



Santa Ana College

Planning & Budget Meeting

Sept. 3, 2013



SAC Planning and Budget Committee
September 3, 2013
1:30 p.m. - 3:00 p.m.
S-215

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
(April 11, 2012)*

Agenda

1. Welcome and Introductions
2. Public Comments
3. Approval of Minutes for May 7, 2013
4. Budget Update
5. Student Update
6. Old Business
 - End of Year Report
7. New Business
 - 2012/13 SAC Expenditure Report
 - Fund 13 Proposed Expenditures
 - SB361 Evaluation Process - Discussion
8. Future Agenda Items
 - 13/14 Committee Goals
9. Other Business

Next Meeting - October 15, 2013

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 – MAY 7, 2013
SAC FOUNDATION BOARD ROOM
2:00P.M. – 3:00P.M.

DRAFT FOR APPROVAL

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Administrators	Academic Senate			CLASSIFIED	Student Rep.	
Mike Collins, co-chair	Chris Cannon(a)	Michael Kelcher(a)	Jeff McMillan, co-chair	Tom Andrews		
Jim Kennedy	Ray Hicks		Monica Porter	Angela Guevara(a)	Guests	
Sara Lundquist	Elliot Jones		George Wright	Denise Hatakeyama	Esmeralda Abejar	Bart Hoffman
Linda Rose			John Zarske	Leslie Wood-Rogers	Tom Bonetati	Rhonda Langston
1. WELCOME					Meeting called to order 1:40p.m.	
2. PUBLIC COMMENTS	DISCUSSION/COMMENTS				ACTIONS/ FOLLOW UPS	
	No public comments					
3. MINUTES	DISCUSSION/COMMENTS				ACTIONS/ FOLLOW UPS	
	Approval of the April 16 Planning and Budget minutes The April 16 minutes were presented for approval.				ACTION Motion was moved by J. Kennedy to approve the April 16th Planning & Budget Committee minutes. 2 nd – J. Zarske Motion unanimously carried.	
4. BUDGET UPDATES	DISCUSSION/ COMMENTS				ACTIONS/ FOLLOW UPS	
	<u>State Budget Update</u> <ul style="list-style-type: none"> Waiting for the May revise to the Gov.'s January budget proposal- should be interesting The 2013-14 statutory COLA is estimated to be 1.565%, a modest <u>decrease</u> from the 1.65% COLA projected back in January when Governor Jerry Brown released his State Budget proposal for the upcoming fiscal year. Governor Brown will release an update to this figure in his May Revision. It is true that revenues are definitely above the forecast level for 2012-13 (\$4-\$5 Billion increase). But, as we have reported before, we think that part of the increase is "early money" due to taxpayers wanting to avoid expected higher tax rates in the future, and part is actually "new money"; how much of each is in the <u>eye of the beholder</u>. As part of the May Revision process, the DOF will make an assessment of the projected increase for 2012-13 and whether it is a one-time increase. They will also determine its impact on the Proposition 98 minimum guarantee, accruals of revenue to prior years, and whether the higher revenues for 2012-13 affect revenue projections for 2013-14 <p>We continue to be reassured that the EPA (Prop 30) funds for this year will be released to our District just before the end of June 2013. We won't know how much the EPA revenue we will have until then.</p>					

BUDGET UPDATES (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p><u>Gov's Higher Ed. Policy Proposals</u></p> <ul style="list-style-type: none"> • The Assembly Budget Subcommittee on Education and the Senate Budget and Fiscal Review Committee on Education have met and recommended the following: • Held open new funding items (apportionment increase, deferral buy down, and online education resources) until revised revenue figures are provided by Governor Brown at the May Revision. • Approved funding backfills for redevelopment agency (RDA) revenues for 2013-14 and Education Protection Account (EPA) funds for the current and upcoming budget years. • Rejected five-year phase in leading to payments to community colleges based on the number of students in classes at the end of the term. • Rejected imposing a 90-unit cap on the number of units a student can take at the state-subsidized rate. • Took a different, two-prong approach on the proposals related to the Board of Governors' (BOG) fee waiver: rejected the proposed income eligibility change, but held open for further discussion the Governor's proposal to require students applying for a BOG fee waiver to fill out a free application for federal student aid (FAFSA) • The Senate Budget Subcommittee took up the issue of adult education. Similar to the Assembly Subcommittee discussion weeks ago, Committee Members were not convinced the Governor's proposal was the right way to address adult education. After hearing feedback from the California Department of Education and the Chancellor's Office, the Senate held the item open for further discussion and revisions to the Governor's proposal from the Department of Finance. <p>We will have to stand-by and wait on how the Governor deals with the recommendations. Once again, the devil is in the details and in essence, his May Revise!</p> <p><u>SAC Budget:</u></p> <ul style="list-style-type: none"> • We are building the tentative budget- roll over, but attempting to fund on-going fiscal needs in Fund 11, not Fund 13- which is for one-time expenses • We truly don't know our revenue figures yet, as the May revise and truly the adopted budget establishes all of that. • In the past we have had underfunded instructional needs and pulled money from Fund 13 (one time funds-carryover) to cover- so this year we are trying to budget for our true needs in accordance with the schedule- this is the driver of FTES and our revenue • SAC part time accounts will stay the same for Tent. Budget- changes at adopted if needed to meet the FTES targets for 13-14 • 3 SAC faculty will take sabbatical leave in 13-14- a total of \$82,500 set aside for backfill • We are funding our budget assumptions at Tentative, including our contingency account (20% of carryover), technology fund (\$75k), Professional development (\$10k), and accreditation expenses (\$8k). • We are estimating our carryover to be around \$3 million, and all of our unfunded (lack of revenue) institutional needs will be pulled from Fund 13. Existing vacant 	

BUDGET UPDATES (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>positions - PT ongoing-11 new faculty positions equate to \$1 million, plus PM and routine maintenance 5% (\$59k), Utilities cost increase of 5% (\$97k), Instructional Assts ST- (\$77k) = \$1.3 million from Carryover.</p> <ul style="list-style-type: none"> • We are expecting H and W benefits to be a little less than the assumed 5% increase, so we may see some savings there. • Our Tent budget is due to the Dist by May 20th, then June 12 it is approved by the Board and available to the College for review. • After June, we will examine our revenue, our carryover, our expenses, and determine what items the College will be able to fund from our prioritized Resource Allocation Request list.... Including the potential for new personnel. <p>Adopted budget in early September</p>	
5. STUDENT UPDATE	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	No report.	
6. OLD BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p><u>Resource Allocation Requests update</u></p> <ul style="list-style-type: none"> • All resource allocation requests are available on the Planning and Budget website for review. • Once the budget is known, the priorities that were identified through the RAR process will be reviewed for funding. <p>It was noted that the SCC Academic Senate president presented the Chancellor with a list of needs for Santiago Canyon College. Discussion ensued.</p> <ul style="list-style-type: none"> • This item will be further discussed at the Senate meeting. 	<p><u>FOLLOW UP</u></p> <p>A copy of SAC's needs will be provided for the Chancellor to be delivered by Ray Hicks.</p>
7. NEW BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p><u>Review and evaluate 2012/2013 Planning and Budget Committee Goals</u></p> <p>Members were asked to review the 2012/2013 Planning and Budget committee goals and to be prepared to discuss them when the committee meets again in the fall.</p> <ul style="list-style-type: none"> • Do the committee goals meet the committee goals? 	
	<p><u>Planning and Budget Committee description/charge</u></p> <p>The Planning and Budget Committee description and charge as outlined in the Shared Governance Participatory handbook was reviewed by the committee. Discussion ensued.</p> <ul style="list-style-type: none"> • The importance to consider if the committee's goals relate to the committee's charge as stated. • Members were asked to focus on the committee's charge and its effectiveness. <ul style="list-style-type: none"> o What are we doing right? o What areas can we improve upon? <p>It was noted that the college has taken significant steps in being more efficient in how the resources are allocated.</p> <p>It was noted that it is not the responsibility of the membership to revise their charge but to implement the charges as defined. However, members were invited to forward any recommendations for future changes to the committee's charge to Dr. Collins.</p>	<p><u>FOLLOW UP</u></p> <p>The End of the Year report will be emailed to members for feedback.</p>

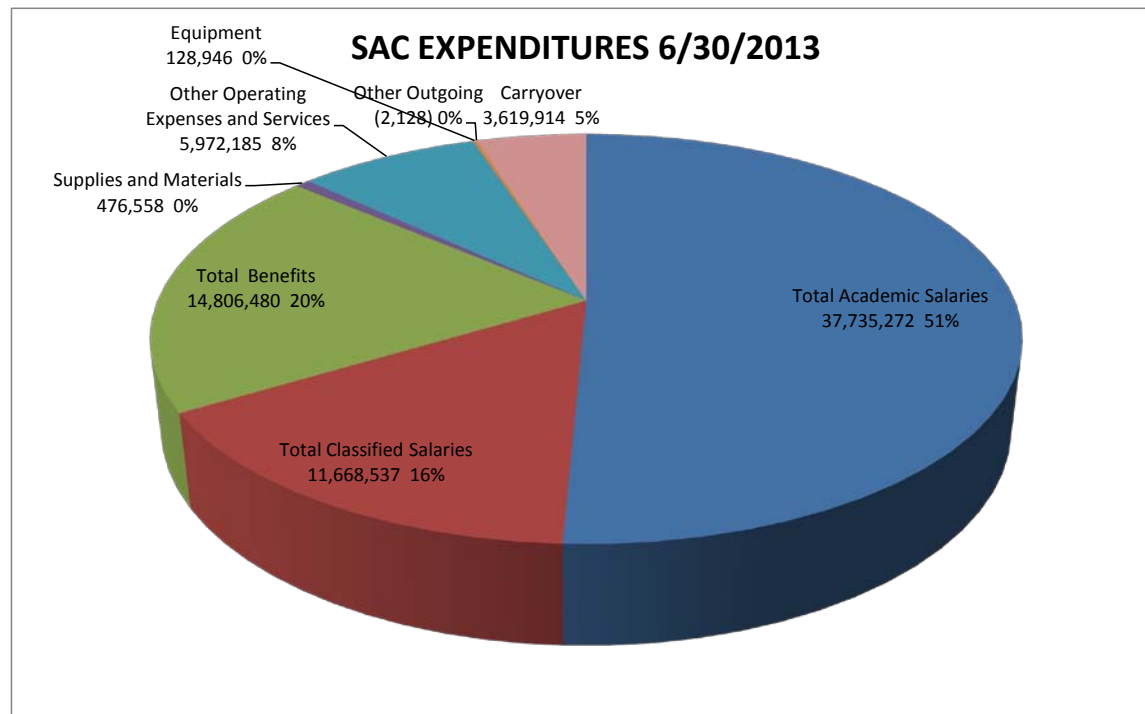
NEW BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<u>End of Year Report</u> Based on the prior discussion regarding committee goals and the charge of the membership. Members were presented with the End of Year Report and asked to provide input. <ul style="list-style-type: none"> The form was provided at the meeting and will be emailed to the membership. Feedback provided will be presented for discussion when the committee meets in the fall. 	
8. FUTURE AGENDA ITEMS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	No future agenda items were proposed.	
9. OTHER BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<u>2013/14 Planning and Budget Meeting Schedule.</u> The 2013/14 Planning and Budget Meeting Schedule was presented to members. Discussion ensued. <ul style="list-style-type: none"> It was noted that the schedule does coincide with the SAC Budget Calendar. Meetings in August and June were noted as “if needed.” Meetings will continue to be 90 minutes in duration. <hr/> <u>Budget Calendar</u> Members were also presented with the 2013-2014 Budget Calendar. The calendar outlined the budget planning process and aligns with the district budget planning process. <ul style="list-style-type: none"> Budget Calendar coincides with the meeting schedule. It was noted that efforts are underway to create a cyclical calendar joining the planning calendar, the Academic calendar and the Planning and Budget calendar. 	<u>ACTION</u> Motion was moved by J. Kennedy to approve the Planning & Budget meeting schedule for 2013/14. 2 nd – M. Porter Motion unanimously carried. <hr/> <u>ACTION</u> Motion was moved by M. Porter to approve the Planning & Budget meeting schedule for 2013/14. 2 nd – J. McMillan Motion unanimously carried. <hr/> <u>FOLLOW UP</u> A campus correspondence regarding the Governor’s May revise will be sent out by Dr. Collins.

Adjourned – 2:15p.m.
Next Meeting *Tuesday, June 4, 2013
1:30p.m. – 3:00p.m.
S-215
Submitted by G. Lusk 5/30/2013
*if needed

SAC Expenditures FY 2012/13		
Description	Actuals 6/30/13	%
SAC Allocated Budget 6-30-13	74,405,764.00	100.00%
Total Academic Salaries	37,735,272	50.72%
Total Classified Salaries	11,668,537	15.68%
Total Benefits	14,806,480	19.90%
Supplies and Materials	476,558	0.64%
Other Operating Expenses and Services	5,972,185	8.03%
Equipment	128,946	0.17%
Other Outgoing	(2,128)	0.00%
Carryover	3,619,914	4.87%
Total Actuals 6/30/2013	70,785,850	95.13%

SAC ADOPTED BUDGET 12/13 74,031,140.00

Total SALARIES AND BENEFITS	64,210,289.00	86.30%
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	FUND 13 - Carryover Allocation		
	Adopted Budget	FY 13/14	Notes:
	DSPS Interpreters	145,700	12/13 expenses totaled \$130,518.04 (Allocation 11.63% more than last year's expenses)
	Inst. Associates	491,430	
	Catalogs Schedule/Printing	32,000	
	Accreditation	8,000	
	Staff Development	10,000	
	Credit Card fees	190,000	
	Instructional Agreements includes LB policy academy	503,141	
	Holding Account (schedule investment)	1,100,000	funds set aside for Growth investment
	Instructionl Assistants (LGI Science)	82,106	
	Kinesiology Entry Fee/Officials	60,000	
	Information Technology	75,000	
	Match to Inst. Equipment Grant	89,969	
	Maintenance Contracts	56,856	
	Unrestricted Contingency	724,786	20.02%
	Total 0001	3,568,988	
	Technology Enhancements and Facilites Rental	50,926	
	Total carryover	3,619,914	
Not Funded	Increase Utilities Budget	97,958	funded with Unrestricted Lottery (expenses for 12/13 totaled \$1,790,493.87) TN budget \$1,959,165. Budget is 9.2% above 12/13 expenses (for this reason, utilities budget will not be increased for adopted)