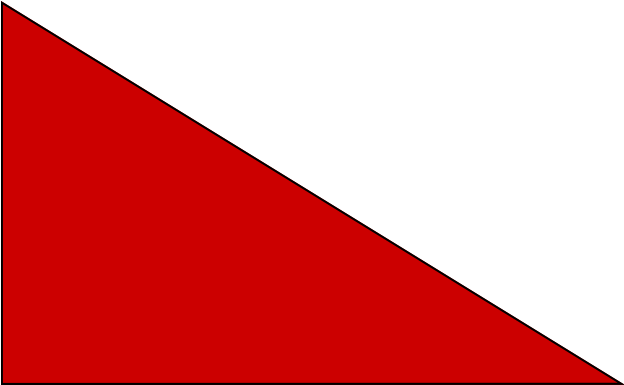




Santa Ana College

Planning & Budget Meeting

December 2, 2014

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SAC Planning and Budget Committee
December 2, 2014
1:30p.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

(May 8, 2013)

Agenda

1. Welcome and Introductions
2. Public Comments
3. Approval of Minutes for Nov. 4, 2014 ACTION
4. Budget Update INFORMATION
5. Enrollment Update INFORMATION
6. Student Update INFORMATION
7. SACTAC
8. Old Business
9. New Business INFORMATION
 - Enrollment Marketing discussion
 - Committee Goals
10. Future Agenda Items
11. Other Business

Next Meeting – February 3, 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 – NOVEMBER 4, 2014

SAC FOUNDATION BOARD ROOM

2:00P.M. – 3:30P.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	Ray Hicks co-chair	George Wright(a)	Tom Andrews	Esmeralda Abejar	Brenda Serratos
Jim Kennedy	Pat Mansfield	John Zarske	Denise Hatakeyama	Rhonda Langston	
Lilia Tanakeyowma	Monica Porter		Jimmy Nguyen		
Omar Torres	Student Rep.		Leslie Wood-Rogers		
	Briana Brennan				
1. WELCOME				Meeting called to order 2:04p.m.	
	Self introductions were made.				
2. PUBLIC COMMENTS	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	The committee welcomed the new vice president of Academic Affairs, Omar Torres. Mr. Torres expressed his thanks for the warm welcome and his enthusiasm to be part of Santa Ana College. A brief demonstration on the Planning and Budget website was provided for the membership. The location of the meeting minute archives location was specifically notated.				
3. MINUTES	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	The October 7, 2014 Planning and Budget minutes were presented for approval.			<u>ACTION</u> Motion was moved by B. Brennan approve the October 7, 2014 Planning & Budget Committee minutes. 2 nd – J. Nguyen Minutes were approved unanimously.	
4. BUDGET UPDATE	DISCUSSION/ COMMENTS			ACTIONS/ FOLLOW UPS	
	<u>State</u> - Voters are still unsure of Proposition 2, according to a just-released poll from the Public Policy Institute of California (PPIC). The latest poll from the PPIC found that 49% of likely voters are inclined to support the Governor's Rainy Day Fund—an increase of 6% from a month earlier. Most of the increased support for the proposal comes from the undecided voter block. One third of voters oppose Proposition 2, with 17% still undecided. - Not much to report on at the State level at this time.				

BUDGET UPDATE (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<u>District</u> • District is working through some issues with their adopted budget, as we discussed in the last meeting. It is true that expenses throughout the Dist continue to escalate at a rapid pace, and revenue seems to be lagging behind. • The Chancellor has said publically that the Dist must cut about \$8 million out of the budget, but has not given any timeline or direction at this time. - o District is seeing an increase in the structural deficit on paper. The 14/15 adopted budget had a structural deficit of \$5 million in it, which was a combination of deficit spending in 12/13 and 13/14 at about \$2.5 million +/- . Now the Dist is telling us the net adjusted structural deficit for year end 14/15 will be worst case - \$11.9 million. - o The Dist presented a document in FRC that showed \$6 million in short funding of 1300 accounts Districtwide. SAC was shown to have budgeted \$3.4 million less than actuals for PT faculty in 13/14. Part of this short funding is the Dist reducing SAC's PT accounts by \$863,331 for the adopted budget. SAC has already moved \$1.4 million into our 1300s to bring us above FY 13/14 adopted budget levels in the PT accounts. - o Another reason for this short funding is the artificial bloating of the actuals in the PT accounts in FY 13/14 was the practice of utilizing an inefficient and unproductive schedule where sections were added, specifically in the Spring '14 schedule, that could have resulted in more FTES than were realized. This drove up our costs for the schedule without realizing growth in FTES and apportionment revenue. • <u>Strategies for controlling/managing the expense of the 1300 accts:</u> a. Continued monthly cash flow monitoring and reporting to President's Cabinet. b. Work to identify PT loads and forecast the true needs of the schedule in a more consistent manner. c. For additional PT LHE added to the schedule, utilize the fund 13 resources earmarked for schedule investment. d. Ensure that SP Intersession and Spring are efficient with high demand classes being offered while increasing average seat counts. e. Identify opportunities to transfer expenditures into categorical funding where appropriate. • The Dist is also dealing with budgeting for the adopted budget at 2.75% growth, and the colleges tracking only 1% growth, which is a reduction in revenue of \$2.3 million districtwide. • The Chancellor has put in place a hiring freeze...hoping for a \$3 million savings. Categorically funded positions are evaluated by Chancellor's Cabinet. • In the last FRC, the Dist has also painted a slightly "rosier" picture of the budget situation with potential revenues not included in the Adopted Budget, but it still is a pretty grim picture as presented by the District.	

BUDGET UPDATE (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	• Also on the Dist side, the FON is still in play for both colleges for 15/16. While currently SAC has 9 identified retirements, the number for SAC as identified by Dist HR is 19 new faculty hired for FY 15/16. That would account for another \$1.22 in full time faculty additions. • I'd also like to report on the potential increase in non-credit funding that was hinted at in the Gov's 14/15 budget. It appears that it is still in the Gov's budget plan for 15/16, but the funds could easily come with strings attached. For our Dist, it would be potentially an increase of \$8 million, of which SAC plays a huge role. I caution everyone on thinking these funds are a done deal...so stand by. More in January. <u>SAC</u> • With all this doom and gloom from the Dist on the budget, SAC has been very active in monitoring our college expenditures, specifically the 1300 accounts, to ensure we are proactive in controlling our expenditures. Today we will discuss our first quarter budget performance report. In the past two years, SAC has been fiscally responsible in order to end the 12/13 FY with \$3.4 million in ending balance, and \$2.5 million in 13/14. • The SAC budget office has been working hard to cost out the entire schedule for FY 14-15 as outlined in the enrollment management tool, which is fed by Datatel. In doing so, we have found many opportunities to clean up and improve the way in which we budget for our instructional needs. Efficiency and productivity in our schedule is critical, meaning our cost/FTES improves as well as our WSCH/FTEF (class size) gets to a number around 35-38 institution wide. Enrollment management has taken center stage at SAC. • SAC has been prudent over the past two years in maintaining an emergency contingency reserve (20% of carryover) and funded reserve strictly for schedule investment and other HR mandated employee cost increases. • SAC has realized approx. 56 FTES that were not counted last year, which was submitted to the State and will produce about \$255,000 in additional revenue for FY 14/15. This also has an impact on our FON, as it is tied directly to FTES numbers in the prior year. We'll see how this shakes out. • RAR process is going to kick off this week, budget priorities will be approved today. • Instructional Equipment funds have been allocated to instructional areas so they can get the reqs./POs done and equipment in hand. Facilities requests are being analyzed related to the true cost of the work.....actual quotes. Shout out to the team that supported the Accreditation process. Co-chair Ray Hicks, Esmeralda, and remiss not to mention Michael Kelcher who worked with us. It is their work, along with yours, that allowed for a strong showing.	

5. ENROLLMENT MANAGEMENT	DISCUSSION/ COMMENTS	
	• It was reported that SAC is tracking 1% over last year. • Robust intercession has been planned. • Full court press in progress to get the message out. • SAC students get priority registration for the first 2 days. • Good advertisement on the website. • Divisions are sending out targeted emails to students identifying the classes they need for their pathways. • Postcards have gone out. • Open class booth will be open tomorrow. Vice President Omar Torres provided a brief overview on the strategies that he is incorporating in an effort to meet the enrollment target, the needs of the students and the needs of the local community. • Initiating a monthly Academic Affairs Advisory Council that will meet once a month. • Weekly Deans' meetings. • Working with the Curriculum committee and Academic Senate in making sure that 2 year plans are made public to students and the community. The importance of a solid marketing strategy was noted to support the enrollment management efforts. It was also noted that there have been discussions regarding SAC offering Bachelor degrees. Members were reminded that these are just discussions and that concerns have been noted.	
6. STUDENT UPDATE	DISCUSSION/ COMMENTS	
	Briana Brennan presented a report to the members. (See attached) The report was an overview of the ASG activities. In addition to the report the following was also noted: • Students attended the Statewide Advocacy and Shared Governance Organization meeting on October 10. • International festival showcased over 13 countries. • Phi Beta Kappa made a presentation about what their organization is all about at the BOT meeting on October 13. - o A highlight for the students was having Sylvia Mendez provide an interview for them. • There was a Halloween event on Thursday, October 30. • Veterans Appreciation week will be November 11-14. • There will be a Native American Heritage celebration on 11/19. • A SAC student submitted a Sustainability Resolution to the Student Senate for CCC that will be presented at the General Assembly on 11/14-11/16.	
7. SACTAC	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	The committee is working on the following: • Reviewing and updating the Tech plan.	

SACTAC (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	• In the process of securing 163 instructional computers for classrooms. • Working on mediation requests, LCD projectors • Revalidating of the standard for mediation in the classroom and performance areas.	
8. OLD BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	No old business	
9. NEW BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<u>SAC Quarterly Budget Performance Report</u> • 20% of budget has been spent. • 1300 accts. and utilities accts. are being monitored closely. • The SAC Quarterly Budget Performance Reports are posted on the website. It was noted that the college is not realizing any cost savings related to the 30,000 LED lights installed throughout campus. Usage has decreased but due to a rate hike, utilities are at an 11% increase. The membership was advised that there are discussions with SCE regarding a rate reduction and will be updated as discussions move forward.	<u>ACTION</u> Motion was moved by L. Tanakeyowma to receive and file the SAC Quarterly Budget Performance Report as presented. 2nd – B. Brennan Motion was approved unanimously.
	<u>15/16 SAC Budget Priorities</u> In preparation of establishing the 15/16 SAC Budget Priorities, the 14/15 Budget Priorities were reviewed and edited for 15/16. Discussion ensued. Under <u>General Priorities</u> (add/remove) Student Success and Completion Initiatives Program and Service Sustainability Under <u>Support Services</u> (add/remove) 1. Health, Safety and Accessibility 2. Maintain Existing appearance and functionality of the existing facilities and equipment. 3. Appearance 4. Go Green Make progress on sustainability initiatives.	<u>ACTION</u> Motion was moved by P. Mansfield to approve the 15/16 SAC Budget Priorities as discussed. 2nd – J. Zarske Motion was approved unanimously.
	<u>15/16 SAC Budget Development Calendar</u> The 15/16 SAC Budget Development Calendar was reviewed for the committee. Discussion ensued. There was an inquiry if the committee's yearly evaluation was included in the development calendar. It was noted that the evaluation was not included in the development calendar but was included in the SAC Comprehensive Planning and Budget Calendar.	<u>ACTION</u> Motion was moved by L. Tanakeyowma to approve the 15/16 SAC Budget Development Calendar as presented with the following inclusion in the month of September. SAC Budget Performance Evaluation 2nd – J. Zarske Motion was approved unanimously.

9. NEW BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<u>End of Year Report</u> The results of the 13/14 End of Year survey was presented to the membership. It was noted that 77% of the membership responded to the survey. The survey results will be forwarded to the membership. Goals for the committee will be re-established.	<u>FOLLOW UPS</u> Goals will be re-established for 14/15.
11. OTHER BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	There was a concern shared with the membership regarding monies being transferred from the Budget Stabilization fund to District Capital Outlay when there is a budget deficit going on. This item is due to be discussed at FRC. More details to follow at next meeting. It was reported that the RSCCD Adult Consortium had turned in a 60 page report that contained different information about the collaboration efforts regarding Adult Education in the Rancho Santiago Community College District. Discussion included representatives from O.C. Dept of Education. SAUSD, OUSD, and Garden Grove Unified. The work has included indentifying gaps in service and the need for additional centers. Specifically a location 4th Street near the Santa Ana Zoo has been identified that has a need for a High School diploma and ESL program. A strong financial need in this area has also been indentified. It was noted that a process has been implemented in the Math/Learning Center that allows the college to capture non-credit FTEs. To date the Math Center has earned 13 FTE and the Learning Center has earned 50 FTEs. It was clarified that 1 FTE = 525 student contact hours. Dr Collins acknowledged Geni Lusk for her work with the Accreditation report.	

Adjourned – 3:37p.m.

Next Meeting

Tuesday, Dec. 2, 2014

1:30p.m. – 3:00p.m.

S-215

Submitted by G. Lusk 11/24/14