



**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	Brian Sos	Omeline Garcia (a)	Esmeralda Abejar	Veronica Orforlea
Bart Hoffman(a)	Elliott Jones(a)	John Zarske	Denise Hatakeyama(a)		
Jim Kennedy(a)	Monica Porter	George Wright(a)	Jimmy Nguyen		
Lilia Tanakeyowma	<b>Student Rep.</b>		Leslie Wood-Rogers		
	John Olivares(a)				
<b>1. WELCOME</b>					Meeting called to order 1:35p.m. Meeting adjourned - 3:07p.m.
		Self-introductions were made.			
<b>2. PUBLIC COMMENTS</b>		<b>DISCUSSION/COMMENTS</b>			<b>ACTIONS/ FOLLOW UPS</b>
<b>3. MINUTES</b>		<b>DISCUSSION/COMMENTS</b>			<b>ACTIONS/ FOLLOW UPS</b>
		The March 1, 2016 Planning and Budget minutes were presented for approval.			The approval of the March 1, 2016 will be tabled to the April meeting due to a lack of quorum.
		The April 12, 2016 Planning and Budget minutes were presented for approval.			The approval of the April 12, 2016 will be tabled to the June meeting due to a lack of quorum.
<b>4. BUDGET UPDATE</b>		<b>DISCUSSION/ COMMENTS</b>			<b>ACTIONS/ FOLLOW UPS</b>
		<u>State</u> <ul style="list-style-type: none"> <li>• The State Controller’s Office (SCO) reports that April personal income tax (PIT) revenues have fallen short of the Governor’s January Budget forecast by \$1.2 billion.</li> <li>○ The Legislative Analyst’s Office (LAO) reports that PIT collections for April 2016 were projected to be 4.6% greater than collections in April 2015. However, current year collections are on track to end up down about 2.5%. The LAO speculates that the shortfall might be attributable to the drop in the stock market earlier this year and to a reduction in withholding payments from paychecks, bonuses, and option payments.</li> <li>○ April tax collections are a key barometer for Department of Finance economists as they develop revised state revenue forecasts for the current year and 2016-17. These new revenue forecasts, combined with an amended state spending plan, will be released in two weeks with the May Revision. Compared to May Revisions of the</li> </ul>			

BUDGET UPDATE(cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>last several years, this year's version will likely paint a more somber picture with the revenue shortfall signaling a slowdown for the broader economy and a reduced state spending plan for next year.</p> <ul style="list-style-type: none"> <li>• A solid majority of likely voters are inclined to support extending Proposition 30 and a statewide school bond, according to the Public Policy Institute of California's (PPIC) latest poll. <ul style="list-style-type: none"> <li>○ The PPIC poll, <i>Californians and Education</i>, released Thursday, April 21, 2016, found that 62% of likely voters, including 85% of likely Democrat voters and 62% of Independent voters, would support extending the income tax provisions of Proposition 30.</li> <li>○ With the sales tax increase expiring at the end of this calendar year and the income tax increase set to expire in 2018.</li> </ul> </li> <li>• The UN-COLA: April 28, 2016, the United States Department of Commerce (USDOC) released the quarterly value of the Implicit Price Deflator for State and Local Government for the first quarter of the 2016 calendar year, which provides the last piece needed to calculate the 2016-17 statutory COLA for K-14 education. With this information, the year-over-year percentage change in the value of the Deflator is 0.0029%, which rounds to a COLA of zero. The January Governor's Budget estimate of the statutory COLA for 2016-17, a lowly 0.47%, now appears almost robust when viewed from the vantage point of no COLA</li> <li>• May revise- May 13</li> </ul> <p><b><u>DISTRICT</u></b></p> <p>Employer PERS contribution is up to 13.888%, which means a higher level of employer contribution (11.84% in 15-16).</p> <ul style="list-style-type: none"> <li>• Piecing together the basic tentative budget at this point, taking into account the increases in costs for 16-17, all outlined in the DIST tent. budget assumptions outlined in this committee.</li> <li>• Regarding revenue and FTES generation, the District is currently in stabilization, having not met (to this point) the level of FTES achieved in FY 14/15. If this trend holds, we may have to borrow FTES from our summer 16 offerings (booked before June) to meet FY 14/15 FTES numbers. We then, will have two years to get back to our growth targets. Many looming circumstances that might challenge this achievement.</li> <li>• FRC evaluated the BAM- read updates.</li> </ul> <p><b><u>SAC</u></b></p> <ul style="list-style-type: none"> <li>• Developing the Tentative Budget in accordance with our tentative budget assumptions as unanimously recommended by the P and B Committee. <ul style="list-style-type: none"> <li>○ Tentative budget will be balanced back to adopted FY 15-16, for the most part, with increases in fixed personnel costs and operational costs.</li> </ul> </li> <li>• For adopted budget build, we will be analyzing match requirements for many of our Fund 12 restricted categorical programs.</li> </ul>	

	<ul style="list-style-type: none"> <li>The budget office is also now working to bring all the RAR requests for the FY 16-17 years together for review...for planning purposes.</li> </ul>	
<b>BUDGET UPDATE(cont.)</b>	<b>DISCUSSION/ COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<ul style="list-style-type: none"> <li>SAC Budget Office is estimating a strong ending balance for FY 15/16, between \$4-\$7 million, due to the significant increase one-time funds for FY 15/16, carryover from the FY 14/15 budget year, the new faculty allocation that was funded in FY 15/16 but will be spent in FY 16/17, electricity and benefit savings at the college level. <ul style="list-style-type: none"> <li>It is much too early to really know how our ending balance will land as encumbrances are still tied up and spending occurring. This potential ending balance will be used to bridge the gap between our increasing expenditures and our possible decreasing revenue as outlined by the District's multi-year projections.</li> </ul> </li> </ul>	
<b>5. ENROLLMENT UPDATE</b>	<b>DISCUSSION/ COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<p>Spring 2016 – We are still tracking down in credit and non-credit as of now.  Credit FTES down 2.9% (-257 FTES) over SP15  Non-Credit FTES down 7.7% (-187 FTES) over SP15</p> <p>We currently projecting to be up with our positive attendance apportionment from the CJ and Fire programs which could close this gap by about half in the credit program.</p> <p>Overall Year to Date – Owing to strong summer 2015 and spring 2015 intersession enrollment we nearly flat for the year.  Credit FTES down 0.3% (-60 FTES)  Non-Credit FTES down 0.7% (-35 FTES)</p> <p>Moving forward, we need to be conscious about downward enrollment trends, and events that can significantly impact enrollment, like the change to the BOG Fee Waiver program. This means that we'll need to focus investment in our course schedules on sections where we know we will have strong enrollment. Further, we will have to be more purposeful about creating efficient schedules that serve student needs.</p> <p>A discussion ensued regarding the importance of engaging all constituencies in the Enrollment Management discussions. It was noted that those efforts will be led by Vice President Lopez and will be forthcoming.</p>	
<b>6. STUDENT UPDATE</b>	<b>DISCUSSION/ COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	No update.	
<b>7. SACTAC</b>	<b>DISCUSSION/ COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	It was reported that SACTAC has not met since the last meeting. The committee is will be working on the academic computing needs that were identified through the RARS process. In addition, SACTAC along with the college constituencies will be involved in the website re-design project.	
<b>8. MARKETING UPDATE</b>	<b>DISCUSSION/ COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	A discussion ensued regarding the need to update the college website.	

	<ul style="list-style-type: none"> <li>Funds have been allocated for the re-design through Equity and one-time funds.</li> </ul>	
MARKETING UPDATE(cont.)	<b>DISCUSSION/ COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<ul style="list-style-type: none"> <li>A strong need for a website re-design has been identified.</li> <li>The website re-design will focus on: <ul style="list-style-type: none"> <li>Student navigation</li> <li>Home page presence – focused on students</li> <li>Incorporate mobile response design</li> </ul> </li> </ul> <p>Members were reminded that the marketing efforts drive students to our home page and improving the website experience is critical.</p>	
9. ACCREDITATION	<b>DISCUSSION/ COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<p>The committee reviewed and discussed the following recommendation:  <i>“The college establish, implement and document a regular cycle of evaluation to include <b>effectiveness of the planning processes</b>, training, decision-making, <b>communication, resource allocation and governance practices.</b>”</i></p> <p><b>Effectiveness of the planning processes</b>  Institutional Effectiveness Survey is sent out college-wide.</p> <p>Dr. Collins provided an outlined the components of the planning process noting the college-wide Educational Master Plan, and how the Strategic Plan and Budget relate.</p> <ul style="list-style-type: none"> <li>➡ College-wide Educational Master Plan. <ul style="list-style-type: none"> <li>➡ Strategic Plan <ul style="list-style-type: none"> <li>➡ Budget Plan</li> </ul> </li> </ul> </li> </ul> <p>When was the last time the Planning and Budget committee evaluated their role and interaction with the Strategic Plan?</p> <ul style="list-style-type: none"> <li>What is the committee’s interaction with the Strategic Plan?</li> </ul> <p>Discussion ensued.</p> <ul style="list-style-type: none"> <li>RARs requests are tied directly to the Strategic Plan and to the dept./div. Program Review documents.</li> <li>The committee agreed that it would be helpful for the committee to review the Strategic Plan as part of their work for a better understanding the committee’s tie to producing outcomes that are outlined in the Strategic Plan.</li> <li>Important to understand how the budget development process, budget performance and cash flow impact the Strategic Plan.</li> <li>Planning should drive what our resource allocations are in Program Review. What do you need in your programs to help drive outcomes?</li> <li>No “closing the loop” on the process, specifically once the needs are identified and resources are allocated there is no evaluation on how those resources impacted the outcomes. Members were advised that this is an area that needs improvement before the next cycle.</li> </ul>	

### Communication

- Monthly minutes posted on website.
- P&B reports at Senate meetings.
- Classified rep – Summary to the E-Board, colleagues.
- Information shared at CSEA Meetings.
- Meeting invitation is sent college-wide every month with a link to the upcoming agenda.
- RARs close out.

### Resource Allocation

The committee discussed how the resource allocation process is evaluated.

- Some division deans meet and discuss the final prioritization of the RARs with their chairs for their department.
  - Information does not always filter down to the faculty or staff outside of the chairs.
- How does the prioritization work?
- Importance of deans discussing division commonalities with the division faculty and staff.
- How can the Planning and Budget committee integrate better with the TLC Teaching and Learning Committee and/or its functions?

As part of the evaluation of the RARs process, the committee discussed some options for gathering the information.

#### Focus Group

- Chairs
- Deans

#### Survey

- Chairs
- Deans
- Reps/Governance members
- Classified – Managers, Directors

Overall, the importance of the membership being aware of the following was noted:

- How the budget aspect plays into the program review?
- How program review documents play into the RARs process.
- How the RARs are prioritized for Institutional priorities.

### Governance Practices

- End of Year report
- Progress on committee goals

Dr. Collins reminded the members of the following areas of improvement and being deliberate in that work.

- Closing the loop.
- Keeping communication open.
- RARs close out communication.

Getting the information discussed on the Resource Allocation in order to make improvements.

10. OLD BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	There was no old business to report.	
11. NEW BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
12. FUTURE AGENDA ITEMS		
13. OTHER	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>The following discussion point as presented by the FRC BAM subcommittee will be discuss by the SAC Planning and Budget committee.</p> <ul style="list-style-type: none"> <li>• With the absence of the budget stabilization fund how can we fund FTEs stability?</li> </ul> <p><b>Stabilization</b>  Dr. Collins explained to the committee what it means should the college go into “stabilization.” He noted that in order for the college to increase FTEs and control costs it is important to focus on how efficient the schedule is and how institutionally productive we are. He stressed the importance of committing resources in ways that produce outcomes, controlling expenditures and having a healthy contingency reserve.</p>	

Submitted by Geni Lusk  
June 8, 2016  
Next Meeting – \*August 2, 2016  
\*if needed