



SAC PLANNING & BUDGET MEETING
MINUTES – SEPTEMBER 4, 2012
SAC FOUNDATION BOARD ROOM
1:30P.M. – 3:00P.M.

Approved 10/2/2012

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, workforce and economic development needs of our diverse community. Santa Ana College prepares students for transfer, employment, careers and lifelong intellectual pursuit in a dynamic learning environment.

Administrators	Academic Senate			CLASSIFIED	Student Rep.	
Jim Kennedy, co-chair	Ray Hicks	Chris Cannon	Monica Porter	Tom Andrews	Joe Ricker	
Sara Lundquist		Elliot Jones	George Wright	Vacant (3)	Guests	
Linda Rose		Michael Kelcher	John Zarske		Esmeralda Abejar	Carl Jaegar
		Jeff McMillan, co-chair			Matthew Beyersdorf	Rhonda Langston
					Tom Bonetati	
1. WELCOME					Meeting called to order 1:38p.m.	
	The committee welcomed Joe Ricker, ASG Student Representative. Self introductions were made.					
2. PUBLIC COMMENTS		DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
		No public comments				
3. MINUTES		DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
The August 7 meeting minutes were presented for approval.		There was a suggestion to add additional notation to the August 7 minutes per the committee discussion.			ACTION Motion was moved by John Zarske that the following notation be added to the August 7 minutes under BUDGET UPDATES <ul style="list-style-type: none"> • 550 FTE's short. <i>(it was determined later that the shortfall in FTES was 508.63)</i> 2 nd – M. Porter Motion carried unanimously.	
4. BUDGET UPDATES		DISCUSSION/ COMMENTS			ACTIONS/ FOLLOW UPS	
		SAC Adopted Budget Members were presented with a 3 year budget comparison/overview for SAC. <ul style="list-style-type: none"> • Detailed information was reflected within the various college accounts for the past 3 years beginning with 2010/11 fiscal year. • It was noted that the fiscal year 2012/2013 reflected Fund 11 & Fund 13 accounts which is a change from the previous years. • Carryover balance is reflected in Fund 13. <ul style="list-style-type: none"> ◦ Members were reminded that with the new budget model, the college will be able to keep the ending balance. • The comparison identified the allocations for the last 3 years. 				

BUDGET UPDATES (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • Members were provided a brief overview of the object codes and the generality of what they fund. • In reviewing the comparison it was confirmed that the Adopted budget is the more accurate budget between the Tentative and the Adopted. <ul style="list-style-type: none"> ◦ It was explained that after the tentative budget was released there were opportunities to work the departments and further fine tune their budgets based on their needs. In addition, input from the Planning and Budget committee was factored into the its development. • The 2012/2013 Adopted budget for this year is 74,031,140. <p>Overall the comparison reflected that for the 2012/13 budget, Santa Ana College has less money than in the past to manage operations.</p>	
	<p>General Budget Overview A detail report that outlined the various components of budget string. Each component was defined and discussed for a clearer understanding.</p> <ul style="list-style-type: none"> • The importance for managers understanding of the budget was discussed. • Members were advised that the project list changes each year with new projects coming on board. <p>It was noted by Dr. Lundquist, Dr. Rose and Jim Kennedy that their respective managers are actively involved in understanding and working with the budget.</p> <p>An inquiry was made regarding a reduction in Classified Salaries for 2012/2013 Adopted Budget based on the Actuals that were shown for the previous years. A discussion ensued. Further clarification will be provided on this item.</p>	<p>FOLLOW UP Further clarification on the discussed decrease in Classified Salaries will be provided to Tom Andrews.</p>
	<p>Adopted Budget modifications/recommendations No modifications/recommendations were made by the representation.</p>	
	<p>RSCCD – 2012-13 Adopted Budget SB361 Revenue Allocation Simulation for Unrestricted General Fund – Funds 11&13 An overview of the revenue allocation was provided as it relates to the Adopted Budget.</p> <ul style="list-style-type: none"> • Members received a detailed explanation of how SAC receives their revenue and how expenses are calculation within the new budget model. • The overview also identified a shortfall. <ul style="list-style-type: none"> ◦ The shortfall will be taken from the ending fund balance. ◦ Members were advised that at some time in the future, the colleges will be expected to have their revenues and expenses match. <p>It was noted that SCC receives revenue from a Student Representation Fee.</p> <ul style="list-style-type: none"> • The Student Representation Fee was voted/approved on by the SCC ASG. • Once the fee is voted on and approved, it becomes a set fee and is not optional. • These revenues are for ASG use and have restrictions on how they can be use. <p>It was noted that the colleges will be “buying back” district office services. As part of the new SB361 model, those services along with the charges for them will be evaluated by the BAPR committee. The process for that analysis has not yet been determined.</p> <ul style="list-style-type: none"> • Members were reminded that BAPR serves as a recommending body and ultimately the decision is the Chancellor’s. 	<p>FOLLOW UP Dr. Lundquist will provide more information to Joe Ricker, ASG rep.</p>

5. OLD BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Committee Goals The committee reviewed, discussed and approved the goals as notated.</p> <ol style="list-style-type: none"> 1. BAPR minutes & agendas forwarded to our committee to review prior to BAPR meetings. 2. A stronger connection between the budget and planning committee and the other major committees on campus (IE&A, Student Success, etc) and even the deans council (both academic and student services). 3. Continue to provide recommendations to the district Budget Allocation and Planning Review Work Group and College Council for their annual review and analysis of the Budget Allocation Model 4. Further identify responsibilities of the committee as the college transitions into the new Budget Allocation Model. 5. Committee will reaffirm/develop priorities should there be further augmentations. 6. Prepare recommendations on how SAC can accomplish more of its core goals in times of stagnant or shrinking budgets. 7. Continue to work on the transition to the new budget model. 8. Ensure departmental chairs are provided with Departmental Budgets. <p>Members were advised that the membership could add additional goals.</p>	<p>ACTIONS</p> <p>Goal #1 Motion was moved by G. Wright to approve Goal #1 as stated. 2nd – R. Hicks Motion carried unanimously.</p> <p>Goal #2 Motion was moved by G. Wright to approve Goal #2 as stated. 2nd – T. Andrews Motion carried unanimously.</p> <p>Goal #3 Motion was moved by J. Zarske to approve Goal #3 as stated. 2nd – G. Wright Motion carried unanimously.</p> <p>Goal #4 Motion was moved by J. Zarske to approve Goal #4 as stated. 2nd – G. Wright Motion carried unanimously.</p> <p>Goal #5 & Goal #6 Motion was moved by S. Lundquist to combine Goals 5 & 6 and replace Goal #5 with the following: <i>Committee will reaffirm priorities to accomplish more of its core goals in times of both augmented and/or reduced budgets.</i> 2nd – M. Porter Motion carried unanimously.</p> <p>Goal #7 Motion was moved by R. Hicks to replace Goal #7 with the following: <i>Continue to work on the transition and the implementation of the new budget model.</i> 2nd – J. Zarske Motion carried unanimously.</p> <p>Goal #8 Motion was moved by G. Wright to approve Goal #8 as stated. 2nd – M. Kelcher Motion carried unanimously.</p>

OLD BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Constituency Communication update Representatives provided a brief overview of how the communication is disseminated and brought forward from their constituents.</p> <p><u>Faculty</u></p> <ul style="list-style-type: none"> • Representatives take their direction from the Senate. • Discussions are held at the Senate meetings. • Representatives are advised to bring information forward. • Representatives were encouraged to be aware of what the constituency is saying. • The committee representatives represent all faculty <p><u>Classified</u></p> <ul style="list-style-type: none"> • It was reported that currently they are working to fill the holes committee representation. • It is difficult to address the budget within the monthly CSEA meeting due to the full agendas. <p><u>Student ASG</u></p> <ul style="list-style-type: none"> • Attends a weekly meeting where the various committee reps reports to the executive board. • Once a month there is a Student Senate where information is shared about the ASG budget. Joe Ricker noted that he will include information about the Planning & Budget committee as well. <p><u>Administration</u></p> <ul style="list-style-type: none"> • Information discussed at President's Cabinet and Management Council. • At the Vice President level, information is discussed within the departments as a continuous item. 	
	<p>Planning Process/Calendar Sync Tabled to next month</p>	<p>FOLLOW UP Item will be placed on the October agenda.</p>
8. OTHER	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • It was notated that if the Measure Q bond passes, the monies will be used for facility projects on the SAC campus. 	

Adjourned – 3:01p.m.
Next Meeting –Tuesday, October 2, 2012
1:30 – 3:00p.m.
SAC Foundation Board Room
Submitted by G. Lusk 9/07/2012