



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(a)	Esmeralda Abejar	John Zarske
Jim Kennedy	Ray Hicks	Brian Sos(a)	Denise Hatakeyama(a)	William Nguyen	Karina Rebolledo
Carol Comeau	Elliott Jones	Monica Zarske	Jimmy Nguyen		
Frances Gusman(a)	Roy Shahbazian	George Wright(a)			
Madeline Grant			Student Rep.		
1. WELCOME					Meeting called to order 1:30p.m. Meeting adjourned – 3:00p.m.
2. PUBLIC COMMENTS	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	None				
3. MINUTES	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	The May 7, 2017 minutes were provided for approval.			<u>ACTION</u> Motion was moved by Ray Hicks to approve the May 7, 2017 Planning & Budget Committee minutes. 2 nd – Jimmy Nguyen The minutes were unanimously approved.	
4. BUDGET UPDATE	DISCUSSION/ COMMENTS			ACTIONS/ FOLLOW UPS	
	State: <ul style="list-style-type: none"> State Controller Betty Yee released her <u>monthly cash report</u> on August 10, 2017, reporting strong revenue performance for the start of the 2017-18 fiscal year. Revenues for the month of July beat expectations by nearly \$189 million, or 3.2%. District: <ul style="list-style-type: none"> The District went into stabilization in 2016/17, as FTES was down 4.79%, which was more than we could borrow to remain whole. The District is assuming and budgeting for the same FTES generation as 16/17, plus a maximum borrowing in 2017/18 which could result in a permanent revenue loss of \$1.16 million. The COLA amount is slightly higher and the Base Allocation is less than what was included in the 2017/18 tentative budget. 				

	<ul style="list-style-type: none"> • The District’s bottom line is a balanced Unrestricted General Fund budget in total, with a shortfall in ongoing funds of \$1.35 million and with the one-time cuts made from the 2016/17 Round 1 cuts of \$2 million, there is a positive balance in remaining one-time funds of \$1.37 million. • The updated Multi-year Projection (MYP) for our District look very dismal. This Base Version assumes all the updated information in the 2017/18 budget will hold true in the budget year, and assumes we will go in and out of Stabilization and Restoration each of the out years with no growth, holding revenues the same while our expenses continue to increase. • The District’s Budget Stabilization Fund has grown by approximately \$1 million from FY 16/17 to a balance of \$14.6 million. <p>SAC:</p> <ul style="list-style-type: none"> • SAC’s primary goal in the 17/18 budget year is to restore back to our 2015/16 base. • SAC made a permanent \$1.13 million ongoing cut to Fund 11 for FY 17/18. • SAC has strong one-time reserves, however the District’s BAM shows a deficit for the colleges (due to the fact that the budget assumption is every penny of the budget center budgets will be expended. The college has, however, committed all of its ongoing contingency reserves in Fund 11 to fund the additional ongoing expenditures for Public Affairs and Gov. Relations dept., Dept. Chair LHE and X factor increases, Criminal Justice & Fire associate dean increases, new Criminal Justice director of instruction position, director of Internships marginal funding, Distance Education expenses, and the ongoing Central Utility Plant preventive/routine maintenance agreement costs. • SAC funded the replacement of 13 faculty members to support the District’s FON obligation, as well as 1 non-credit (non-FON) faculty member and one additional (FON-eligible) faculty member above the FON obligation for FY 17/18, for a total of 15 new faculty. • The College has transferred \$6.7 million out of its Fund 13 ending balance into Fund 41 in order to fund the District’s obligation for the State funded SAC Health Science building (which is matched as apportioned in the State’s FY 17/18 budget). • The College currently has an ongoing carryover balance of \$6.1 million going into the FY 17/18 budget year. These funds, have already been accounted for and budgeted for one-time needs in FY 17/18 (reference the distributed FY 17/18 Fund 13 expenditure budget plan). 	
5. ENROLLMENT UPDATE	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Carol Comeau reported that the initial enrollment target would be 400 FTES below target. Classes were added for Fire Technology and the Business Division which will allow us to capture 250 FTES that were not captured last year, which now puts us at about 250 FTES below target. Academic Affairs scheduling additional classes to replace the ones that were cancelled. FTES growth is expected in Spring and Intersession to capture those additional 250 FTES. For Fall it is doable to capture 250 FTES. There is a need to look at large group instruction because it generates a lot of FTES. The Room Book will be reviewed to begin scheduling classes</p>	

	for Spring. Dr. Kennedy reported on the non-credit enrollments. He stated that it is too early to tell the enrollment numbers at this time. He added that there have been some issues with the attendance system. He reported that they are up 12% as far as seats go which will transition into more FTES. He also added that the Remington site is doing well. Evening classes are full, morning and Saturday classes are not full but we anticipate more enrollments. Ed Fosmire asked Carol Comeau, how many rooms were available on campus for the large group instruction classes. Carol guessed that about 8 rooms may be available and the capacity varies in each rooms. She also mentioned that some of the desks/seats are broken and are not replaceable from the manufacturer. Dr. Collins reminded the committee that all broken seats should be repaired by creating a work order.	
6. STUDENT UPDATE	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	There was no student present.	
7. SACTAC	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	Dr. Kennedy reported no updates. The next meeting is scheduled on 9/28/2017	
8. ACCREDITATION	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	Dr. Collins reported that SAC is continuing efforts in identifying improvements to the Resource Allocation Request process. Dr. Collins reminded the committee that last fiscal year, a comprehensive institution-wide qualitative survey was administered. Feedback data was received, and resulting in a workshop with the entire Academic Senate. This workshop provided more data, and resulted in a workgroup to be established that would review and recommend improvements to the planning and budgeting process. Ray Hicks will lead this group.	
9. OLD BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	None	
10. NEW BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Quarterly Budget Performance Report</p> <p>Dr. Collins and Esmeralda Abejar reviewed the following documents with the committee:</p> <ul style="list-style-type: none"> • Comparative Budget Analysis 16/17 – 17/18 • 2017/2018 SAC Adopted Budget Assumptions • 2017/2018 Fund 13 Expenditure Budget • District Fund 11 Proposed Shift in FTES Revenue <p>Dr. Collins addressed the concern of the Shift of FTES revenue from SAC to SCC in the amount of \$861,082 was not following the rules written in the Budget Allocation Model. This issue is most likely to be discussed at the next Fiscal Resources Committee meeting.</p>	<p><u>ACTION</u></p> <p>Motion to approve 2017/2018 SAC Adopted Budget Assumptions by Monica Zarske and 2nd by Ray Hicks with the minor correction of FRSCCD to FARSCCD.</p> <p><u>ACTION</u></p> <p>Motion to approve 2017/2018 Fund 13 Expenditure Budget by Madeline Grant and 2nd by Jimmy Nguyen.</p>
11. FUTURE AGENDA ITEMS		
	Update the Mission Statement	

Submitted by Maria Cardona
Next Meeting – October 3, 2017