



SANTA ANA

C O L L E G E

Santa Ana College

Planning & Budget Meeting

November 1, 2016



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 October 4, 2016 ACTION
- 4. Budget Update INFORMATION
- 5. Enrollment Update INFORMATION
- 6. Student Update INFORMATION
- 7. SACTAC INFORMATION
- 8. Accreditation INFORMATION
 - Mission Statement Review – Bonnie Jaros
- 9. Old Business
 - One-Time Innovation Grant language
- 10. New Business ACTION
 - SAC 17/18 Budget Priorities
 - Budget Performance Quarterly Report INFORMATION
 - BAM Revisions INFORMATION
 - Campus-wide furniture needs INFORMATION
- 11. Future Agenda Items
- 12. Other Business

Next Meeting – Dec. 6, 2016

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Administrators	Academic Senate		CLASSIFIED	GUESTS	
Mike Collins, co-chair(a)	Ray Hicks co-chair	John Zarske	Omelina Garcia	Esmeralda Abejar	Cherylee Kushida
Bart Hoffman(a)*	Elliott Jones	Monica Zarske	Denise Hatakeyama	Madeline Grant*	Teresa Mercado-Cota
Jim Kennedy(a)	Brian Sos	George Wright	Jimmy Nguyen	Eve Kikawa	Charlie Wright
Lilia Tanakeyowma	Student Rep.		Leslie Wood-Rogers(a)		
	No student rep appointed to date.				
1. WELCOME					Meeting called to order 1:32p.m. Meeting adjourned - 3:01p.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: Sept. 6, 2016			<u>ACTION</u> Motion was moved by J. Nguyen to approve the Sept. 6, 2016 Planning & Budget Committee minutes. 2 nd – O. Garcia The minutes were approved with one abstention.	
4. BUDGET UPDATE	DISCUSSION/ COMMENTS			ACTIONS/ FOLLOW UPS	
	Funded RARS Esmeralda Abejar presented the membership with an overview of the funded Equipment RARs for 16/17. <ul style="list-style-type: none"> • Copies for Academic Affairs, Student Services and School of Cont. Ed. were distributed. • Each area contained a summary of the different funds that were used to fund the requests. • This information will be sent out to the divisions/department today. • Not final, still working on other items that are not Equipment. • The Budget Office will assist with the requisition process <ul style="list-style-type: none"> ○ Divisions and Departments are asked to forward their quotes. • It was clarified that the RARs are for additional items outside of your operating budget. 				

5. ENROLLMENT UPDATE	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>The following was provided on Vice President Lopez's behalf:</p> <p>Santa Ana College Fall enrollment continues to track down for the fall 2016 semester and overall for the year. Fall 2016 FTES is down 1.7% (-99.2 FTES) with credit instruction down 1.2% (-66.85 FTES) and non-credit instruction down 8.8% (-32.36). Year to date SAC FTES, including summer and fall, is tracking down a total of 3.6% (-273.8 FTES). Both credit and non-credit programs will add LHE to the schedule for the remainder of the year in order to close the FTES gap. We are also tracking a downturn in some of our public safety instructional service agreements FTES for the fall and this gap will not be realized until the end of the semester when positive attendance reporting comes in. I hope to provide an update about the size of this downturn at the next Budget and Planning meeting.</p> <p>District FTES overall is tracking down about 3.0% (-347.25 FTES) with SCC tracking down 1.9% (-73.45 FTES).</p>	
6. STUDENT UPDATE	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>No update. The members were advised that several of the ASG officers had graduated and currently Student Life is in recruitment mode.</p>	
7. SACTAC	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Update on Canvas</p> <ul style="list-style-type: none"> • The committee is working on the SAC Technology Plan and review of 2016-2017 Technology Goals • SACTAC received the recommendation of the LMS Taskforce to move to Canvas and to create a Migration Taskforce. <ul style="list-style-type: none"> ○ SACTAC will be moving two Resolutions forward to Academic Senate: <ol style="list-style-type: none"> 1. Recommend migration to Canvas and creation of a migration taskforce. 2. Recommend cost savings be used toward migration and support/training needs. 	
8. MARKETING UPDATE	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Teresa Mercado Cota provided a brief overview for the membership. Teresa Mercado Cota reminded the members that the team is looking at ways to market to students current and future.</p> <p>The following points were noted.</p> <ul style="list-style-type: none"> • The colleges' target audiences are <ul style="list-style-type: none"> ○ Internal – current students ○ external – everyone else who is looking to return to school ○ Influencers - parents, counselors, mentors • Efforts continue from zero cost items, flat screen TV, marquee, etc. to external, billboards, newspaper ads in other languages, etc. • Boosting Facebook ads. • Reaching out to local universities, Cal State Fullerton, Long Beach and UCI. • Looking at a new opportunity with Glacier. Putting life size posters on walls in high schools. 	

MARKETING UPDATE (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • Looking to incorporate Spanish and Vietnamese in our Pandora and Reach Local efforts. • SAC Theatre will perform a play during the Art Walk as part of efforts being made to involve the local schools in the Art Walk events. • Working with our partners Santa Ana Unified and City of Santa Ana on free marketing opportunities. • City of Santa Ana has provided ad space on an electronic billboard off the 5fwy. that prominently displays Santa Ana College and current students. • Partnering with SAUSD on a street banner promotion that will highlight SAUSD students that are attending SAC. This effort will split the cost and increase visibility. <p>The committee shared different ideas to market the college. It was recommended that the SAC Marketing Plan be reviewed by the committee. The SAC Marketing meeting dates will be sent out to the membership.</p> <p>Members were advised that Dr. Rose would like the college to engage in branding efforts. Discussion ensued.</p>	
9. ACCREDITATION	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>The members were provided with a RARs Assessment Survey Draft. The intent of the survey is to assess the RARs process.</p> <ul style="list-style-type: none"> • The survey will be sent to Deans, Dept. Chairs, and Division/Department Secretaries. <p>Discussion ensued.</p> <ul style="list-style-type: none"> • Expand the survey reach. • Include Faculty and staff that work with the RARS. 	
10. OLD BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>FY 16/17 One-Time Funds Allocation BY FTES</p> <p>The members were presented with an overview of the allocated one-time funds for the divisions and departments.</p> <p>The division allocations were based on FY 15/16 FTEs produced. That amount totaled The following was clarified.</p> <ul style="list-style-type: none"> • Funds cannot be used for ongoing costs. • Unspent funds will rollover to the next year’s divisions/departments budget if the divisions/departments do not spend their allocation. <ul style="list-style-type: none"> o Funds will not be lost. • The \$356, 039.00 is part of the \$11,630,855.00 carryover. • Some departments did not spend their One-Time funds allocation from last year. <ul style="list-style-type: none"> o Those unspent funds also are included in the \$11,630,855.00 carryover. <p>Discussion ensued.</p> <ul style="list-style-type: none"> • It was noted that Kinesiology would be receiving \$60,000 from Auxiliary Funds. • There was an interest in seeing the process for Auxiliary funds. • There were concerns shared regarding the need for additional funding to support programs. 	<p><u>ACTION</u></p> <p>Motion was moved by M. Grant to approve the FY 16/17 One-Time funds allocation by FTEs as presented.</p> <p>2nd – L. Tanakeyowma</p> <p>The motion passed unanimously.</p>

OLD BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>One-Time Innovation Grants As a follow up to last month, One-time Innovation Grants in the amount of \$80,000 was presented to the membership. This would provide for interdisciplinary innovative grant funding.</p>	<p><u>ACTION</u> Motion was moved by L. Tanakeyowma to approve the One-Time Innovation Grant amount of \$80,000 pending the development process approval by the Planning and Budget committee. 2nd – G. Wright The motion passed unanimously.</p>
11. NEW BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
12. FUTURE AGENDA ITEMS		
	<ul style="list-style-type: none"> • Campus-Wide furniture needs 	
13. OTHER	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> ■17/18 RARs will be sent out at the end of October. The new form will include a column where it can be noted if the request is related to Equity or SSSP. The team is working with George to provide a cheat sheet to help out end users. ■Members were also advised that \$70,000 will held in a holding account earmarked for Instructional Equipment repairs. The account will be held in Academic Affairs. Vice President Lopez will authorize the request. ■There was a discussion regarding budget development where an operational budget could be created for the divisions/departments that would reflect what they truly needed to operate. • It was noted that the college did suffer cuts in 2008, however efforts have been made to re-assess, re-evaluate SAC true needs as the college moves forward. 	

Submitted by Geni Lusk
Next Meeting – October 11, 2016

Current Mission Statement:

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.

Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity

The institution demonstrates strong commitment to a mission that emphasizes student learning and student achievement. Using analysis of quantitative and qualitative data, the institution continuously and systematically evaluates, plans, implements, and improves the quality of its educational programs and services. The institution demonstrates integrity in all policies, actions, and communication. The administration, faculty, staff, and governing board members act honestly, ethically, and fairly in the performance of their duties.

Standard I.A. Mission

1. The mission describes the institution's broad educational purposes, its intended student population, the types of degrees and other credentials it offers, and its commitment to student learning and student achievement. (ER 6)
2. The institution uses data to determine how effectively it is accomplishing its mission, and whether the mission directs institutional priorities in meeting the educational needs of students.
3. The institution's programs and services are aligned with its mission. The mission guides institutional decision-making, planning, and resource allocation and informs institutional goals for student learning and achievement.
4. The institution articulates its mission in a widely published statement approved by the governing board. The mission statement is periodically reviewed and updated as necessary. (ER 6)

