



**SAC SPECIAL BUDGET MEETING**  
**MINUTES – OCTOBER 7, 2008**  
**SAC FOUNDATION BOARD ROOM**  
**1:30P.M. – 3:00P.M.**

**Approved 11/4/08**

*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.*

<b>Administrators</b>	<b>Academic Senate</b>	<b>CSEA</b>	<b>Guests</b>	<b>Student Rep.</b>
Norm Fujimoto	Steve Bautista	Tom Andrews(a)	Esmeralda Abejar	Richard Santana(a)
John Grindel, Co chair(a)	Jeff McMillan, co chair	Judy Arroyo	Micki Bryant	Loy Nashua
Sara Lundquist	Monica Porter		Paul Foster	George Troxcil
Ed Ripley	Susana Salgado (a)		Jeanae Goss	Sharon Whelan
	George Wright		Aurora Kamimura	

<b>1. WELCOME</b>		<b>Meeting called to order – 1:35p.m.</b>
	The committee was welcomed. Paul Foster was introduced as the acting co-chair in John Grindel's absence.	
<b>2. MINUTES</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/OUTCOME/FOLLOW UPS</b>
Approval of Minutes – 8/28/08		Motion to approve minutes as amended.(Fujimoto/Hicks) Amendment – Spelling correction of the word "Intercession" will be corrected to "Intersession" throughout the document.
<b>3. BUDGET UPDATES</b>	<b>DISCUSSION/ COMMENTS</b>	<b>ACTIONS/OUTCOME/FOLLOW UPS</b>
<b>Highlights of Community College Budget 08/09</b> Paul Foster	Mr. Foster provided a brief update on the current budget status on the state level: <ul style="list-style-type: none"> <li>• State in serious budget crisis.</li> <li>• Mid year cuts are anticipated.</li> <li>• Sales tax down 1 billion dollars statewide which directly affects the Community College monies. <ul style="list-style-type: none"> <li>▪ Community Colleges are funded at the revenue level through Prop. 98, specifically if the revenue does not come in at the state it does not come into the Community Colleges.</li> </ul> </li> <li>• 2009/2010 Budget predicted to be much worse.</li> <li>• He recapped the budget cutting history that had occurred at SAC:</li> <li>• May - \$1,041,940 from Discretionary monies</li> <li>• September - \$2,168,272</li> <li>• The district is anticipating between a 2 – 7 million mid year cut for RSCCD and in preparation they are calling for another reduction of 4 million district-wide. <ul style="list-style-type: none"> <li>▪ Santa Ana College is being asked to cut another \$2,140,000.</li> </ul> </li> </ul> <p>The district's strategy efforts were discussed: Colleges are being asked to balance their budgets</p>	

BUDGET UPDATES (CONT.)	DISCUSSION/ COMMENTS	ACTIONS/OUTCOME/FOLLOW UPS
	<ul style="list-style-type: none"> <li>▪ Match income with expenses.</li> <li>• District's focus is to preserve the reserve.</li> <li>• Take action now to eliminate "overspending."</li> <li>• Chancellor and Board of Trustees have been adamant about protecting full-time positions. <ul style="list-style-type: none"> <li>▪ Colleges are not being asked to eliminate but to pull in and tighten up.</li> <li>▪ Mr. Foster noted the need to re-deploy faculty and staff and increase cross training efforts.</li> </ul> </li> </ul> <p>Mr. Foster stressed the importance of the district maintaining the 5% reserve, noting if the district spends below that 5% reserve, the deficit will have to be made up for the next year's budget.</p> <ul style="list-style-type: none"> <li>• Mr. Foster noted that at the ending fund balance for the 2008/09 Tentative budget reflected a 4.55% reserve (\$8.9 million)</li> </ul> <p>The college's strategy efforts were discussed:</p> <ul style="list-style-type: none"> <li>• It was noted that the priorities established by the Budget Committee as noted on the agenda had not been updated.</li> </ul> <p>It was clarified that cost cutting strategies had been discussed at Joint Cabinet. Specifically, each Cabinet was directed by the Chancellor to reduce their budgets by specific amounts with the least amount of impact on students. It was noted that there are not enough funds in discretionary accounts to sustain the cuts that the college is being asked to provide and therefore programmatic reductions resulted.</p> <p>Specifics of the budget cutting strategies by departments will be available in the future.</p> <p>The following documents were provided for the committee's review:</p> <ul style="list-style-type: none"> <li>• RSCCD Budget Facts &amp; Available Information (October 7, 2008) as presented at Management Council earlier that morning.</li> <li>• Notes from BAPR Workgroup (9/17/08) &amp; Notes from Full BAPRC Meeting (9/24/08) <ul style="list-style-type: none"> <li>▪ There was a concern regarding the information outlined on the document. It was clarified that the BAPRC is a shared governance committee with participation from district and both colleges and information flows accordingly.</li> </ul> </li> </ul> <p>Notes from the Oct. 6, 2008 Budget Workshop</p> <p><b>Members were provided with an overview of the 2008/09 LHE Schedule Cuts 50% 10%.</b> The overview offered a comparison beginning with Summer 07.</p> <p>The document outlined the following:</p> <ul style="list-style-type: none"> <li>• Intersession was reduced by 43%</li> <li>• Spring was reduced by 10%</li> <li>• Total of LHE reduced – 761</li> </ul> <p>The document reflected the numbers for all the divisions.</p>	

BUDGET UPDATES (CONT.)	DISCUSSION/ COMMENTS	ACTIONS/OUTCOME/FOLLOW UPS
<p><b>Presentation of possible cuts for SAC 08/09 Budget (cont.)</b></p>	<p>Mr. Fujimoto noted the efforts of the Deans, department chairs and division staff in working together on their cuts.</p> <ul style="list-style-type: none"> <li>• Looking for 50 – 10% reductions per division. Some areas were able to do more than others.</li> <li>• Low performing classes (18 – 22) were reviewed. <ul style="list-style-type: none"> <li>▪ Members were advised that the colleges are adhering to the Board's Policies and Guidelines regarding class size.</li> </ul> </li> <li>• Final classes for programs were looked at differently.</li> <li>• Historical low classes most likely eliminated.</li> </ul> <p>Members were also presented with an analysis of cost savings in cutting intersession by 50% (170 LHE). Total estimated cost savings was projected at \$350,000. Also presented was a cost comparison for moving the 170 LHE to Spring reflecting a savings of \$110,160.</p> <p>Mr. Fujimoto shared his mixed concerns regarding the prospective Intersession cut, specifically student needs vs. fiscal challenges.</p> <ul style="list-style-type: none"> <li>• Dr. Lundquist noted that Student Services support services will be dramatically changing as they scale back but not close down.</li> </ul> <p>There was discussion on maintaining Intersession at 50% vs. eliminating it altogether.</p> <ul style="list-style-type: none"> <li>• Responsibility to students at least for this academic year.</li> <li>• Maintain the integrity of the schedule for this year.</li> <li>• Important to consider long-term effects for the college</li> <li>• Important to commit to Intersession at some level now and in the future.</li> <li>• Concern not to fall too far below cap - attempt to maintain cap.</li> <li>• Consider maximizing Spring as space permits.</li> </ul> <p><b>Motion (G. Wright)</b> To eliminate Intersession <i>The motion was not seconded nor approved by the committee.</i></p> <p><b>Motion (S. Lundquist) 2<sup>nd</sup> – A. Gonis</b> Retain an Intersession for 2009 between 40 – 50% of the original plan. <i>The motion unanimously approved by the committee with one abstention.</i></p> <p>Mr. Foster presented members with a <b>Draft of Proposed Budget Reductions</b> for further discussion by members. He noted that the available funds reflected were current as of 10/3/08. In addition, an explanation of classified status was provided.</p> <p>Mr. Foster called for some suggestions and/or recommendations from the membership based on the draft presented. The committee shared options for reductions:</p> <ul style="list-style-type: none"> <li>• Work with FARSCCD to extend amount of Banked Leave allowed.</li> <li>• Consider the cost of Athletic programs vs. academic program?</li> <li>• Review district operation services - do their services support students and/or generate FTEs?</li> </ul>	<p><b><u>Recommendation</u></b> The SAC Intersession for 2009 should be reduced by 40 – 50% of the original plan.</p>

BUDGET UPDATES (CONT.)	DISCUSSION/ COMMENTS	ACTIONS/OUTCOME/FOLLOW UPS
<p><b>Presentation of possible cuts for SAC 08/09 Budget (cont.)</b></p>	<ul style="list-style-type: none"> <li>• Classes that do not lead to a career, an AA degree or a transfer should be considered first for reduction.</li> <li>• Classes being staff with less expensive faculty.</li> <li>• Review Leased Facilities – it was noted that these costs are covered by award monies received in December.</li> </ul> <p>Dr. Lundquist shared the following recommendations that she is making regarding reductions in Student Services.</p> <ul style="list-style-type: none"> <li>• 50% cut in the district funded student worker budget.</li> <li>• Eliminate all short-term district funded tutors.</li> </ul> <p><b>Motion (S. Lundquist) 2<sup>nd</sup> - ???</b> SAC should follow federal energy guidelines; cooling buildings at 78 degrees and heating buildings at 68 degrees <i>The motion unanimously approved by the committee.</i></p> <p><b>Motion (R. Hicks) 2<sup>nd</sup> – G. Wright</b> District Operations should be evaluated to see what programs can be folded into existing campus operations and to see where duplicate services can be eliminated. <i>The motion unanimously approved by the committee.</i></p> <p>Regarding vacated full time positions, it was clarified that if a position was vacated in the beginning of the year, the position is gone vs. a position that was recently vacated. Positions recently vacated are frozen until further notice.</p> <ul style="list-style-type: none"> <li>• Dr. Lundquist shared that she anticipates seeing more re-organization and re-structuring within areas.</li> </ul>	<p><b><u>Recommendation</u></b> SAC should follow federal energy guidelines; cooling buildings at 78 degrees and heating buildings at 68 degrees.</p> <p><b><u>Recommendation</u></b> District Operations should be evaluated to see what programs can be folded into existing campus operations and to see where duplicate services can be eliminated.</p>
<p><b>4. BETTER WAYS TO QUICKLY GET BUDGET INFORMATION TO EMPLOYEES.</b></p>	<p><b>DISCUSSION/ COMMENTS</b></p>	<p><b>ACTIONS/OUTCOME/FOLLOW UPS</b></p>
	<p>Concerns were discussed regarding the importance of communication from the college leadership to employees.</p> <ul style="list-style-type: none"> <li>• Important for information to flow in a timely manner.</li> <li>• Recommendation to implement a communication mechanism similar to President Vasquez.</li> <li>• District PR not the type of communication that is being sought.</li> </ul> <p>Mr. Ripley provided a brief overview of his communication efforts for his constituencies at Continuing Ed.</p> <p>An idea to address the concern was proposed by Dr. Lundquist: Cabinet will collaborate with Dr. Martinez on a weekly budget briefing. The information will be disseminated through the college’s PIO officer, Nikita Flynn to all employees.</p> <ul style="list-style-type: none"> <li>• Members were asked to keep in mind that directives are changing very quickly.</li> </ul> <p>In closing, Mr. McMillan expressed his sincere appreciation to the SAC Vice Presidents and the work they have done given the model they had been asked to work with.</p>	<p><b><u>Action</u></b> Cabinet will collaborate with Dr. Martinez on a weekly budget briefing. The information will be disseminated through the college’s PIO officer, Nikita Flynn to all SAC employees.</p>

<b>5. PERSPECTIVE OF WHAT IS GOING ON AT OTHER COLLEGES.</b>		<b>ACTIONS/OUTCOME/FOLLOW UPS</b>
	Tabled	
<b>6. Other</b>		<b>ACTIONS/OUTCOME/FOLLOW UPS</b>
<b>Future Agenda Item</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/OUTCOME/FOLLOW UPS</b>
	Perspective on what is going on at other colleges.	

**Adjourned – 3:03 p.m.**  
**Next Meeting – November 4, 2008**  
**SAC Foundation Board Room**