



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	Omeline Garcia	Esmeralda Abejar	Teresa Mercado-Cota
Jim Kennedy	Elliott Jones	Monica Zarske	Denise Hatakeyama	Madeline Grant	TingMing Zhang
Carlos Lopez	Brian Sos	George Wright	Jimmy Nguyen	Jose Andrade	
Lilia Tanakeyowma	Student Rep.		Leslie Wood-Rogers(a)		
	Viridiana Munoz(a)				
1. WELCOME					Meeting called to order 1:34p.m. Meeting adjourned – 2:58p.m.
			Self-introductions were made.		
2. PUBLIC COMMENTS			DISCUSSION/COMMENTS		ACTIONS/ FOLLOW UPS
			There were no public comments		
3. MINUTES			DISCUSSION/COMMENTS		ACTIONS/ FOLLOW UPS
			The meeting minutes were presented for approval: October 4 were presented for approval		<u>ACTION</u> Motion was moved by M. Grant to approve the Oct. 4, 2016 Planning & Budget Committee minutes. 2 nd –J. Nguyen The minutes were unanimously approved.
4. BUDGET UPDATE			DISCUSSION/ COMMENTS		ACTIONS/ FOLLOW UPS
			State Update: <ul style="list-style-type: none"> STATEWIDE BUDGET UPDATE - The Department of Finance (DOF) recently reported that state General Fund revenues are down \$217 million for the first three months of the fiscal year. The 2015-16 fiscal year ended \$706 million short of the May Revision forecast; therefore, the beginning fund balance for the current fiscal year will be short by that same amount. Thus, combining the 2016-17 year-to-date shortfall of \$217 million with the shortfall in the beginning fund balance of \$706 million, revenues are off \$923 million compared to the May Revision forecast. <ul style="list-style-type: none"> With this bad revenue news, good news still exists related to our State’s strong economic indicators. SAC is taking this information as a reference point, not a conclusion, in order to plan our on-going expenditures into the out years. We track this information monthly as we do our cash flow and budget planning activities. Members watched a State wide update video. 		

BUDGET UPDATE (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>District Update:</p> <ul style="list-style-type: none"> • BAM Assessment/Evaluation is occurring in FRC. • SAC BAM “RESERVES CAP” - Regarding the FRC BAM language analysis “taskforce”, Dr. Kennedy and Dr. Collins were asked to develop draft language related to a potential “college reserves cap” for consideration by FRC. It will be discussed in concept today at the SAC P&B meeting, and then will be discussed in FRC pending any concerns noted by the SAC P&B committee. <p>After any draft language is discussed by FRC, it will be sent back to SAC P&B Committee for further discussion and financial situational analysis.</p> <p>SAC Update:</p> <ul style="list-style-type: none"> • FIRST QUARTER BUDGET PERFORMANCE- The first quarter of the SAC budget performed well, and is under budget by about 8%. This is to be expected as the first quarter includes the summer and our instructional expenditures are not at normal levels during this time. We are tracking our cash flow very closely month-to-month. • INCREASED INSTRUCTIONAL SUPPLY ALLOCATION- This FY we have increases to our instructional supply (lottery) allocation from the State (approx. \$56,000), which has been provided to VP Academic Affairs. VP Lopez is working with the divisions to allocate the additional supply funds as needed. • FUNDED RARs (with account strings) have been sent out to all the divisions for FY 16/17. This early approval allows the divisions to finalize their quotes, produce the requisitions, order the equipment/technology, and receive the items that they have requested quickly in order to best serve our students’ needs. Funded RARs for 16/17 are posted on the Planning and Budget webpage for college review. • DIVISION BUDGET PERFORMANCE- SAC Budget office is currently analyzing the extent as to which each division expended their budget in FY 15/16. This information will lead Academic Affairs in assessing division funding levels, and planning for the out-years in a sustainable manner. • SAC PERSONNEL GAME PLAN- At this point, the college has funded all the personnel additions and reorganizations that have been discussed in SAC Planning & Budget, and approved in College Council. • SAC TAC/Archana/John Tran are working to complete a revised inventory of all computers on campus, as well as our mediation needs. SAC classrooms are currently 85% mediated (exceeding the 80% performance goal outlined in the SAC Strategic Plan for year-end 2015-16) so a plan is being developed to bring this to 100% in FY 16/17, as well as to update aged equipment. • DIST CREDIT CARDS- The college has audited and updated our Home Depot credit card list to include only necessary holders of the card, and having the employees sign an acknowledgement of their responsibilities related to the card. Dr. Collins has met with all the deans. 	

BUDGET UPDATE (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> ● INSTRUCTIONAL FURNITURE - Dr. Collins currently working with VP Lopez to determine which buildings/classrooms need immediate upgrades to instructional furniture. Carlos has worked with the deans to determine what seats/tables the deans would like to try out (in alignment with what we are looking at for the Science Center), and Dr. Collins is walking with a vendor on Nov. 1 to measure out specific rooms identified by Carlos and the deans. Dr. Collins will then place the order (using Fund 13) for 7 new classroom sets of “tablet-arm-like” chairs, and 2-3 classrooms of lecture desks and chairs...most likely in D building and R building- where the need appears to be the greatest. We will then gather feedback from the faculty and students, which will guide us in another purchase in the spring (Fund 13), as well as our long-term needs in the Science Center and Johnson Student Center. 	
5. ENROLLMENT UPDATE	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>The college is experiencing significant enrollment challenges. SCC is down 2.3% and the District overall is down 3.3%</p> <ul style="list-style-type: none"> ● Fall Credit is down 61 FTES (about 1%) <ul style="list-style-type: none"> ○ Public Safety curriculum has not been as versatile or flexible as in the past that has created a gap. <ul style="list-style-type: none"> ▪ Changes are being made to the curriculum to provide our training partners more versatility. ▪ There is a projection that the college will be able to generate close to what was generated last spring. ○ The Police Academy performing well with an additional class running. ○ The college is investing in the schedule for intersession and spring focused on high demand classes. ○ Given all the factors, Vice President Lopez estimates that the college could end up being down in the 3% range. ● Non-credit down 84 FTES (about 10%) <ul style="list-style-type: none"> ○ No longer receiving apportionment from the Academic Computing Center which accounts for about 5% of FTES in non-credit. <ul style="list-style-type: none"> ▪ Dr. Kennedy noted that while this is a huge hit to non-credit, there are plans to utilize the center in supporting students in the spring. ○ The college’s 3rd largest non-credit site is experiencing a significant challenge as well as some of the other sites. ○ Dr. Kennedy noted that if things continue in the same pattern, non-credit could end up down possibly 7%. However, he and his team are committed not to let that happen and if the plans that are in the works come to fruition, non-credit could end up in the 3% range. <p>Vice President Lopez discussed Stabilization and what it could mean for the college. In additions he shared the following strategies to come back from it.</p> <ul style="list-style-type: none"> ● Grow Online Education. 	

ENROLLMENT UPDATE (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> o The college has begun doubling the training and certification for both and full-time faculty. o Allows for the flexibility to add more online sections. • Looking to additional sections for Intersession and spring. <ul style="list-style-type: none"> o The waitlist data from this spring and last Intersession to ensure that courses offered are courses that students need. • The college is also involved in a major Dual Enrollment Initiative with SAUSD. This initiative will help with the high school capture rate. • Members were advised that the county is set to lose more K-12 over the next 10 years, however the overall population in OC will continue to grow. Vice President Lopez noted that this could provide an opportunity for the college to re-focus on populations that the college haven't sought out in a major way such as the working adult population. <p>Members were reminded that it is important for the college to have one-time funds to allow for one-time opportunities that allow the college to market and compete for FTES and maximize the student experience. The importance of marketing SAC's programs and faculty was stressed.</p> <ul style="list-style-type: none"> • There was an inquiry if funds were available to allow divisions to show videos and showcase their programs. <ul style="list-style-type: none"> o It was noted that funds have been set aside in the carryover balance to improve and revitalized the college's home page, the next step will Admissions and Records page. o Members were advised that student input and analytics are providing information to the team on what works best for our end users and how the pages are currently being navigated. o Videos can be uploaded to the division pages. Members were advised that all videos must be ADA compliant. o Student focus groups will be invited to provide input once there are a couple of website mock ups to review. <p>It was recommended that the SAC Outreach team be included for input.</p>	
6. STUDENT UPDATE	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	No update.	
7. SACTAC	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>The following was reported on behalf of SACTAC:</p> <ul style="list-style-type: none"> • The committee reviewed and provided input to the RSCCD Technology Plan. • The college Mission Statement was reviewed. • Minor updates to the SAC Technology Plan were made. <ul style="list-style-type: none"> o Those updates will be presented to the Academic Senate and will move forward to College Council. 	

8. ACCREDITATION	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Dr. Bonnie Jaros met with the members and explained that work is now underway on the Educational Master Plan and the Mid-Term Report. This work requires that the college mission statement be reviewed. The review of the mission statement be aligned with the new June 2014 Accreditation Standard.</p> <ul style="list-style-type: none"> • The current mission statement was provided to the members as well as the new Standard 1: Mission, Academic Quality and Institutional Effectiveness. • Members were asked to focus on the 4 elements of Standard 1A. Mission as they considered revisions. • The members were advised that as they discussed each element, Dr. Jaros would note their input and integrate it into a chart. Input from each of the participatory governance committees will be included in the chart. Once the chart is completed the information will be provided back to the committee. • The chart would be shared at a Mission Statement Review Session in the spring. <ul style="list-style-type: none"> o At the review session, a statement will be created. o The statement will then be presented to all constituencies for approval leading to final approval by the Board of Trustees. 	
9. OLD BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>One-Time Innovation Grant language The language will be emailed to the committee for discussion at the December 6, 2016 meeting. Any revisions or edits should be provided to Dr. Collins prior to the December 6 meeting.</p>	
10. NEW BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>SAC 17/18 Budget Priorities The membership was presented with the approved 16/17 Budget Priorities for review and recommendations were made for the 17/18 Budget Priorities. Members were reminded that the budget priorities are a critical component of the budgeting process. Discussion ensued and recommendations were made.</p>	<p>It was moved by L. Tanakeyowma to approve the 17/18 Budget Priorities as presented with the addition of the following: FTES Support</p> <ul style="list-style-type: none"> • Under #2 – add Online Instruction and Course Management Support System. • Add #3. Marketing 2nd – E. Jones <p>The motion was unanimously approved.</p>
	<p>Budget Performance Report The quarterly cash flow report was presented and reviewed by the committee. It was reported that the report reflects at 8% under budget. Members were reminded that the college’s instructional agreement funding has not been expended in proper proportion as well as in July and August there are limited instructional salaries that are paid.</p>	

NEW BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>RARS Esmeralda Abejar provided the membership with a summary of the RARs for 16/17.</p> <ul style="list-style-type: none"> • \$771, 847 was allocated from Instructional Equipment. • \$59, 250 in additional funds were allocated for Instructional Supplies from Lottery funds. • \$40, 290 was allocated from Fund 11. • \$1,467,486 was allocated from Fund 13. <p>She noted the following additional allocations:</p> <ul style="list-style-type: none"> • \$70,000 was funded from Instructional Equipment for equipment repairs. • \$356,039 from Fund 13 for FTES based allocation for discretionary division needs. • \$80,000 from Fund 13 for Innovation Grants <p>RAR TOTAL ALLOCATION:</p> <ul style="list-style-type: none"> • Instructional Equipment - \$841,847 • Lottery - \$59,250 • Fund 11 - \$40,290 • Fund 13 - \$1,903,525 <p>Ms. Abejar noted that the RARs have been sent back to the divisions/departments along with account strings.</p> <p>It was noted that \$1.9mil of the carryover budget has been committed and allocated to fund all the unfunded items that could not be funded through Instructional Equipment, or through Lottery.</p> <p>A discussion ensued regarding the RARs process, funding and communication. Dr. Collins noted that the results from the RARs Assessment survey had been received and would be shared with the membership at the December 6 meeting. He also noted that the survey received a low response from the end users.</p> <p>Members were advised that the RARS for next year have been sent out to the departments and divisions.</p>	
	<p>BAM Revisions It was reported that a workgroup of the FRC committee is conducting a review of the Budget Allocation Model. This review is required by Accreditation as well as a good business practice.</p> <p>Currently there is a discussion to add language to the model regarding a cap on college reserves. Specifically, any revenue over the cap would be returned to the district. There were strong concerns shared by the membership.</p> <ul style="list-style-type: none"> • What is the intent? • Is it realistic to stay within 10% of our expenditures? • Important that the cap does not harm the college. • Do not implement the first year over the cap. • Provide the college one year to build a plan and spend the funds responsibly and thoughtfully to serve students. <p>The importance of the Planning & Budget committee being advised of the proposal was noted.</p>	

NEW BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Next steps:</p> <ul style="list-style-type: none"> • FRC will discuss this item in more detail. • The workgroup will meet to discuss the language. • Any draft language will be brought back to the Planning and Budget committee for further discussion and agreement. <p>Members were reminded that this work is part of the evaluation phase of the model.</p>	
11. FUTURE AGENDA ITEMS		
	<ul style="list-style-type: none"> • Campus-wide furniture needs • RARs Assessment Survey • Innovation Grant Language • Mission Statement Review 	
12. OTHER	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>It was reported that an in-depth inventory is being coordinated through Archana Bhardari and her team.</p> <ul style="list-style-type: none"> • The inventory will identify the current state of the college's administrative and academic computing technology. • In addition, a life cycle costing analysis has been requested. <ul style="list-style-type: none"> ◦ The analysis will provide information that will allow the college to look towards the next 3 – 4 years. • Members were advised that the inventory information will be brought back to the committee for review once its completed. 	

Submitted by Geni Lusk
Next Meeting – December 6, 2016