



SAC BUDGET MEETING MINUTES NOVEMBER 8, 2005

APPROVED 12/13/05

Administrators

President Martinez
Carolyn Breeden
Noemi Kanouse, Committee Chair.
Thom Hill (absent)

Rhonda Langston

Sara Lundquist
Kathy Mennealy
Sergio Sotelo
Maria Sugranes

Faculty

Steve Bautista
Dan Goldmann (absent)
Steve Eastmond (absent)
Jeff McMillan

Al Siddons

George Troxcil, Co-Chair

George Wright

Alternates:

David Guzman (alt. absent)
Ed Ripley (alt.)

Classified

Jana Cruz
Denise Phillips
Vacant (2)

Guests:

Vern Hodge

Student:

1. Welcome and Introductions

The meeting was called to order at 1:38 p.m. by Noemi Kanouse, Committee Chairperson

2. Approval of Meeting Minutes November 8, 2005

Motion to approve minutes for November 8 as read. (Sugranes /Phillips).

The committee unanimously approved the minutes.

3. Budget Development

Mrs. Kanouse explained the budget development process to members.

- Budget Assumptions

Mrs. Kanouse explained that the budget for the entire district is based on the budget assumption process which begins in January. The budget assumptions include General Assumptions, Revenue Assumptions, and Expenditure Assumptions.

- Budget Calendar

The district's Adoptive and Tentative Budget Calendar were presented to members. Mrs. Kanouse identified crucial timelines that impact the college planning process.

- SAC Budget Calendar

Mrs. Kanouse developed a SAC calendar that interlocked with the district's tentative calendar. Mrs. Kanouse stressed that the portfolio and the budget calendar are the basic tools for the development of the goals and needs of the department. This process begins in August, early in the Academic year where departments review their goals and identify new

goals. In March, deans and department chairs discuss projects which are not self-supporting for possible budget augmentation requests through college budget process. Additionally, any change for facility modifications should also be addressed within the portfolio process.

Three components of this development are:

- Enrollment/FTEs – what is the projected?
Dr. Martinez noted here that FTE growth and the budget are tied together where as the growth money becomes part of the on-going budget, thus increasing our budget.
- Priorities - faculty needs for the coming year.
- Portfolio

The committee outlined some priorities for budget planning. It was recommended that an email be sent to all SAC email users soliciting input for budget development. President Martinez stressed to members that there was no guarantee that the “ask” was going to be the “given.”

Capital items

Committee members were provided with handouts Mrs. Kanouse briefly reviewed the capital items such as scheduled maintenance, bond issuances and equipment. A discussion ensued on equipment for administrative offices and it was agreed that an inventory list will be requested from ITS to determine the capability of the current computers to assess the replacement needs

Future date for SAC Budget Committee Meeting.

December 13, 2005, 1:30 – 3:00 p.m. in the SAC Foundation Conference Room

The meeting was adjourned at 3:15 p.m.