

The Mission of the Administrative Services Division of Santa Ana College is to provide resources and professional services in support of student success and the operations of the college in a cooperative, convenient and expeditious manner.



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

Dear SAC Team,

It is time again for another installation of the Administrative Services newsletter. What a Fall semester! So much going on around campus that the semester is on approach for a landing and the holidays are right around the corner. It is, however, a great time to let you know what has been happening in Administrative Services. Any update from Administrative Services should always start with a big THANK YOU for your partnership and patience as we undertake substantial improvements in both our budget and facilities operations. The work we do now will truly produce great results in our quest to provide the highest quality instruction and instructional environment for our students to achieve their goals and dreams here at SAC.

From the budget office, we have had some great news recently related to the healthy condition of State budget picture. State tax revenues are up, which is good news for our district and Santa Ana College. While our college is not out of the woods by any means, Dr. Martinez's goal of "stabilizing our college" is alive and well! Our SAC budget for 2013-14 has performed well at the first quarter review, and with our new SAC cash flow report, the entire college can track budget performance by program area and even at the department level. Our SAC Planning & Budget Committee has been doing great work in moving forward with our planning and budgeting process and milestone activities. Recently, the Planning & Budget Committee developed and approved the SAC Planning & Budget Manual for 2013/14, which is a great tool for the entire campus community to utilize in our quest to be efficient and effective in our budgeting practices. The manual can be found at the Planning & Budget committee website <http://www.sac.edu/AdminServices/budget/Pages/default.aspx>.

The second year of our Resource Allocation Request (RAR) process is well underway as we shift our planning focus to FY 14/15. All related documents and procedures can be found in the 2013/14 Planning & Budget Manual. As RARs get filled out campus-wide by our instruction and support teams, it is critical to remember that the goal is to tie program review outcomes to specific resource allocation requests. If you have questions or want to discuss the process, an open forum is being set up for Monday, December 9 from 3:00p.m. to 4:00p.m. in the SAC Foundation Board room, allows for dialogue related to RARs prior to the due date of Dec. 17th.

From the Facilities yard, we continue to move forward quickly in implementing our SAC Facilities Master Plan while performing routine and preventive maintenance throughout campus. Just recently, the Facilities Committee reviewed the draft 2014 SAC Facilities Master Plan, which outlines the direction our college will take in the coming years related to modernizing, renovating, and constructing the SAC campus. The perimeter project is nearing completion, with the final construction phase currently underway in Lot 1. It truly has transformed the perimeter of our campus by unifying the entrances and exit points while enhancing safety and security. 2014 will surely bring with it much heavy equipment and construction fences, so please be careful as you navigate campus. The Facilities team has also been evaluating the scheduled maintenance needs throughout campus, in concert with the facilities-related RARs for 2013-14, so that the true needs of our aging campus can be met in order to support instruction and student success.

As we draw 2013 to a close, we would like to invite our SAC family to a holiday extravaganza on December 17th, from 11:30-1:00. Great food, unbelievable raffle items, and great cheer will be had. We'll look forward to seeing everyone!

Michael T. Collins, Ed.D.
Vice President, Administrative Services

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EAT, GREET & BE MERRY

SANTA ANA COLLEGE
**Holiday
Party!**

Doors open:

...TUESDAY...

December 17, 2013

11 am-1:00pm

Lunch begins at 11:30 am
SAC small gym, W-107

Location:

unbelievable raffle prizes · live music · fun and more

catered by Tulsa Rib Company

\$5.00 lunch + 1 raffle ticket.
Tickets on sale now... SAC Student Business Office - U-218
or at the CEC Bookstore. • Purchase tickets by Friday, December 6!

Additional Raffle tickets 3 -\$5 or 8 -\$10
All proceeds will be donated to the Dalton Kelcher Education Fund

Got Questions??

Geni Lusk at 46128 or lusk_geni@sac.edu

INTERESTED IN WHAT'S HAPPENING WITH THE
CONSTRUCTION PROJECTS ON CAMPUS?

Stay informed by checking us out on the web at
<http://www.sac.edu/AdminServices/facilities>
where you can find the following information:

- Bond Project Updates
- Scheduled Maintenance Updates
- Weekly Projects

Watch as our campus transforms.



PREVENTING STRESS



DID YOU KNOW...

That 43% of adult suffer from adverse health effects from stress. Stress can play a part in problems such as headaches, high blood pressure, heart problems, asthma, skin conditions, diabetes and more.

To find tips on how to manage stress check out the American Heart Association link below:

http://www.heart.org/idc/groups/heart-public/@wcm/@hcm/documents/image/ucm_300690.pdf

"Unity is strength... when there is teamwork and collaboration, wonderful things can be achieved."

Mattie Stepanek

TEAM CELEBRATIONS



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