



# **Santa Ana College**

## **Planning & Budget Meeting**

**December 4, 2012**



## **SAC Planning and Budget Committee**

**December 4, 2012**  
**1:30 p.m. - 3:00 p.m.**  
**F-126**

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*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.*

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### **Agenda**

1. Welcome and Introductions
2. Public Comments
3. Approval of Minutes for November 6, 2012
4. Budget Update
  - Update on FON Funding Availability
5. Student Update
6. Old Business
  - Committee Priorities
  - Goals
    - Tying planning to budget goal– Dr. Rose
    - Assessment – where are we on goals.
  - Update on SB361 Implementation Group
7. New Business
8. Future Agenda Items
9. Other Business

Next Meeting – January 8, 2013



**SAC PLANNING & BUDGET MEETING**  
**MINUTES – NOVEMBER 6, 2012**  
**U-201A**  
**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 (a)
Sara Lundquist		Michael Kelcher	George Wright	Denise Hatakeyama	<b>Guests</b>
Linda Rose		Jeff McMillan, co-chair(a)	John Zarske	Leslie Wood-Rogers	Becky Miller
					Rhonda Langston
<b>1. WELCOME</b>					<b>Meeting called to order 1:38p.m.</b>
		Self introductions were made.			
<b>2. PUBLIC COMMENTS</b>		<b>DISCUSSION/COMMENTS</b>			<b>ACTIONS/ FOLLOW UPS</b>
		No public comments			
<b>3. MINUTES</b>		<b>DISCUSSION/COMMENTS</b>			<b>ACTIONS/ FOLLOW UPS</b>
		<b>Approval of October 2, 2012 minutes</b> The October 2 minutes were presented for approval.  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: <ul style="list-style-type: none"> <li>• Those members present will approve the minutes.</li> <li>• 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.</li> </ul>			<b>ACTION</b> Motion was moved by R. Hicks to approve the October 2, 2012 Planning & Budget Committee minutes. 2 <sup>nd</sup> –M. Porter Motion carried unanimously.
<b>4. BUDGET UPDATES</b>		<b>DISCUSSION/ COMMENTS</b>			<b>ACTIONS/ FOLLOW UPS</b>
<b>Budget Update</b>		Members were reminded of the importance of having a budget decision process in place for times of budget growth and budget reductions.  There was also discussion regarding the accreditation standards specifically addressing the appropriate allocation of resources to support instructional programs and services. <ul style="list-style-type: none"> <li>• Important for the committee to review what the standard says the college should be doing.</li> <li>• 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"> <li>◦ This will allow for the planning of the schedule and programs to happen before the financial piece.</li> </ul> </li> <li>• 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.</li> </ul>			

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"> <li>• Important to effectively manage enrollment to meet the targets.</li> <li>• Members were reminded that the college we are funded by student contact hours.</li> <li>• College is on track to meet target.</li> </ul> <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><b>FOLLOW UP</b> 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
<p><b>The Cyclical Academic Program Review Planning Calendar</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Important to be able to demonstrate to the accreditation team that the entire institution is working on a planning cycle.</li> </ul> <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><b>FOLLOW UP</b> 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
<b>Budget Training Update</b>	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.	<b>FOLLOW UP</b> The department budgets are targeted to go out to the deans this week. Administrative services will work on the training based on need.
<b>Goal Revision (cont.)</b>	<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"> <li> <b>BAPR minutes &amp; agendas forwarded to our committee to review prior to BAPR meetings.</b>  <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> </li> <li> <b>A stronger connection between the planning and budget committee and the other major committees on campus (IE&amp;A, Student Success, etc) and even the deans council (both academic and student services).</b>  <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"> <li><i>• This information will be discussed under "Other Business" on the agenda. This will be a standing agenda item on the agenda.</i></li> <li><i>■An item designated as "Other Business" has been established on the agenda.</i> </li> </ul> </li> <li> <b>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.</b> </li> <li>Further identify responsibilities of the committee as the college transitions into the new Budget Allocation Model.</li> <li>Committee will reaffirm priorities to accomplish more of its core goals in times of both augmented and/or reduced budgets.</li> <li>Continue to work on the transition and the implementation of the new budget model.</li> </ol>	<b>ACTIONS</b> <b>Goal #1</b> - 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.  <b>Goal #3</b> 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 <sup>nd</sup> –J. Zarske Motion carried unanimously.  <b>Goal #4</b> 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 <sup>nd</sup> –G. Wright Motion carried unanimously.  <b>Goal #5</b> 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"> <li>• Dr. Rose will develop a goal related to tying planning to budget for the December meeting.</li> </ul> <p>Members were also reminded that goals can be added or eliminated as they are completed.</p>	<p>2<sup>nd</sup> –M. Porter Motion carried unanimously.</p> <p><b>Goal #7</b> A motion was moved by R. Hicks to approved Goal #7 as stated.</p> <p>2<sup>nd</sup> –C. Cannon Motion carried unanimously.</p> <p><b>FOLLOW UP</b> 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><b>SAC Participatory Governance Structure</b> 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"> <li>• 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.</li> </ul> <p><b>Update from the Accreditation committee</b> 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><b>FOLLOW UP</b> 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*

## **2009-2010 SAC Budget Priorities**

(Initially developed: March 31, 2009; - Revised March 2, 2010)

### **SAC General Priorities**

1. Maintain health & safety of students & employees
2. Retain comprehensive community college functions
3. Keep cuts away from classrooms
4. Evaluate program cost and efficiency:
  - 4a. Evaluate duplicate programs within the district
  - 4b. Evaluate classes that are not tied to degree, transfer, certificate or basic skills

### **Specific Priorities**

#### **FTES Production**

1. Credit
2. Non-Credit
  - 2a. Enhanced
  - 2b. Non-Enhanced

#### **FTES Support**

1. A&R, FA, Counseling
2. Tutoring, Library, Study Centers, Labs

#### **Support Services**

1. Health & Safety
2. Maintain Existing Facilities & Equip
3. Appearance
4. Go Green



## **SAC Planning and Budget Committee**

### **2012/2013 Committee Goals**

1. BAPR minutes & agendas forwarded to our committee to review prior to BAPR meetings.
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).
3. 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.
4. Clarify the responsibilities of the committee during the transition to the new Budget Allocation Model.
5. Clarify the responsibilities of the committee under the new Budget Allocation Model.
6. Prioritize the core goals of the committee based on the following contingencies: budget growth and budget contraction.
7. Ensure departmental chairs are provided with Departmental Budgets.