



Santa Ana College

Planning & Budget Meeting

October 7, 2014

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SAC Planning and Budget Committee
October 7, 2014
1:30 p.m. - 3:00 p.m.
F-126

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 8, 2013)*

Agenda

1. Welcome and Introductions
2. Public Comments
3. Approval of Minutes for Sept 2, 2014 ACTION
4. Budget Update INFORMATION
5. Enrollment Update INFORMATION
6. Student Update INFORMATION
7. SACTAC INFORMATION
 - Prioritization list
8. Old Business ACTION
 - Approval of the Planning and Budget Manual FY 14/15
9. New Business INFORMATION
 - Resource Allocation Request discussion
10. Future Agenda Items
 - SAC Quarterly Budget Performance Report
 - 15/16 SAC Budget Priorities – review and comment
 - 13/14 End of Year report
11. Other Business

Next Meeting – November 4, 2014

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.



SAC PLANNING & BUDGET MEETING
MINUTES – SEPTEMBER 2, 2014
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 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	Chris Cannon(a)	Monica Porter	Tom Andrews	Esmeralda Abejar	Brenda Serratos
Jim Kennedy	Ray Hicks co-chair	George Wright	Denise Hatakeyama	Carl Jaeger	Maria Taylor
Linda Rose(a)		John Zarske	Jimmy Nguyen	Rhonda Langston	Kathy White
Lilia Tanakeyowma(a)	Student Rep.		Leslie Wood-Rogers		
	Jorge Sandoval(a)				
1. WELCOME				Meeting called to order 1:31p.m.	
	Self introductions were made.				
2. PUBLIC COMMENTS	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	No Public Comments				
3. MINUTES	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	The June 3, 2014 Planning and Budget minutes were presented for approval.			<u>ACTION</u> Motion was moved by J. Zarske approve the June 3, 2014 Planning & Budget Committee minutes. 2 nd – J. Kennedy Minutes were approved unanimously.	
4. BUDGET UPDATE	DISCUSSION/ COMMENTS			ACTIONS/ FOLLOW UPS	
	<u>STATE</u> <ul style="list-style-type: none"> State General Fund revenues for the first month of the 2014-15 fiscal year, at \$6.18 billion, modestly exceeded the 2014 Budget Act forecast by \$100 million On the July 22nd, attended the Gov. Budget workshop, brought good news No threat of trigger cuts, only talk of positive trigger spending that would further reduce deferrals to schools and colleges “Rainy day fund” would be developed to smooth out the “boom and bust” financing, and stabilize Prop 98 minimum funding for k-12s and community colleges- on the November ballot. “requires deposits when capital gains exceed 8% of GF revenues, plus sets aside 1.5% of GF. CalSTRS obligation will continue to play a major budget role, with a state obligation of \$74.4 billion- employers hit hard first, then everyone else. Significant cost obligation for our colleges and schools: <ul style="list-style-type: none"> Employer rate increase from 8.25%-19.1% in 2021. 14/15 will bring an increase to 8.88%. 				

BUDGET UPDATE (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> o State GF contribution will increase from 3%-6.3% in 16/17. o Employee rate will increase from 8%-10.25% in 16/17. • 2.75% growth if we can earn it- significant decrease in enrollment throughout the state, not to mention our college. Some colleges, even local ones, are growing in fall enrollments over fall 2013. • COLA at .85%- not much to spread, but recommend providing the .85% increase- categorical programs are not included in this COLA from the State- college must come up with that increase. • Significant SSSP funding , as well as increases in DSPS and Student Equity funding. Very restrictive in nature, cannot be used for general fund expenses, comes with a 2:1 match, where the College has to put in 2 dollars for every 1 dollar from the state. • No State education facilities bond in 14/15, bummer for Health Sciences state- funding <p><u>DISTRICT</u></p> <ul style="list-style-type: none"> • Proposed adopted budget going to the Board on Sept. 8- unanimous approval from FRC • In addition to COLA and GROWTH, the Dist budget assumptions include: <ul style="list-style-type: none"> o Expenditures outpace revenue by \$2.3 million (balanced budget stabilization fund) o COLA/Step& Column/Health Welfare benefits (+8.2%)/CalSTRS+PERS increases =\$4.4 million o \$2.7 million in full time faculty obligation hires • Deficit spending in FY 13/14 (\$2.7 million) plus projected deficit spending in FY 14/15 (\$2.3 million) =\$5.1 million • FY 14/15 FTES generation for District (including 2.75% funded growth) is 29,415 FTES- gets broken down now at 69.97% for SAC and 30.03% for SCC. SAC's growth target at 2.75% is 20,581 FTES. <p><u>SAC</u></p> <ul style="list-style-type: none"> • 13/14 College budget performed pretty well, with a 3% ending balance (Fund 13) (\$2.5 million) • That was about \$1million less than where we ended 12/13. <ul style="list-style-type: none"> o Invested about \$1.1 million into the schedule, coupled with some deficit spending in some other areas. • Of that \$2.5 million, 20% (\$500k) is placed "under the mattress" for a campus contingency reserve <ul style="list-style-type: none"> o \$275,000 used for schedule investment, coupled with the contingency reserve o Also moved many of the on-going expenses out of fund 13 into fund 11 • \$1.8 million for SAC in scheduled maintenance, \$800k in instructional equipment (no match) 	

BUDGET UPDATE (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> SSSP revenue is great to see, but seriously restricted to strictly student success programs. Also comes with a 2:1 match <p>Efficiency and productivity in our schedule and offerings will be critical as we move forward in FY 14/15. There will be some cancelation of low enrolled classes, with the resources saved used to bolster up Intersession and Spring. Intersession will be funded by the college, not the District in FY 14/15. Data will drive decisions, and the EM Team is working daily to ensure the college maximizes it resources.</p>	
	<p><u>Budget Performance Quarterly Report for FY 13/14</u> The Budget Performance Quarterly Report for FY 13/14 was reviewed by the membership.</p> <ul style="list-style-type: none"> 97% of the budget was spent 3% (2.5mil) of the budget was the carryover for 14/15. Negative balances were reflected in the 1200, 1300 and Classified Hourly accounts. <p>It was noted that no negative balances were reflected in the major objects codes as at the end of the year funds are transferred to offset any negative balances and show them as positive.</p> <p>Members were reminded that cash flow information is available through the monthly cash flow reports and the Budget Performance Quarterly Reports.</p>	
	<p><u>SAC Expenditures FY 13/14</u> The SAC Expenditure report FY 13/14 was presented the membership. The report was broken down by object codes. It was noted that 87.42% was spent on salaries and benefits. The report also reflected the carryover.</p>	
	<p><u>Unrestricted Budget (Fd 11, 13) Allocation by Area</u> SAC Unrestricted Budget (Fd 11, 13) Allocation by Area was presented to the membership. The report provided 3 years of data and was broken down by area. It was noted that the Student Services receives alternate funding.</p> <p>There was an inquiry regarding the variance with the President's office budget. It was noted that this was due to some indirect costs that had been credited.</p>	
	<p><u>SAC Adopted Budget Assumptions FY 14/15</u> The SAC adopted budget assumptions were presented for approval. They were reviewed for the committee.</p> <ul style="list-style-type: none"> It was noted that SAC's budget assumptions do align with the district. <p>It was clarified that the term "Staff Development" and "Professional Development" are the same. It was suggested that the reference should use the same terminology.</p>	<p><u>ACTION</u> Motion was moved by L. Tanakeyowma to approve the SAC Adopted Budget Assumptions FY 14/15 2nd - J. Kennedy The motion was approved unanimously.</p>
	<p><u>Carryover Fund 13 FY 14/15</u> Members were provided with an overview of Carryover Fund 13 FY 14/15. As noted earlier in the meeting some of the expenditures from Fund 13 were moved to</p>	

BUDGET UPDATE (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Fund 11. The overview reflected what was in Fund 11 that was previously in Fund 13. The final amount in Fund 13 was noted as 2,548, 789.</p> <ul style="list-style-type: none"> • It was noted that if there is additional revenue in Fund 11 that would allow the college to move additional expenditures from Fund 13 into Fund 11 this could occur next year. • This year there is no district match required for the Instruction Equipment grant. • The college was not able to increase the Maintenance Contracts and Utilities due to increase in fixed costs. <ul style="list-style-type: none"> ○ Hoping to see some reduction in demand due to LED lighting project on campus. ○ There has been a decrease in the utilization of electricity, however costs continue to rise. ○ This area will be closely monitored. • Reduction in the credit card fees budget. This was budgeted closer to the actual cost of last year. <p>Members were reminded that the college is responsible for the entire cost of the Accreditation visit.</p>	
5. ENROLLMENT MANAGEMENT		
	<p>It was reported that SAC will not be meeting the 20, 581 FTE target that includes the 2.75 growth based on the current projectory.</p> <ul style="list-style-type: none"> • Flat for fall • Not growing <p>The Enrollment Management team has been meeting every day for the last 3 weeks to strategize on what to do to get into a growth mode.</p> <ul style="list-style-type: none"> • Deans are being more aggressive with class cancellations. • Focusing on being efficient, effective and productive in offerings. • The team is tracking data, checking fill rates, expenditures. • Focusing on guiding principles for enrollment management. • Identifying opportunities for improvement. • Academies have uncapped contracts to realize some growth. • Planning a robust intercession focused on Pathways. • Highly efficient spring semester will also be planned. • Not possible to achieve growth just by adding more class sections, necessary to add the right class sections. • Deans and department chairs will be attending an Enrollment Management training. This will also include Academic Senate participation. • Over the next week the actual target will be determined which will be below the 20, 581. <ul style="list-style-type: none"> ○ It will be less than the 20, 581 growth target. ○ This will have a financial impact as the budget is based on the 20,581 target. 	

ENROLLMENT MANAGEMENT (cont.)		
	<ul style="list-style-type: none"> • College may need to be less comprehensive for the short term. <ul style="list-style-type: none"> ◦ Need to focus on high demand classes to raise overall efficiency. ◦ Huge wait list for English, Math and Science. ◦ These discussions that will take place in different platforms across the campus for ideas and input. • The team is looking at large group instruction, start/stop time barriers in the schedule and facilities utilization. • Important that 8 week classes are planned far enough in advance that students can enroll for a pathway. • The deans will be discussing a two years schedule which will provide a lot of advantages for student pathways and the college. • The actions and level of effort being taken by the college in making organizational changes will benefit students. • The deans will be discussing a two-year schedule. <ul style="list-style-type: none"> ◦ Help students to identify pathways. ◦ Help to identify qualified PT faculty. • Important to plan 8 week classes ahead of time to allow student to sign up for a pathway. • Adjustment to schedule may be made as a result of the fill rate data. • The need for the campus marketing plan to change, reinvented was noted. • The Outreach department efforts were discussed. <p>There was a concern shared regarding the smaller programs on campus as the college is looking towards more critical need areas of Math and English (gatekeeper courses). It was noted that when students have success in the areas of Math and English, they have success across the institution and in completion of the certificate programs.</p> <p>It was also noted that the College's comprehensive plan will include some work from the various workgroups that were a part of the Enrollment Committee, combined with what's been learned over the last few weeks as well as information from the enrollment management training. This will be an ongoing process.</p> <p>It was noted that the Enrollment committee that had been previously established would be resuming at some point.</p>	
6. STUDENT UPDATE		
	<p>Briana Brennan provided an overview of the ASG budget to the membership. The increased ASG Student Activities stickers fee has made a significant impact on the budget.</p> <ul style="list-style-type: none"> • An increase in the fee sales is expected from now until October, with a decrease in spring. • Ms. Brennan provided clarification on some of the line items for the committee. Specifically the 6290 Spot Renovations/U106 Maintenance line item of 	

STUDENT UPDATE (cont.)		
	\$1000.00 was noted as furniture replacement items. The students' generosity was well noted in budgeting for the Leave a Legacy despite their small budget.	
7. SACTAC	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>The committee is prioritizing all of the technology requests that were received from the 14/15 RARs process. The prioritized list will be brought to the Planning and Budget committee for review.</p> <ul style="list-style-type: none"> • It was noted that the new shared governance structure calls for SACTAC to report to SAC Planning and Budget relating to all budget related needs. • Members were advised that the committee meets the 4th Thursday of each month in the SAC Foundation Board room at 2:30p.m. <ul style="list-style-type: none"> ◦ Members were reminded that as like all other shared governance committees, the meetings are open to all guests. 	
8. OLD BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	No old business to report.	
9. NEW BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Planning and Budget Manual FY 14/15</p> <ul style="list-style-type: none"> • The Planning and Budget Manual FY 14/15 was presented to the committee as a 1st reading. • Each year the Planning and Budget manual is reviewed and evaluated for its effectiveness. It is updated accordingly. • The manual contains all of the processes and procedures related to planning and budget development. <ul style="list-style-type: none"> ◦ Tool for teams on campus. • Members were reminded that several of the documents in the manual have already been approved by the Planning and Budget committee. 	<p><u>ACTION</u></p> <p>The manual will be brought back for approval at the October 7 meeting.</p>
10. FUTURE AGENDA ITEMS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	Approval of Planning and Budget Manual FY 14/15	
11. OTHER BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	Members were reminded that in an effort to conserve resources, meeting materials are generally not provided at the meetings but electronically. However, if members would like hard copies, they are welcomed to bring their own to the meeting.	

Adjourned - 3:01p.m.
Next Meeting
Tuesday, October 7, 2014
1:30p.m. - 3:00p.m.
F-126
Submitted by G. Lusk 10/2/14

Project		Source of Funds	Rationale		
Educational Multimedia Services equipment and supply budget	\$10,000	Out of \$75,000 SAC Tech and Innovation	High Support from Tech Plan and RAR's		
Classroom Mediation (new mediation and support of existing classrooms - expectation is that 30 classrooms will be mediated this year - D building if possible)	\$297,000	Instructional Equipment	High Support from Tech Plan and RAR's		
Instructional Computer Replacement -(High volume areas and obsolete computers get preference - Library considered in this request - expectation 300 computers replaced)	\$300,000	Instructional Equipment	High Support from Tech Plan and RAR's	\$911,467	
Based upon RAR's The following recommendations are being made for Departments and Divisions	\$597,000		% of remaining allocation	-597000	\$314,467
Science Math &HS		Instructional Equipment	24%	\$314,467	\$75,472.08
Business		Instructional Equipment	9%	\$314,467	\$28,302.03
F&PA		Instructional Equipment	14%	\$314,467	\$44,025.38
H&SS		Instructional Equipment	4%	\$314,467	\$12,578.68
HS&T		Instructional Equipment	24%	\$314,467	\$75,472.08
Kinesiology		Instructional Equipment	4%	\$314,467	\$12,578.68
Library		Instructional Equipment	4%	\$314,467	\$12,578.68
DSPS		Instructional Equipment	4%	\$314,467	\$12,578.68
Continuing Ed		Instructional Equipment	13%	\$314,467	\$40,880.71
			100%	\$314,467	\$314,467.00