



**SANTA ANA**  

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**C O L L E G E**

# **Santa Ana College**

## Planning & Budget Meeting

February 7, 2017



## SAC Planning and Budget Committee

February 7, 2017

1:30p.m. - 3:00 p.m.

S-215

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**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)*

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### Agenda

1. Welcome and Introductions
2. Public Comments
3. Approval of Minutes for December 6, 2016 ACTION
4. Budget Update INFORMATION
5. Enrollment Update INFORMATION
6. Student Update INFORMATION
7. SACTAC INFORMATION
8. Accreditation INFORMATION
9. Old Business INFORMATION
10. New Business
  - 16/17 Committee Goals ACTION
  - Budget Performance Quarterly Report – 2<sup>ND</sup> Quarter ACTION
11. Future Agenda Items
12. Other Business

Next Meeting – March 7, 2017

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*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.*

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Administrators	Academic Senate		CLASSIFIED	GUESTS	
Mike Collins, co-chair	Ray Hicks co-chair	John Zarske	Omelina Garcia (a)	Esmeralda Abejar	
Jim Kennedy	Elliott Jones	Monica Zarske(a)	Denise Hatakeyama	Archana Bhandari	
Carlos Lopez	Brian Sos(a)	George Wright	Jimmy Nguyen(a)		
Lilia Tanakeyowma	<b>Student Rep.</b>		Leslie Wood-Rogers(a)		
	Viridiana Munoz(a)	TingMing Zhang (alt.)			
<b>1. WELCOME</b>					Meeting called to order 1:33p.m. Meeting adjourned – 3:10p.m.
<b>2. PUBLIC COMMENTS</b>	<b>DISCUSSION/COMMENTS</b>			<b>ACTIONS/ FOLLOW UPS</b>	
	There were no public comments.				
<b>3. MINUTES</b>	<b>DISCUSSION/COMMENTS</b>			<b>ACTIONS/ FOLLOW UPS</b>	
	The November 1, 2016 meeting minutes were presented for approval.			<u>ACTION</u> Motion was moved by L Tanakeyowma to approve the Nov. 1, 2016 Planning & Budget Committee minutes. 2 <sup>nd</sup> –E. Jones The minutes were unanimously approved.	
<b>4. BUDGET UPDATE</b>	<b>DISCUSSION/ COMMENTS</b>			<b>ACTIONS/ FOLLOW UPS</b>	
	<b>State:</b> <ul style="list-style-type: none"> <li>State General Fund revenue collections for the month of October fell short of projections, coming in nearly 5% lower than expected, a shortfall of \$381 million. Year-to-date revenues are behind the May Revision forecast by \$595 million, or - 1.8%.</li> <li>Prop 51 ad 55 passed.               <ul style="list-style-type: none"> <li>Prop 51 will allow the Health Science building at SAC to go into programming and working drawings. \$42 million project, SAC has to contribute approx. \$21 million, which will come from our RDA funds and our current ending balance.</li> </ul> </li> <li>Prop 55, which extends the high-income earner personal income taxes under Proposition 30 through 2030; effective immediately, but does not affect revenues and spending until Proposition 30 expires in 2018. Proposition 55 passed with 61.4% support.</li> </ul>			<b>FOLLOW UP</b> A multi-year breakdown of the Central Plant Infrastructure project, specifically cost vs. savings was requested.	

BUDGET UPDATE (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p><b>District:</b></p> <ul style="list-style-type: none"> <li>• Financial audits have been completed <ul style="list-style-type: none"> <li>○ Only 1 finding related to SAC due to a minor over-reporting of FTES- has been corrected</li> <li>○ Will be going to the Board on Monday night for Board info and approval</li> <li>○ Will have new auditors for the next 3 years</li> </ul> </li> <li>• The BAM review discussion related to capping SAC's ending balance has gone quiet and it appears no action will be taken to cap the college's reserves at this time.</li> </ul> <p><b>SAC:</b></p> <ul style="list-style-type: none"> <li>• Personnel additions are fully funded and moving forward as approved by College Council. \$1.2million in new positions are being added for the remainder of 16-17 and beyond.</li> <li>• FON analysis is still ongoing, with 10 replacement faculty positions being funded and flown in accordance with the faculty priorities process.</li> <li>• \$250k central plant costs for a 3 year PM contract, plus a new employee @ \$125k. Costs will mainly hit in FY 17/18 and out for 3 years.</li> <li>• \$100k HVAC replacement and PM work- this spring.</li> <li>• Technology upgrade to take place this spring, led by Archana Bhandari and her team, and will be funded out of our \$500k apportionment for SAC technology upgrades, from Fund 13.</li> <li>• RARs due</li> </ul>	
5. ENROLLMENT UPDATE	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>The following information was shared with the committee:</p> <ul style="list-style-type: none"> <li>• District tracking down little less than 3%.</li> <li>• Credit is down around 3%, non-credit is down at 9%.</li> <li>• The college overall is down a little less than 4% for fall.</li> <li>• These percentages do not include the Advanced Officer/Fire Training positive attendance that will be reported at P1.</li> <li>• The college had experienced some Fire Curriculum issues and we're anticipating a downturn in FTES in the Advance Officer Training and Fire. <ul style="list-style-type: none"> <li>○ Worst case scenario – 500 FTES</li> <li>○ Best case scenario – 400 FTES</li> <li>○ It was noted that this situation is a curriculum change issue and it is not expected to repeat itself next year.</li> <li>○ It was noted that a significant amount of curriculum has come through this fall for the Public Safety Academies. <ul style="list-style-type: none"> <li>▪ Steps have been taken to help mitigate this downturn. <ul style="list-style-type: none"> <li>✓ Classes have been added to Intersession and Spring schedules.</li> <li>✓ CJ has added an additional class due to the high numbers of Sheriff's retirements.</li> </ul> </li> </ul> </li> </ul> </li> <li>• Intersession is tracking around 15% as of today. Members were reminded that another drop date will be coming next week that should provide a better gauge.</li> </ul>	

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"> <li>• Last meeting was held in November.</li> <li>• Technology plan was approved. <ul style="list-style-type: none"> <li>◦ The approved plan will be forwarded to the Academic Senate and then to College Council.</li> </ul> </li> </ul>	
8. ACCREDITATION	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>The members were advised that the revised Mission Statement was not ready for the committee's review.</p> <p>The importance of preparing for the next Accreditation in 2020 was stressed.</p>	
9. OLD BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p><u>One-Time Innovation Grant language</u></p> <p>The following feedback received from the membership was provided:</p> <ul style="list-style-type: none"> <li>• When will this begin?</li> <li>• What is the time frame to expend the resources?</li> </ul> <p>It was noted that there is a 2 year time period is dedicated to this project which includes a carryover for one year.</p> <p>The intent is to get this innovation language out to the college constituencies starting in January.</p>	
10. NEW BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p><u>Technology Inventory Report/Upgrade Planning.</u></p> <p>Archana Bhandari, Director of Academic Services provided a technology inventory report to the membership. This report allows for a true picture of the college's technology now and identifies what is needed for the future.</p> <ul style="list-style-type: none"> <li>• There are almost 5,000 Windows, IPAD, laptops and Apple MAC devices on campus.</li> <li>• The campus currently has 11 technicians. There has been a request for at least two more. <ul style="list-style-type: none"> <li>◦ Satellite sites such as CJTA has lost their technical support however, their needs continue to increase. <ul style="list-style-type: none"> <li>▪ There is a significant impact on the current IT team when a tech has to go out to one of the satellite sites.</li> </ul> </li> <li>◦ SAC IT team has no networking person on site to meet college needs. Currently SAC is borrowing from the district.</li> <li>◦ Ms. Bhandari is trying to secure warranties for all new devices so the college can benefit from vendor support.</li> <li>◦ Many offices are asking to remove warranty costs from their quotes. This is a concern especially with the limited number of techs.</li> <li>◦ Installing new software that instructors ask for on older devices often presents an issue for techs.</li> </ul> </li> </ul>	

NEW BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> <li>• The overview reflected the devices that are out of warranty as well as their age.</li> <li>• Based on this current assessment and status of devices on campus, Ms. Bhandari noted the following: <ul style="list-style-type: none"> <li>○ \$840,000 is the estimated budget needed now to keep up to date with our current technology at the college.</li> <li>○ A budget of \$600,000 per year for the next 5 years to keep computers updated and in warranty.</li> </ul> </li> <li>• The district only supports desktop computers as oppose to mobile devices. Mobile devices have a life span of 3 years vs. desktop at 5 years. Newer technology only made to last about 3 years.</li> <li>• There have been discussions about faculty having their own printers. <ul style="list-style-type: none"> <li>○ Estimated replacement cost of \$45,000 per year.</li> <li>○ Cost and life cycle not sustainable as an institution.</li> </ul> </li> <li>• Ms. Bhandari is researching options for a mobile site management system to help with the workload.</li> <li>• Ms. Bhandari has met with the deans to discuss labs. <ul style="list-style-type: none"> <li>○ Important to be keep labs updated.</li> <li>○ Be aware of life cycle costs. <ul style="list-style-type: none"> <li>▪ What is being replaced? What is absolutely needed?</li> </ul> </li> <li>○ Consider tech support.</li> </ul> </li> <li>• An advanced technology environment attracts students and supports faculty.</li> </ul> <p>It was noted that the Technology plan does contain a computer replacement schedule but is lacking the budget associated with that plan</p> <ul style="list-style-type: none"> <li>• To lessen the impact of the replacement schedule, it will be important to review the labs, identify what labs are currently being used, what is not and what could be done differently.</li> </ul> <p>To help the college move toward updating and meeting their technology needs now and in the future, the importance of looking at the inventory, working with the replacement schedule and deciding on the allocation of resources was noted.</p> <p>Members were advised that \$.5million has been allocated for this spring semester along with some other technology initiatives.</p> <p>There was an inquiry regarding the cost difference between personal purchases vs. college purchases.</p> <ul style="list-style-type: none"> <li>• When a computer is ordered, the specs depend on what the faculty member needs, software, power, etc.</li> <li>• All quotes received do include the district negotiated pricing.</li> </ul> <p>It was mentioned that the district has an agreement with HP; however, the customer service has been less than average in response time. This is a concern since this is the district's first year working with HP.</p>	

NEW BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> <li>• There was a suggestion that there should be a point person for HP service in an effort to streamline the process. Customer service is below average and non-working machines have been delivered.</li> <li>• Important that the college gets what they need in terms of customer service and quality of their deliverables before engaging in a large volume purchase with them.</li> <li>• Based on the discussion, Dr. Collins noted the importance to move forward with an upgrade this spring, in accordance with the Technology plan and with the guidance of the Budget and Planning committee.</li> </ul>	
	<p><b><u>RARS Assessment Survey</u></b></p> <p>The RARs Assessment Survey was sent to a combination of 125 faculty, staff and administrators that are involved with the Resource Allocation Request process.</p> <ul style="list-style-type: none"> <li>• The survey yield a poor response with only 15 faculty, 1 staff members and 9 administrators.</li> </ul> <p>The assessment identified the following areas of improvement:</p> <ul style="list-style-type: none"> <li>• Communication <ul style="list-style-type: none"> <li>○ Early and often</li> </ul> </li> <li>• Trainings <ul style="list-style-type: none"> <li>○ How the process works.</li> <li>○ Timelines</li> <li>○ What is or is not a Resource Allocation Request.</li> </ul> </li> <li>• Closing the loop. <ul style="list-style-type: none"> <li>○ What happened to the request?</li> </ul> </li> </ul> <p>Members were reminded of the following strategies discussed last May. Discussion ensued.</p> <ul style="list-style-type: none"> <li>• Trainings of focused groups, department chairs, support staff and managers. <ul style="list-style-type: none"> <li>○ Suggestion for training as department/division teams.</li> </ul> </li> <li>• Closing the loop. <ul style="list-style-type: none"> <li>○ What happened as a result of a funded RARS? <ul style="list-style-type: none"> <li>▪ Communication needs to improve on levels.</li> </ul> </li> <li>○ How do we measure?</li> <li>○ What was the return on our investment?</li> </ul> </li> </ul> <p>There was a suggestion that the Vice Presidents and Deans participate in the Academic Senate Retreat on Wednesday, February 8. The first couple of hours will focus on budgeting. The Senators and Department Chairs are also included in this discussion. This will allow for better communication, clarity and understanding of the process as a team.</p>	

NEW BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p><u>Campus Wide Furniture needs</u>  Members were advised that there is a pilot program for instructional furniture needs around campus.</p> <ul style="list-style-type: none"> <li>• There are 12 classroom from different divisions that are currently being updated.</li> <li>• The college is looking to identify the furniture needs for the new Science Center and new Johnson Center.</li> <li>• There will be another upgrade in Spring for older furnishings in older buildings. <ul style="list-style-type: none"> <li>○ The Spring project will be coordinated through Academic Affairs.</li> <li>○ They will work with the deans to triage the instructional furniture upgrades.</li> </ul> </li> </ul> <p>Ms. Bhandari asked to please consider cable management when planning for lab upgrades.</p>	
11. FUTURE AGENDA ITEMS		
12. OTHER	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p><u>RARS</u>  The funded RARS for 16/17 have been uploaded to the website. They were also provided to all the deans to be shared thought out their divisions.</p>	

Submitted by Geni Lusk  
Next Meeting – February 7 2017





Santa Ana College  
Planning and Budget Committee  
15/16 SAC Planning and Budget Committee Goals

**SAC PLANNING & BUDGET COMMITTEE GOALS:** The committee shall establish goals that are measurable and achievable; review, adjust, modify, or otherwise change, on an annual basis, the goals of the committee; establish criteria for determining the effectiveness of achieving the stated goals.

**BASIC AND ONGOING GOALS:**

- Clarify and communicate the planning and budgeting process within the committee and across the campus.
- End the fiscal year with a positive balance and a contingency reserve.
- Perform an annual institution-wide evaluation of the effectiveness of the Resource Allocation Process and analyze the results to enable for continuous improvement.
- Implement a more robust total cost of ownership program and utilize it as a budgeting tool.