



Santa Ana College

Planning & Budget Meeting

March 1, 2016



SAC Planning and Budget Committee
March 1, 2016
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 27, 2015)

Agenda

- | | |
|---|-------------|
| 1. Welcome and Introductions | |
| 2. Public Comments | |
| 3. Approval of Minutes for December 1, 2015 | ACTION |
| Approval of Minutes for February 2, 2016 | |
| 4. Budget Update | INFORMATION |
| 5. Enrollment Update | INFORMATION |
| 6. Student Update | INFORMATION |
| 7. SACTAC | INFORMATION |
| 8. Marketing Update | INFORMATION |
| 9. Accreditation | INFORMATION |
| 10. Old Business | INFORMATION |
| 11. New Business | INFORMATION |
| • Spring/Intersession costs | |
| 12. Future Agenda Items | |
| 13. Other Business | |

Next Meeting – April 5, 2016

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 – DECEMBER 1, 2015

F-126

1:30P.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 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	John Zarske	*Tom Andrews(a)	Brenda Serratos	Brian Sos
Bart Hoffman(a)	Elliott Jones(a)	George Wright	Omelina Garcia *(alt.)	Eve Kikawa	
Jim Kennedy	Monica Porter(a)		Denise Hatakeyama		
Lilia Tanakeyowma(a)	Student Rep.		Jimmy Nguyen		
	John Olivares(a)		Leslie Wood-Rogers		
1. WELCOME					Meeting called to order 1:36p.m. Meeting adjourned - 3:08p.m.
	Self-introductions were made.				
2. PUBLIC COMMENTS	DISCUSSION/COMMENTS				ACTIONS/ FOLLOW UPS
	Members were reminded about the upcoming Pageant of the Trees event. It was also noted that future Planning and Budget meeting agendas will include Accreditation line item.				
3. MINUTES	DISCUSSION/COMMENTS				ACTIONS/ FOLLOW UPS
	The November 3, 2015 Planning and Budget minutes were presented for approval.				<u>ACTION</u> Motion was moved by J. Nguyen to approve the November 3, 2015 Planning & Budget Committee minutes. 2 nd – B. Serratos The minutes were approved unanimously.
4. BUDGET UPDATE	DISCUSSION/ COMMENTS				ACTIONS/ FOLLOW UPS
	STATE: • LAO's report is the big news, and was sent to this committee for your review in mid-November. Sometimes it helps paint a picture of what the Governor's budget proposal could look like, but you never know! • LAO's report states The Budget Situation Through 2016-17 is "Decidedly Positive".				

BUDGET UPDATE (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • In 2015-16, LAO projects that the state's General Fund revenues—principally the personal income tax—will exceed June 2015 budget assumptions by \$3.6 billion, with most of that gain to be deposited into the Proposition 2 rainy day fund. • 2015-16: LAO estimates \$3.5 Billion in Higher tax Revenues. • In 2016-17, LAO projects that revenues will exceed spending under current policies, resulting in even further improvement in the state's fiscal situation. • 2016-17 Revenues and Transfers Grow 6 Percent. LAO estimates that revenues and transfers increase \$6.9 billion, or 5.9 percent • 2016-17 General Fund Spending Grows 5 Percent. Under LAO's main scenario, General Fund spending grows by \$5.9 billion, or 5.1 percent, in 2016-17. Nearly half of this is the result of significant growth in Medi-Cal costs for the State. • LAO also estimates that General Fund spending on Proposition 98 will increase by \$770 million. In addition, legislation in 2014 changed state contributions to the California State Teachers' Retirement System (CalSTRS), causing another \$533 million increase in estimated General Fund spending. <p>DISTRICT:</p> <ul style="list-style-type: none"> • With all the positive outlook, we are still not expecting to see a big increase in ongoing base apportionment that will support new positions. I sure hope there is improvement here, but at this time we are planning for the best, and we will see how the Gov's January proposal unfurals. • Prop 30 tax revenue, as we have discussed before, is scheduled to begin drop off. • Just finishing financial audit season- initial reports are very good for a clean audit. • In a maintenance mode, waiting for the Governor's budget proposal in mid-January. <p>SAC:</p> <ul style="list-style-type: none"> • SAC budget performing well. Currently under budget plan, but as noted last month, we continue to monitor cash flow and upcoming obligations closely. • In the program planning cycle for the 16/17 budget, which is rooted in the RARs. • Each division/area's RARs are driven by the program reviews of each division/area, college strategic plan, and prioritized at each level in alignment with the budget priorities approved by this committee. • \$1.153 million in one-time funds (State mandated cost reimbursements) will be coming to SAC. We will discuss recommendations for its use today. • The College's Foundation has received a very clean and positive financial audit for YF 14-15. That is a huge task, as the College is responsible for all of the transactions 	

BUDGET UPDATE (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	and internal controls for the nearly \$12 million in net assets for the Foundation. Big Thanks to Esmeralda, Brenda, Ana and Edward for delivering another clean audit report.	
5. ENROLLMENT UPDATE	DISCUSSION/ COMMENTS	
	<ul style="list-style-type: none"> The college is at 1.8% in growth for fall. That will continue to fluctuate as positive attendances comes in. The college is exceeding the established target agreed with the district of 1%. Intersession is down but the college is optimistic that with the intersession enrollment campaign beginning next week, there will be a boost over the next few weeks. 	
6. STUDENT UPDATE	DISCUSSION/ COMMENTS	
	There was no student update.	
7. SACTAC	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	There was no report as the committee did not meet.	
8. MARKETING UPDATE	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Dr. Collins advised the membership that the college is aggressively marketing the college on many fronts. He introduced Teresa Mercado-Cota to provide a brief PowerPoint summary of the college's marketing efforts for Intersession and Spring.</p> <ul style="list-style-type: none"> The Marketing team is meeting every 2 weeks and in addition, a Social Media sub group is meeting on the alternate weeks. <p>The following are the college's internal efforts:</p> <ul style="list-style-type: none"> Flyers of open Intersession classes have been distributed. <ul style="list-style-type: none"> Double sided Intersession/Spring postcards have been distributed through emails, faculty/staff mailboxes, Blackboard, placed in key departments. <ul style="list-style-type: none"> Goal is to place them in the hands of students. Posters have been placed around campus. Large banners have been placed at SAC, DMC, and the Sheriff's Academy. Marquee advertisements. A&R sending out mass emails to students. <p>The college is also engaging in the following efforts externally.</p> <ul style="list-style-type: none"> Ads in Spanish and Vietnamese newspapers Digital/Radio Social Media Campaigns <ul style="list-style-type: none"> UpSnap ReachLocal Pandora CBS Local <ul style="list-style-type: none"> Radio Advertisements Email campaign <p>Members were advised that the team has a plan B, specifically a system in place should more efforts be needed.</p>	

MARKETING UPDATE (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Also presented were the results of a survey that identified social media activity on campus by different departments and student clubs. The Social Media sub group is focusing on this area as this is an area that is very prominent with other colleges and universities.</p> <ul style="list-style-type: none"> • The Social Media sub group is very interested to have these “in-house” social media efforts continue and increase. The sub group is discussing the following to move forward in this area: <ul style="list-style-type: none"> ◦ Identify a manager/advisor. ◦ Adopt best practice guidelines. ◦ Having accountability. <p>The goal is to have a landing page where all these social media efforts can connect.</p> <p>The importance for continual market saturation was emphasized.</p> <p>Members were reminded that the college is being very strategic in their marketing efforts and focused on the outcomes derived from those efforts.</p> <p>It was noted that the goal of the digital marketing efforts is to drive the prospective student to the SAC webpage.</p> <ul style="list-style-type: none"> • Important that the landing pages are strong enough to motivate a student to enroll at SAC. • There are discussions to re-vamp the website <ul style="list-style-type: none"> ◦ How is the functionality of the site? ◦ The website needs to be efficient for students to navigate through. ◦ Crucial to be able deliver the experience to the students to engage them to attend Santa Ana College as well as to retain them here. ◦ Easy to update for divisions/departments. <p>Members were also advised that the college is considering a “student blog.” The goal is to have specific students’ blog about their educational journey once a week. This is a very inexpensive way to market and has proven to be very successful and popular with students at other campuses.</p> <p>There was an inquiry if the college received FTES from the Community Services Program. It was noted that the college does not. There was a suggestion that the marquee be utilized to market the programs at SAC that are producing FTEs.</p> <p>The Open House in March will be a huge opportunity to market the college.</p> <ul style="list-style-type: none"> • Primary target groups are internal (current) students, Juniors/Seniors from high schools outside of SAUSD and all other members of the community, neighbors, and businesses, etc. • Mini presentations from different divisions/departments will be held. • Career stations will be showcased. • Students will be bused in. • There will be organized tours. • Student Services will provide help with Registration and Financial Aid. 	

9. OLD BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Fund 11 Classified Position Hiring Process The Fund 11 Classified position hiring process was presented to the membership as a second reading.</p> <ul style="list-style-type: none"> • Members were reminded that this document was developed in response to the inquiry from constituency groups on this committee regarding the considerations for hiring classified personnel as well as the process for hiring. • The document had been presented for discussion and input at the October 6 Planning and Budget meeting. • The document will go into the 15/16 Planning and Budget Manual. • This pertains to new non-funded positions. <p>It was noted that there are limited “on-going” funds for 15/16 however, there may be “one-time” funds that can be used to hire “short-term” employees.</p>	
	<p>One Time Funds As discussed at the November 3 Planning and Budget committee meeting, the college will be receiving \$1.153mil in “one-time” funds.</p> <p>Members were reminded of the discussion to allocate a portion back to the departments, divisions and operations based on FTE production and demonstrated need.</p> <ul style="list-style-type: none"> • This item was discussed at the Senate meeting and was well received by the senators. • \$340,000 (30%) of the funds would be go back to the divisions/departments. • This would have nothing to do with the RARs process, however, divisions/departments may choose to use the funds for unfunded RARS needs, but the funds can be used at the discretion of the department and divisions. • No “on-going” personnel can be hired, but short-term personnel is allowed. • Not a “use it or lose it” scenario, as the funds will be set up in Fund 13 and carried over if department/divisions did not utilize all funding. <p>The remaining 70% of the funds would be set aside for future considerations, such as escalating personnel costs, STRS and PERS increases, and for a possible reduction in revenue should the college be unable to grow.</p>	
	<p>Funded RARS FY 15/16 RAR Members were presented with an overview of the IE funding and plan for FY 15/16.</p> <ul style="list-style-type: none"> • It was noted that the line item of \$40,000 for Classroom Mediation/Criminal Justice is a result of current contract negotiations with the OC Sheriffs. At this time the college has tentatively agreed to mediate the classrooms over a 5 year contract term. <p>Also noted was the amount of \$233,827.00 to be used for FY 15/16 IE needs.</p> <ul style="list-style-type: none"> • Currently Dr. Collins is meeting with the deans to develop a prioritized list of IE existing needs. <p>The membership was also provided with an Instructional Equipment fund update that detailed the funded RARs for FY 15/16. This is also a valuable tool for planning for 16/17 for department and divisions.</p>	

10. NEW BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>SAC Planning and Budget Manual</p> <p>The 15/16 SAC Planning and Budget Manual was presented to the members for approval. The manual had been sent out to the membership prior to the meeting for review. This is the manual's third year in existence. The manual continues to be updated and refined. Dr. Collins highlighted some of the changes/upgrades to the manual for the members, which originated from feedback from the campus community.</p> <ul style="list-style-type: none"> • The manual contains procedures, calendars and documents that guide the planning and budget process at SAC. • The manual provides transparency of the planning and budgeting process along with efficiency. • The manual is a great reference tool for the campus community. • Processes written out and documented are critical for the effective and efficient operation of our college budget. 	<u>ACTION</u> Motion was moved by G. Wright to approve the 15/16 Planning and Budget Manual as presented. 2 nd – J. Nguyen The minutes were approved unanimously.
11. FUTURE AGENDA ITEMS		
	<ul style="list-style-type: none"> • Review Release Time 	
12. OTHER BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>There was an inquiry regarding the status of the Athletic funding issue. It was noted that Dr. Collins, Brian Sos and Avie Bridges have met and that there will be some one-time funds that will be eligible for their need. It was also noted that discussions will continue regarding Facilities Use.</p>	

Submitted by Geni Lusk

January 21, 2016

Next Meeting – February 2, 2016



SAC PLANNING & BUDGET MEETING

MINUTES – FEBRUARY 2, 2016

S-215

1:30P.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 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	John Zarske(a)	*Tom Andrews	Esmeralda Abejar	Carlos Lopez
Bart Hoffman	Elliott Jones(a)	George Wright(a)	Omelina Garcia *(alt.)	Archana Bhandari	Teresa Mercado Cota
Jim Kennedy	Monica Porter(a)		Denise Hatakeyama	Eve Kikawa	Brenda Serratos
Lilia Tanakeyowma(a)	Student Rep.		Jimmy Nguyen		
	John Olivares(a)		Leslie Wood-Rogers(a)		
1. WELCOME					Meeting called to order 1:31p.m. Meeting adjourned - 2:55p.m.
	Self-introductions were made. The committee welcomed Archana Bhandari, the new ITS director. Carlos Lopez, the new Vice President of Academic Affairs also was welcomed by the committee.				
2. PUBLIC COMMENTS	DISCUSSION/COMMENTS				ACTIONS/ FOLLOW UPS
3. MINUTES	DISCUSSION/COMMENTS				ACTIONS/ FOLLOW UPS
	The December 1, 2015 Planning and Budget minutes approval was tabled for March meeting as there was not a quorum present.				<u>FOLLOW UP</u> December 1, 2015 Planning and Budget meeting will be presented for approval at the March meeting.
4. BUDGET UPDATE	DISCUSSION/ COMMENTS				ACTIONS/ FOLLOW UPS
	State Update: <ul style="list-style-type: none">● Governor's budget proposal is solid, not spectacular. State revenues are up, and most likely will exceed the Governor's expectations...but he is once again taking a very conservative approach to this budget proposal.<ul style="list-style-type: none">○ Governor is expressing caution and promotes exercising restraint in making ongoing commitments of funding in light of the future revenue shortfalls and benefit obligations currently faced by the State and state-agencies.○ 2% growth...we are still at 1.47% growth ceiling.○ No huge pile of "one time funds" are expected to come to our District and college.○ Solid commitment to SSSP/Equity, but a continued focus on restricted use of the funds and robust measurement of outcomes.○ Investment in Basic Skills (BSI)				

BUDGET UPDATE (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> ○ The projected statutory cost-of-living adjustment (COLA) in Governor Jerry Brown's Budget has dropped from nearly 2% to less than 1/2%. The downward adjustments are primarily due to the weakness we are now seeing in foreign economic growth (particularly in China), the strengthening of the dollar, continued sharp declines in oil, and related commodity prices. The implicit price deflator specified in statute for computation of COLA is very sensitive to these factors. ○ Proposes a similar Instructional Equipment/Scheduled Maintenance allocation to FY 15/16 (for SAC \$802k in instructional equipment, approximately \$1.5 million in scheduled maintenance) with no match. <p>District Update:</p> <ul style="list-style-type: none"> ● Prepping for tent. Budget assumptions at next FRC. ● Clean audits <p>SAC Update:</p> <ul style="list-style-type: none"> ● SAC budget is performing well after the second quarter, and it should as we put another \$10 million into the budget in FY 15/16 to cover our escalating costs! We are under budget at halftime, and expect to end the year with a stable carryover. <ul style="list-style-type: none"> ○ The only revision that has taken place is the transfer of approx.. \$380,000 out of ongoing budget line items to cover the cost of the additional faculty the college is under recruitment for. ○ No other revisions are needed at this time. ○ Still anticipating collective bargaining units to settle and this will have an impact on our ongoing budget....as these are ongoing costs, not one-time costs that the college budget must absorb. At this point, it is an unknown liability to the college's financial condition. ● FY 16/17 RARs have been submitted to the VPs for discussion with their areas and prioritization ● FY 15/16 RARs have been reconciled and instructional equipment and facilities requests have been budgeted for and purchased. <ul style="list-style-type: none"> ○ There is a balance of approximately \$100k in Instructional Equipment funding that the VP of Academic Affairs will allocate in the spring in accordance with FY 15/16 RAR requests. ● FY 16/17 SAC budget build begins now, with tentative budget assumptions being reviewed by FRC and by SAC tent. budget assumptions being reviewed and approved by SAC's P &B ● IE workshop focused on integrated planning, measurement, and efficient organization of planning documents. P and B plays a large role in this...so more on this from Bonnie in a bit. 	

5. ENROLLMENT UPDATE	DISCUSSION/ COMMENTS	
	<p>An enrollment update was as follows:</p> <ul style="list-style-type: none"> • Credit enrollment is down about 2.5%. <ul style="list-style-type: none"> ◦ The college continues to make progress in this area. • It is speculated that non-credit will be up about 4% overall for the year. • Intersession closed with a little over 1%. • Late start classes may impact the numbers however not known at this time. <p>Members were advised that the college is pursuing every opportunity available to increase enrollment while serving students.</p> <p>The committee discussed the factors affecting the low enrollment.</p> <ul style="list-style-type: none"> • High schools have less seniors graduating. <ul style="list-style-type: none"> ◦ SAUSD reporting flat. ◦ Middle schools are enrollment much lower than high schools. Enrollment is up in elementary. Anticipating a wave in enrollment from SAUSD feeder schools. • SSSP requirements. • Increasing focus on GGUSD. • Need to work on more pathways with non-credit. • UC's and Cal States are going to open up more seats for state students. • Confusion with the BOG fee waiver letter. <p>The importance of the college to develop innovative ways to manage enrollment was discussed as outlined</p> <p>There was a concern shared regarding wait lists for some classes as the understanding was that there would be no wait lists. A discussion ensued. This issue will be looked into.</p> <p>Mr. Lopez noted that most of the community colleges across the state are down a little in enrollment and Santa Ana College falls into that category. It was also note that SAC is in line with the statewide fill rate of 26 students for an average credit class.</p>	
6. STUDENT UPDATE	DISCUSSION/ COMMENTS	
	There was no student update.	
7. SACTAC	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>There was no committee report as the committee did not meet. However the following was noted:</p> <ul style="list-style-type: none"> • A draft update to the SAC Technology Plan was developed and shared with Ms. Bhardari, new director of ITS at SAC. • Important to take a strategic approach to the SACTAC plan in moving forward with technology and its integration with our planning and budget process. <p>It was noted that one of the goals of SACTAC and of the current College-wide Strategic plan is that 80% of classrooms would be mediated. The recent significant mediation upgrade of Dunlap Hall meets that goal for the college.</p> <ul style="list-style-type: none"> • Mr. Kennedy and Dr. Collins acknowledged the team efforts of ITS, Media Services and Facilities in completing the mediation project in Dunlap Hall. 	

8. MARKETING UPDATE	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Teresa Mercado-Cota provided a brief update on the college's marketing efforts for Intersession and Spring. Members were reminded that the Marketing team continue to meet every 2 weeks as well as the Social Media sub group meeting on the alternate weeks.</p> <p>The following update on the marketing budget was provided:</p> <p>The total marketing budget is \$350,000 – (one-time funds)</p> <ul style="list-style-type: none"> • \$158,398.58 or 45% of the budget has been spent on Fall, Intersession and Spring. <ul style="list-style-type: none"> ◦ There is a balance of \$191,601.42 or 55% to be used for Gr8wks, Summer and Fall. ▪ More specifically the following expenditures were noted: <ul style="list-style-type: none"> ✓ Digital means – 35% ✓ Multi-lingual ads – 6% ✓ Postcards, banners and posters – 6% ✓ CBS Radio and emails – 53% <p>It was noted that the budgeting update does not include other efforts from other areas, such as Centennial and Mainplace Kiosk. Ms. Mercado-Cota shared that \$25,000 was spent on marketing efforts for the SAC 100th Birthday party on September 19. She also advised that that the upcoming March 12 Open House format will allow for a huge enrollment and marketing opportunities for the college.</p> <ul style="list-style-type: none"> • 30+ departments will be providing in classroom presentations. • Student Services programs and CTE programs will provide a career fair. • Students Services will be providing information/services on the spot. • Key targets groups are: <ul style="list-style-type: none"> ◦ High Schools Seniors and Juniors. ◦ Continuing Ed students with an interest in transitioning to a credit program. ◦ Credit Students undecided about careers or perhaps interested making more money in their current careers. ◦ Padre Promotores. ◦ Community at large. <p>There was also discussion on options for the website:</p> <ul style="list-style-type: none"> ◦ Interactive chat ◦ Ways to capture emails with staff follow up. ◦ Engaging the services of an external company that builds the visitor a profile based on the areas that are visited by the user on the website. <p>Ms. Mercado-Cota updated the committee on plans for a student blog page. She noted that student blog pages have proven to be very popular on other campuses. Members were advised that SAC has engaged a group in an effort to help the college bridge the gap between Santa Ana College programs/services and what's happening Downtown and around the city. Important to capture new students and retain the students currently serving.</p>	

ACCREDITATION	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Bonnie Jaros provided an overview of the Accreditation cycle and the committee's role in the Accreditation process. She noted that the commission is interested in the evidentiary documentation provided. In addition, she noted the commission wants to see Dialogue, Documentation, Integration, Systematic Cycle and Improvement. She stressed those components to the members.</p> <p>Ms. Jaros presented the College recommendations from the October 2014 team visit to the members and outlined the specific areas that pertained to Planning and Budget.</p> <p>They are as follows:</p> <ul style="list-style-type: none"> 1.B.1 – Dialogue 1.B.2 – Sets goals, articulates and measures them. <i>This information is reflected in the End of the Year Report.</i> 1.B.3 – Assesses progress on goals. 1.B.5 – Uses results and communicate them. <i>The information is on the website but is the information getting out to the college community?</i> 1.B.6 – Planning and Resource Allocation review and modify as needed. <i>Have a discussion on the process. Did it work? Did it relate to the Program Review? How were needs vocalize?</i> 1.B.7 – Use all of the above to improve and progress. <p>III.C.2 – Technology Planning integrated with Institutional Planning with Systematic Assessment. <i>New Tech Plan, Mediation of 80% of the classrooms.</i></p> <p>III.D.4 – Financial Resource Planning integrated with Institutional Planning – Systematically assess effective use and use it as a basis for improvement. <i>What was done? What is the evidence?</i></p> <p>Dr. Collins thanked Mrs. Jaros for her input and update to the committee. It was noted that moving forward, Accreditation would be a monthly agenda item for discussion. He emphasized continuing improvement on the processes and the importance on closing the loop on the college's efforts by measuring outcomes.</p>	
9. OLD BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	There was no old business to report.	
10. NEW BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Quarterly Budget Performance Reports</p> <p>Esmeralda Abejar, Campus Budget Manager presented the quarterly budget performance reports to the membership. The report shown is for the unrestricted accounts 11 & 13. Fund 12 and the District office reports are posted on the Planning and Budget website.</p> <ul style="list-style-type: none"> • The college has used 42% of the budget. • Members were advised that a budget projection will be created based on last year's actuals at this time, with an additional 2% – 5% increase for growth and expenditures. This will help the college project their ending balance. This projection will be updated monthly. 	

NEW BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> Members were advised that the actual total cost of utilities is not reflected in this report due to the mid-month to mid-month billing cycle. The December bill will be shown in January. <p>There was an inquiry regarding the 5999 account.</p> <ul style="list-style-type: none"> Ms. Abejar noted that the amount is approximately \$700,000 less than reflected. <ul style="list-style-type: none"> This is accounted for with \$380,000 utilized to fund faculty and \$346,000 one-time funds allocated back to the college. The \$346,000 one-time allocation back to divisions and departments are part of the one-time \$1.1mil funds from the district. It was noted that the remaining one-time allocation is being held for increased costs and other financial obligations as they are presented. 	
11. FUTURE AGENDA ITEMS		
	<ul style="list-style-type: none"> The cost of Intersession and Spring schedules will be presented at the March meeting. 	
12. OTHER BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>There was an inquiry into the process for hiring ITS staff. It was noted that although the techs are on the SAC campus, ITS is a district entity with separate funding and budgets. Discussion ensued.</p> <p>The meeting was adjourned at 2:55p.m. in honor of Kenneth Hicks, the late father of committee co-chair Ray Hicks.</p>	

Submitted by Geni Lusk

February 19, 2016

Next Meeting – March 1, 2016