



**SAC PLANNING & BUDGET MEETING**

MINUTES – Nov. 7, 2017

1:30P.M. – 3:00P.M.

*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	Ed Fosmire, co-chair	Gabe Shweiri	Omeline Garcia	Esmeralda Abejar	
Jim Kennedy	Ray Hicks	Brian Sos(a)	Jimmy Nguyen		
Carol Comeau(a)	Elliott Jones	Monica Zarske			
Frances Gusman(a)	Roy Shahbazian	George Wright(a)			
Madeline Grant	John Zarske	William Nguyen	<b>Student Rep.</b>		
Brian Kehlenbach	John Steffens		Pierre Tran		
<b>1. WELCOME</b>				Meeting called to order 1:30p.m. Meeting adjourned – 2:55p.m.	
	Jimmy Nguyen reported that he has accepted a new position, Distance Education Services Specialist in the Distance Education Department. He will continue to serve on this committee. Brian Kehlenbach is currently the Interim Dean for Fine and Performing Arts.				
<b>2. PUBLIC COMMENTS</b>	<b>DISCUSSION/COMMENTS</b>			<b>ACTIONS/ FOLLOW UPS</b>	
	None				
<b>3. MINUTES</b>	<b>DISCUSSION/COMMENTS</b>			<b>ACTIONS/ FOLLOW UPS</b>	
	The Oct. 3, 2017 minutes were provided for approval.			<u>ACTION</u> Motion was moved by Monica Zarske to approve the Oct. 3, 2017 Planning & Budget Committee minutes. 2 <sup>nd</sup> – Roy Shahbazian. The minutes were unanimously approved.	
<b>4. BUDGET UPDATE</b>	<b>DISCUSSION/ COMMENTS</b>			<b>ACTIONS/ FOLLOW UPS</b>	
	<p>Dr. Collins reported on the following:</p> <p>State:</p> <ul style="list-style-type: none"> <li>No real news. Next stop is the Governor’s January budget proposal. Hard to tell what that will look like. Most likely higher revenues than identified in June.</li> </ul> <p>DIST:</p> <ul style="list-style-type: none"> <li>New banking partner for Auxiliary- Farmers and Merchants bank.</li> <li>Monica Zarske shared the outcome of from the last District Council meeting regarding the Stabilization issue. She reported that a motion was made to move forward the recommendation for the Chancellor’s consideration. A decision will be made by next month.</li> </ul>				

	<p>SAC:</p> <ul style="list-style-type: none"> <li>• RARs Forms have been distributed for FY 18/19. They are due by December 18, 2017.</li> <li>• Funded RARs for 17/18 are posted to campus wide communication</li> <li>• Working with the Guided Pathways team to understand the universe of needs for the college-wide implementation....starting in FY 18/19. We are utilizing the Guided Pathways framework as an opportunity evaluate our resource allocation process.</li> </ul>	
<b>5. ENROLLMENT UPDATE</b>	<b>DISCUSSION/ COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<p>Jim Kennedy reported that the target for this year was 20,427 FTES which is a significant growth compared to last year. Currently we are projecting lower than our target at about 20,000 FTES, which would maintain our large college status. We are allowed to borrow about 800 FTES from Summer, this will help bring us back to where we were at in 15/16. And potentially have some growth on top of that if we decide to borrow a larger number from Summer. Fall credit courses seem to be very flat with a positive attendance. We are projecting a significant growth compared to last Fall. We are looking to be up to 300 FTES on our credit courses compared to last Fall and non-credit is up 7% compared to last Fall. Compared to last year we are doing well, however, compared to our targets we are below target. Dr. Collins added that we are working to be back up to our base which is based on our 15/16 FTES.</p>	
<b>6. STUDENT UPDATE</b>	<b>DISCUSSION/ COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<p>No student update at this time.</p> <p>John Steffens informed that they are hoping to get approval for the ASG Treasurer to have access to ASG related accounts in order to run reports and track their budgets.</p>	
<b>7. SACTAC</b>	<b>DISCUSSION/ COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<ul style="list-style-type: none"> <li>• John Steffens reported that there is a 17/18 computer replacement plan in place. This will allow all campus computers to be password protected. Elliott Jones added that projector replacements are to be discussed at the next SACTAC meeting as well as the idea of having Ultra Short Throw Projectors replace current projectors.</li> <li>• John Steffens also reported that there was a public comment regarding printing delivery services and how they lagged and that Quick Copy felt antiquated. There is a need for improvement on printing services at SAC campus. This has been submitted as an agenda item for the next SACTAC meeting. He also added that there was a discussion regarding the portal issues and if there was a timeline on resolving the issues between Canvas and Ellucian. A decision will be made by the end of February to see if they can resolve these technical problems.</li> </ul>	
<b>8. ACCREDITATION</b>	<b>DISCUSSION/ COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<p>Dr. Collins noted that College Council has been working on developing vision statements to accompany the new College Mission Statement.</p>	
<b>9. OLD BUSINESS</b>	<b>DISCUSSION/ COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<p>The attached reports were discussed in detail and are informational.</p> <ul style="list-style-type: none"> <li>• SAC Equipment &amp; Software Expenses, 15/16 and 16/17</li> <li>• SAC RAR Review Team Recommendations <ol style="list-style-type: none"> <li>1. SAC Resource Allocation Request (RAR) Procedures</li> <li>2. SAC RAR Procedure Academic Affairs Best Practices</li> </ol> </li> </ul>	<p>Minor changes were made to the SAC RAR Procedure Academic</p>

	<ul style="list-style-type: none"> <li>• End of Year Budget Report 16/17</li> </ul>	Affairs Best Practices and are reflected in attached revised version. Revisions to be taken to President's Cabinet and College Council for review.
<b>10. NEW BUSINESS</b>	<b>DISCUSSION/ COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<ul style="list-style-type: none"> <li>• Budget Quarterly Performance Report (attached) Dr. Collins informed the committee that the first quarter is under budget by 6% and performing well.</li> </ul>	Motion to receive and file Quarterly Performance Report. 1 <sup>st</sup> Madeline Grant, 2 <sup>nd</sup> Jim Kennedy
<b>11. FUTURE AGENDA ITEMS</b>		

Submitted by Maria Cardona  
Next Meeting – December 5, 2017