worked on ensuring that the program review planning calendar and with the tentative budget calendar align. <ul style="list-style-type: none"> ◦ Any resources identified in the program planning review need to be tied in with the budget planning. • 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 provided as a sample for input from members. ◦ It was 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 document focuses on having the bulk of the work 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</p> <p>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</p> <p>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"> The committee structure will consists of: <ul style="list-style-type: none"> 1 CSEA per each college 2 Faculty per each college 2 Administrators per college There will be a change in regards to what was formerly known as the BAPR workgroup. 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</p> <p>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</p> <p>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

Cyclical Academic Program Review Planning Calendar

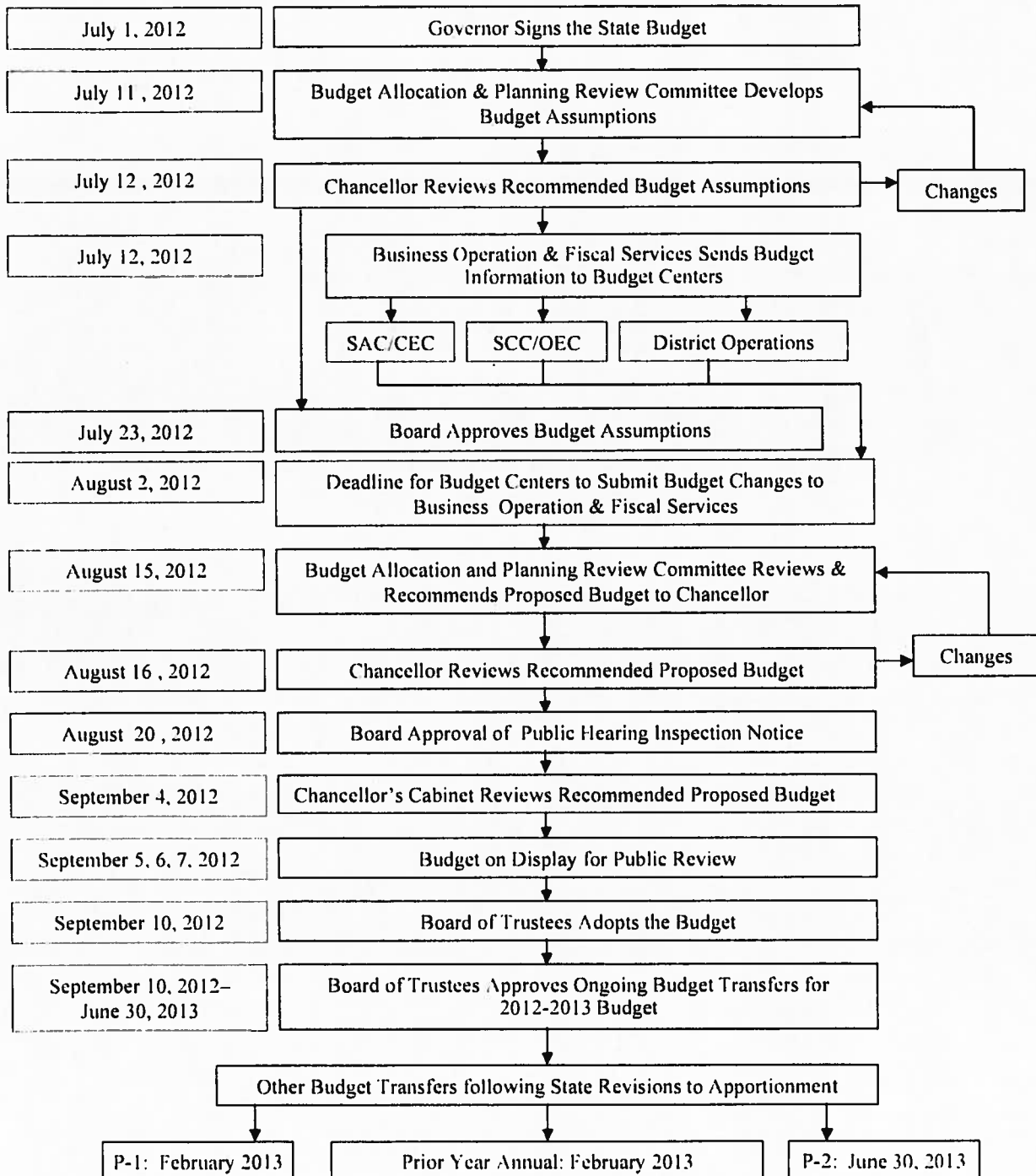
Example for 2012-2013 Academic Year

August	<ul style="list-style-type: none"> I. Analyze data for Section I and Section II of the 19QT from S12 <ul style="list-style-type: none"> A. Analyze goals and objectives from S12 and F11 B. Analyze SLO assessments from S12 II. Chair of TLC sends reminder to departments scheduled for capstone PA/PR cycle for 2012
September-October	<ul style="list-style-type: none"> I. Analyze and update Goals and Objectives (Section I and Section VI of 19QT) II. Departments discuss outcomes of SLO assessments and need for curriculum revision or other goals to be placed in the annual DPP based on student success data. All program review documents due to dean 10/30. III. Replacement and new faculty requests (September) Faculty Priorities Committee meets (October)
November	<ul style="list-style-type: none"> I. Determine Core Competency/SLO assessments for spring 2013. II. Determine data elements for analysis of student success for Section II of 19QT. III. Division Curriculum Committees review PA/PR reports of division departments due for capstone review; Division Curriculum Committees discuss results of direct-SLO assessments (documented in minutes) IV. Department chairs of departments on the quadrennial capstone PA/PR review list submit complete 19QT and Form Cs from F11 and S12 to Chair of TLC by November 15th
December	<ul style="list-style-type: none"> I. Deans prepare draft of Division Planning Portfolio, due to Vice President Academic Affairs 12/15/ Managers submit <i>Summary Report of Department Planning Portfolios</i> to appropriate VP by 12/15
Mid-January to Mid-February	<p style="background-color: yellow; text-align: center;">PLANNING CYCLE FOR NEXT ACADEMIC YEAR COMMENCES</p> <ul style="list-style-type: none"> I. Cycle continues: Department meeting—Continue Core Competency review process from prior fall semester (F12) as detailed in August (Use Section II 19QT). Departments discuss outcomes of SLO assessments and need for curriculum revision or other goals to be placed in the annual DPP based on student success data. II. Faculty and deans continue discussion on budget implications resulting from planning cycle. III. TLC reviews 19QT capstone reports; chair TLC sends summary report to IE&A Committee.
March	<ul style="list-style-type: none"> I. Conduct Core Competency/SLO assessment—Individual faculty fill out Form B for next planning cycle II. Chair of TLC sends announcement to departments scheduled for capstone PA/PR for the October 30th deadline of the following academic year

RSCCD Adopted Budget Calendar

Fiscal Year 2012 – 2013

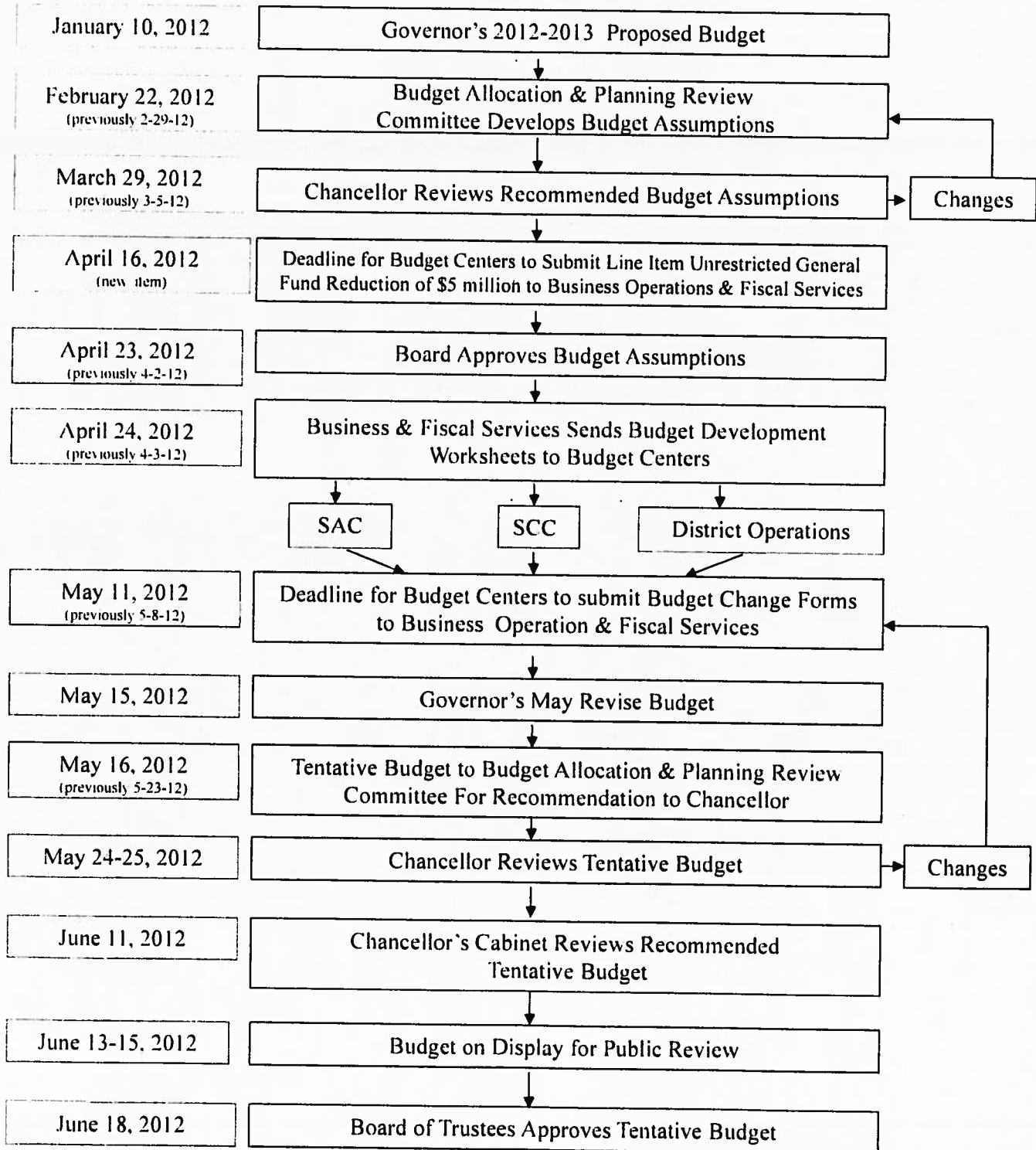
June 12, 2012



RSCCD Tentative Budget Calendar

Fiscal Year 2012 – 2013

March 28, 2012



April	<ul style="list-style-type: none"> I. Departments conduct dialogue regarding Direct-SLO Assessment; department chair completes Form C. II. SLO assessments discussed at Division Curriculum Committee (documented in minutes) III. Department chair sends an electronic copy to the dean and chair of the TLC by 4/30 (This SLO assessment will be used for the fall 2013 DPP)
May	<ul style="list-style-type: none"> I. TLC reviews SLO reports. II. Chair TLC forwards <i>End-of-Year Report</i> to IE&A Committee. IE&A Committee sends <i>End-of-Year Report</i> to participatory governance committees and Academic Senate
June-July	<ul style="list-style-type: none"> I. Management review of planning work; budget adjustments conducted



SAC Planning and Budget Committee

Committee Goals

Word revisions and implementation strategies
November 6, 2012

Committee Goals

♦The committee took action on the bolded goals below at the October 2 meeting:

1. BAPR minutes & agendas forwarded to our committee to review prior to BAPR meetings.

Purpose - More direct connection with the district planning and/or tying with the district cycle.

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).

Members were advised to bring back information from other committees that they serve on when the information relates to planning and budget.

- *This information will be discussed under "Other Business" on the agenda. This will be a standing agenda item on the agenda.*

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.

A recommendation on the wording will be provided.

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.

7. Ensure departmental chairs are provided with Departmental Budgets.

SANTA ANA COLLEGE



A Decade of Renewal

PARTICIPATORY GOVERNANCE STRUCTURE

*Revisions Approved by College Council February 10, 2010
Approved by College Council April 30, 2008
Revised by College Council November 11, 2009*

SANTA ANA COLLEGE

Participatory Governance Structure

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Mission Statement

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.

COLLEGIAL GOVERNANCE

Goal

To fully implement the AB 1725 participatory governance regulations in a spirit of collegiality, Santa Ana College has developed a structure of councils, committees, ad hoc groups, and task forces. The constituent groups will be the Faculty (Academic Senate), Administration, Classified (CSEA), and Students (ASG).

Design of the Structure

The structure is designed to ensure the constituent groups the right to participate effectively in the Rancho Santiago Community College District and Santa Ana College governance, the opportunity to express their opinions at the college level, and assurance that these opinions are given every reasonable consideration.

Duties of the Constituent Groups

The councils and committees will gather information, deliberate, report, and formulate recommendations regarding policies and procedures, which will be forwarded to the Academic Senate, the President of Santa Ana College, and the Board of Trustees.

None of the decisions of the groups shall be construed to impinge upon the statutory rights granted by Title 5 sections governing the participation rights of any group, including collective bargaining, faculty, staff, students, community members, or trustees.

Purpose of the Manual

The purpose of this manual is to explain and maintain the principles, organizational structure, reporting relationships, operating procedures, mission, duties, and membership composition of the Santa Ana College constituency groups. This living document undergoes periodic review and revision.

PRINCIPLES

1. All members of the college constituency groups are allowed equal and ample opportunity to participate fully in governance activities.
2. All members of the college constituency groups are encouraged to participate in the governance activities.
3. The number and size of councils and committees is to be kept as small as possible.
4. It is essential that the schedule of meeting times for all councils and committees accommodate the schedules of faculty, staff and student members.
5. Each council and committee will review its goal(s) annually in spring in relation to the college mission. Each committee will issue a progress report to its respective council, and each council will then make an annual progress report.
6. Each appointing body will choose its representative(s) and a named alternate to the councils, committees, and task forces. The names alternate shall receive all agendas and minutes and shall be kept informed about council actions and discussion.
7. All meetings of all governance councils, committees, ad hoc groups, and task forces are to be open and allow for “public” comments.
8. The formation and/or modification of any permanent committees within the governance structure are the responsibility of the College President and the Academic Senate with approval. Individual councils may form ad hoc groups and task forces for specific purposes and timeframe as needed.
9. All councils/committees will be provided with adequate clerical support by the responsible manager or administrator.
10. All councils and committees will operate on a consensus basis. Quorum is made up of a simple majority.
11. At the beginning of each academic year, newly elected council chairs will attend a committee orientation and coordinate a calendar of meeting dates.
12. All councils and committees will publish agendas prior to each meeting and distribute minutes in a timely manner. To insure that information on councils be made public within two weeks, when necessary, minutes marked “DRAFT” will be distributed until the officially approved minutes can be made available. Copies of current agendas and minutes will be kept on file on the college web site.
13. The President’s office will assure that all councils and committees forward agendas and minutes to the President and the webmaster for publication and archival collection on the website.

STAFFING OF COUNCILS AND COMMITTEES

By the end of the spring semester of each academic year, constituent groups will have solicited interest, made appointments, and notified representatives and alternates of their council and committee memberships for the following academic year.

The appointing groups, Academic Senate, CSEA, ASG, and administration will provide written notification to the current councils and committees of all appointments where appropriate.

All chairs with the exception of the President (ex-officio) are voting members of that council or committee.

It is the responsibility of the current chairs of councils and committees to convene the first meeting as early as possible in the next academic year and hold annual elections.

It is the responsibility of the chairs to notify the appointing group(s) of a need for a replacement in the case of excessive nonattendance or resignation of any designated council/committee member.

ORGANIZATION

Relationships

The Participatory Governance Structure represents the official Collegial Governance structure of Santa Ana College and reflects the relationships between the various entities.

Recommendations or advice from any other district or program advisory committee must be forwarded through the appropriate entity.

Council Functions

The primary functions of a council are to assemble comprehensive recommendations for that council's area of responsibility, charge its committees, and assist those committees in their work.

Each council shall monitor committees assigned to it and propose the creation of new committees as needed, as well as the creation and duration of ad hoc groups or task forces, which shall deal with specialized issues on an as-needed basis.

TITLE 5

The Academic Senate and the Board of Trustees have agreed that the Board will rely on the Academic Senate for primary advice in five areas:

Primary advice

- Curriculum, including establishing prerequisites and placing courses within disciplines (1)
- Degree and certificate requirements (2)
- Grading policies (3)
- Standards regarding student preparation and success (5)
- Policies for faculty professional development activities (8)

The Board will reach mutual agreement in six additional areas:

Mutual agreement

- Educational program development (4)
- District and college governance structures as related to faculty roles (6)
- Faculty roles and involvement in accreditation processes, including self-study and annual report (7)
- Processes for program review (9)
- Processes for institutional planning and budget development (10)
- Other academic and professional matters as mutually agreed upon (11)

Planning and Budget Committee

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.

The Planning and Budget Committee:

- ◆ reviews the college budget and district resource allocation model and recommends overall budget priorities, procedures, and processes for the annual budget, including appropriations and priorities for facilities modifications;
- ◆ recommends and monitors a long-range fiscal plan with consideration of priorities consistent with district and college planning;
- ◆ reviews state and federal legislation for local budget impact;
- ◆ on a quarterly basis reviews revenues, expenditures, and proposed budget adjustments;
- ◆ reviews and recommends a budget calendar and processes for resource allocation, including guidelines for developing tentative, and adopted budgets; and
- ◆ communicates, through its members, with the college community on fiscal issues, the committee's work, and recommendations.

Membership: Vice President, Administrative Services Co-Chair
Academic Senate Co-Chair (two-year term appointed by academic senate in even year)
Vice President, Academic Affairs or designee
Vice President, Continuing Education or designee
Vice President, Student Services or designee
Up to 4 Classified representatives (appointed by CSEA)
Academic Senate President and Vice President, or designees plus 6 additional faculty, if desired (three appointed in even years and three appointed in odd years)
Student representative (appointed by ASG)

The Planning and Budget Committee meets on the first Tuesday each month at 1:30 p.m.

District Liaison: Members of Budget Committee
Staff Support: Administrative Services

April	<ul style="list-style-type: none"> I. Departments conduct dialogue regarding Direct-SLO Assessment; department chair completes Form C. II. SLO assessments discussed at Division Curriculum Committee (documented in minutes) III. Department chair sends an electronic copy to the dean and chair of the TLC by 4/30 (This SLO assessment will be used for the fall 2013 DPP)
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June-July	<ul style="list-style-type: none"> I. Management review of planning work; budget adjustments conducted