



# **Santa Ana College**

## **Planning & Budget Meeting**

**August 7, 2012**



## **SAC Planning and Budget Committee**

### **August 7, 2012**

**1:30 p.m. - 3:00 p.m.**  
**S-215**

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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 May 15, 2012
4. Budget Update
  - Review of Adopted Budget
5. Old Business
  - End of Year Report Review
6. New Business
  - Committee Housekeeping
  - Constituent Communication
  - Update on hiring process for Vice President, Administrative Services
7. Future Agenda Items
8. Other

Next Meeting – September 12, 2012

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

1. *BAPR minutes & agendas forwarded to our committee to review prior to BAPR meetings.*
2. *A stronger connection between the budget and planning 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 Budget Allocation and Planning Review Work Group for their annual review and analysis of the Budget Allocation Model.*
4. *Further identify responsibilities of the committee as the college transitions into the new Budget Allocation Model.*
5. *Committee will reaffirm/develop priorities should further reductions be required.*
6. *Prepare recommendations on how SAC can accomplish more of its core goals in times of stagnant or shrinking budgets.*

7. *Continue to work on the transition to the new budget model.*



**SAC PLANNING & BUDGET MEETING**  
**MINUTES – MAY 15, 2012**  
**SAC FOUNDATION BOARD ROOM**  
**2:20P.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	Steve Bautista	Elliot Jones(a)	Monica Porter	Tom Andrews	Fernando Antunez(a)
Sara Lundquist	Matt Beyersdorf(a)	Michael Kelcher(a)	George Wright	Judy Arroyo(a)	<b>Guests</b>
Linda Rose	Ray Hicks	Jeff McMillan, co-chair	John Zarske	Vacant (2)	
<b>1. WELCOME</b>				<b>Meeting called to order 2:20p.m.</b>	
<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>	
	March 6, 2012 minutes were not available.				
<b>4. BUDGET UPDATES</b>	<b>DISCUSSION/ COMMENTS</b>			<b>ACTIONS/ FOLLOW UPS</b>	
	No discussion.				
<b>5. NEW BUSINESS</b>	<b>DISCUSSION/ COMMENTS</b>			<b>ACTIONS/ FOLLOW UPS</b>	
	<b>SB361 Funding</b> A brief overview was provided to members outlining some the responsibilities and opportunities that would be available to the college with the implementation of the new SB361 budget model. Discussion ensued regarding the allocation of monies that have not been earmarked for instructional or program activities. <ul style="list-style-type: none"> <li>• Important to have a contingency budget in place for predictable items such as FON, preventative maintenance, 1300 account and instructional services agreements.               <ul style="list-style-type: none"> <li>◦ Funding the 1300 account generates revenue.</li> <li>◦ Funding M&amp;O supports and maintains a safe campus.</li> </ul> </li> <li>• College will now benefit from the cost savings from personnel vacancies.</li> <li>• This will be a transition year for the new model.</li> <li>• There will be a periodic review by BAPRC of the district purchased services.</li> <li>• Colleges will be responsible for carryovers as well as budget deficits.</li> <li>• College anticipates a carryover this year.</li> <li>• Important to prepare for the state required faculty hires.</li> <li>• Structural deficits need to be addressed.</li> <li>• There needs to be a plan or process in place as to how funds are allocated across the campus.</li> <li>• Planning and budget must be tied together.               <ul style="list-style-type: none"> <li>◦ Budget has to match planned goals.</li> <li>◦ Shift in mindset on how the college thinks about budget.</li> <li>◦ Future needs will need to be included in the planning process.</li> </ul> </li> </ul>				

NEW BUSINESS(cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> <li>o All resources will have to be considered in our planning, fiscal, physical, and human resources.</li> <li>o Schedule and student presence on campus drives the revenue and the deficit.</li> </ul> <p>The discussion provided some philosophical guidance as the budget planning process discussions and work begins.</p>	
	<p><b>Planning and Budget - End of Year Report</b>  Due to time constraints the membership did not review the End of Year report. The draft will be sent out one last time for review and input before being forwarded on.</p>	<p><b>FOLLOW UP</b>  Planning and Budget members will be sent the draft copy and be asked to provide input. Once that process has been completed the report will be forwarded on to Bonnie Jaros.</p>
	<p><b>College Mission Statement</b>  Not discussed due to time constraint.</p>	

**Adjourned – 3:12p.m.**  
**Next Meeting –Tuesday, June 5, 2012** (if needed)  
**1:30 – 3:00p.m.**  
**SAC Foundation Board Room**  
*Submitted by G. Lusk 5/24/2012*



# SANTA ANA COLLEGE

## Participatory Governance Committee

### Year End Report 2011-2012

**COMMITTEE – PLANNING AND BUDGET**  
**CO-CHAIRS – PAUL FOSTER and JEFF MCMILLAN**

**DATE: May 15, 2012**

#### MEMBERSHIP

Paul Foster	Judy Arroyo	Elliot Jones	Linda Rose
Jeff McMillan	Steve Bautista	Sara Lundquist	George Wright
Tom Andrews	Matt Beyersdorf	Michael Kelcher	John Zarske
Fernando Antunez	Ray Hicks	Monica Porter	

Goals	Completely met	Partially met (Please explain)	Not met/ should be carried over (Please explain)	Not met/ should not be carried over (Please explain)
<b>2011/2012 Goals</b>				
1. Divisions and Departments should explore options, prepare recommendations, and/or develop mechanisms for potential budget reductions in the event that Santa Ana College is further impacted by the state budget crisis.	17%	83%		
2. Integrate SAC planning into District budgeting.		50%	67%	
3. Validate campus priorities to ensure budget requests are consistent with core campus mission.	17%	17%	67% Not involved in making budget requests	
4. Provide recommendations to the district Budget Allocation and Planning Review Work Group for their annual review and analysis of the Budget Allocation Model.	33%	50%	17%	
5. Prepare to successfully transition to the new SB 361 revenue allocation model. This includes providing adequate staff to effectively manage the budget locally.	17%	50%	33%	17%
6. Explore ideas for making the committee more proactive rather than reactive.	17%	50%	33%	

### **Recommended goals for next year:**

1. Have BAPR minutes & agendas forwarded to our committee to review prior to BAPR meetings.
2. If we are going to engage in true planning and budgeting, I think there needs to be a stronger connection between the budget and planning 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 Budget Allocation and Planning Review Work Group for their annual review and analysis of the Budget Allocation Model.
4. Further identify responsibilities of the committee as the college transitions into the new Budget Allocation Model.
5. Committee will reaffirm/develop priorities should further reductions be required.
6. Prepare recommendations on how SAC can accomplish more of its core goals in times of stagnant or shrinking budgets.
7. Continue to work on the transition to the new budget model

### **What outcomes and/or body of work have been generated by this committee?**

1. We rock! Working to get items discussed of importance to faculty and classified who are not included w/ President cabinet so at least there is some input even if indirect at that level.
2. Provided recommendations to college council on the adoption of a new district Budget Allocation Model. Provided recommendations to college council for the use of the district ending balance.
3. The committee is gaining valuable insight into the budget and budgeting process. From this work the committee has made specific recommendations regarding those arms of the budget that will need further scrutiny in the future. The committee has also been a strong advocate for making sure that the budget properly reflects the core goals of the college as listed in the SAC mission statement

*\*Percentages were based on responses received.*

*\*Sent to Bonnie 6/1/2012*

# **COLLEGIAL GOVERNANCE**

## **Goal**

To fully implement the AB 1725 participatory governance regulations in a spirit of collegiality, Santa Ana College has developed a structure of councils, committees, ad hoc groups, and task forces. The constituent groups will be the Faculty (Academic Senate), Administration, Classified (CSEA), and Students (ASG).

## **Design of the Structure**

The structure is designed to ensure the constituent groups the right to participate effectively in the Rancho Santiago Community College District and Santa Ana College governance, the opportunity to express their opinions at the college level, and assurance that these opinions are given every reasonable consideration.

## **Duties of the Constituent Groups**

The councils and committees will gather information, deliberate, report, and formulate recommendations regarding policies and procedures, which will be forwarded to the Academic Senate, the President of Santa Ana College, and the Board of Trustees.

None of the decisions of the groups shall be construed to impinge upon the statutory rights granted by Title 5 sections governing the participation rights of any group, including collective bargaining, faculty, staff, students, community members, or trustees.

## **Purpose of the Manual**

The purpose of this manual is to explain and maintain the principles, organizational structure, reporting relationships, operating procedures, mission, duties, and membership composition of the Santa Ana College constituency groups. This living document undergoes periodic review and revision.



## **PRINCIPLES**

1. All members of the college constituency groups are allowed equal and ample opportunity to participate fully in governance activities.
2. All members of the college constituency groups are encouraged to participate in the governance activities.
3. The number and size of councils and committees is to be kept as small as possible.
4. It is essential that the schedule of meeting times for all councils and committees accommodate the schedules of faculty, staff and student members.
5. Each council and committee will review its goal(s) annually in spring in relation to the college mission. Each committee will issue a progress report to its respective council, and each council will then make an annual progress report.
6. Each appointing body will choose its representative(s) and a named alternate to the councils, committees, and task forces. The names alternate shall receive all agendas and minutes and shall be kept informed about council actions and discussion.
7. All meetings of all governance councils, committees, ad hoc groups, and task forces are to be open and allow for “public” comments.
8. The formation and/or modification of any permanent committees within the governance structure are the responsibility of the College President and the Academic Senate with approval. Individual councils may form ad hoc groups and task forces for specific purposes and timeframe as needed.
9. All councils/committees will be provided with adequate clerical support by the responsible manager or administrator.
10. All councils and committees will operate on a consensus basis. Quorum is made up of a simple majority.
11. At the beginning of each academic year, newly elected council chairs will attend a committee orientation and coordinate a calendar of meeting dates.
12. All councils and committees will publish agendas prior to each meeting and distribute minutes in a timely manner. To insure that information on councils be made public within two weeks, when necessary, minutes marked “DRAFT” will be distributed until the officially approved minutes can be made available. Copies of current agendas and minutes will be kept on file on the college web site.
13. The President’s office will assure that all councils and committees forward agendas and minutes to the President and the webmaster for publication and archival collection on the website.

## **STAFFING OF COUNCILS AND COMMITTEES**

By the end of the spring semester of each academic year, constituent groups will have solicited interest, made appointments, and notified representatives and alternates of their council and committee memberships for the following academic year.

The appointing groups, Academic Senate, CSEA, ASG, and administration will provide written notification to the current councils and committees of all appointments where appropriate.

All chairs with the exception of the President (ex-officio) are voting members of that council or committee.

It is the responsibility of the current chairs of councils and committees to convene the first meeting as early as possible in the next academic year and hold annual elections.

It is the responsibility of the chairs to notify the appointing group(s) of a need for a replacement in the case of excessive nonattendance or resignation of any designated council/committee member.

## **ORGANIZATION**

### **Relationships**

The Participatory Governance Structure represents the official Collegial Governance structure of Santa Ana College and reflects the relationships between the various entities.

Recommendations or advice from any other district or program advisory committee must be forwarded through the appropriate entity.

### **Council Functions**

The primary functions of a council are to assemble comprehensive recommendations for that council's area of responsibility, charge its committees, and assist those committees in their work.

Each council shall monitor committees assigned to it and propose the creation of new committees as needed, as well as the creation and duration of ad hoc groups or task forces, which shall deal with specialized issues on an as-needed basis.

## **TITLE 5**

The Academic Senate and the Board of Trustees have agreed that the Board will rely on the Academic Senate for primary advice in five areas:

### **Primary advice**

- Curriculum, including establishing prerequisites and placing courses within disciplines (1)
- Degree and certificate requirements (2)
- Grading policies (3)
- Standards regarding student preparation and success (5)
- Policies for faculty professional development activities (8)

The Board will reach mutual agreement in six additional areas:

### **Mutual agreement**

- Educational program development (4)
- District and college governance structures as related to faculty roles (6)
- Faculty roles and involvement in accreditation processes, including self-study and annual report (7)
- Processes for program review (9)
- Processes for institutional planning and budget development (10)
- Other academic and professional matters as mutually agreed upon (11)

## **Planning and Budget Committee**

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.

The Planning and Budget Committee:

- ◆ reviews the college budget and district resource allocation model and recommends overall budget priorities, procedures, and processes for the annual budget, including appropriations and priorities for facilities modifications;
- ◆ recommends and monitors a long-range fiscal plan with consideration of priorities consistent with district and college planning;
- ◆ reviews state and federal legislation for local budget impact;
- ◆ on a quarterly basis reviews revenues, expenditures, and proposed budget adjustments;
- ◆ reviews and recommends a budget calendar and processes for resource allocation, including guidelines for developing tentative, and adopted budgets; and
- ◆ communicates, through its members, with the college community on fiscal issues, the committee's work, and recommendations.

Membership: Vice President, Administrative Services Co-Chair  
Academic Senate Co-Chair (two-year term appointed by academic senate in even year)  
Vice President, Academic Affairs or designee  
Vice President, Continuing Education or designee  
Vice President, Student Services or designee  
Up to 4 Classified representatives (appointed by CSEA)  
Academic Senate President and Vice President, or designees plus 6 additional faculty, if desired (three appointed in even years and three appointed in odd years)  
Student representative (appointed by ASG)

The Planning and Budget Committee meets on the first Tuesday each month at 1:30 p.m.

District Liaison: Members of Budget Committee  
Staff Support: Administrative Services