



**SAC BUDGET AND PLANNING MEETING
MINUTES
MARCH 4, 2008**

Approved 4/1/08

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.

Administrators

Norm Fujimoto
John Grindel, Comm. Chair.
Sara Lundquist
Sergio Sotelo

Academic Senate

Dan Goldmann (absent)
Andy Gonis
Ray Hicks
Jeff McMillan
Renee Miller
Al Siddons
George Troxcil, faculty co-chair(absent)
George Wright

CSEA

Tom Andrew
Judy Arroyo
alternate: vacant

Student Representation

Elliott Roca

Guests:

Paul Foster Lithia Williams
Pete Paolino

1. Welcome and Introductions

The meeting was called to order by Mr. Grindel at 1:35 p.m. Self introductions were made. The committee welcomed newly appointed CSEA members Judy Arroyo and Tom Andrews. Mr. Hicks was acting co-chair in George Troxcil's absence.

Mr. Grindel opened the meeting by bringing forward some information discussed at a recent retreat involving the Executive Board of the Academic Senate and SAC cabinet members. Shared Governance was one of the discussion items. He clarified that the role of a shared governance committee for members, specifically is to be a recommending body to the college president. Based on that, it was decided that Dr. Martinez would no longer attend shared governance meetings. Summary of meetings as well as recommendations will be brought forward to her through the respective committee representation at College Council. All the committees on the structure report to College Council. There was a discussion regarding the flow of information from committee to Dr. Martinez. Mr. Hicks noted that the summaries would be provided by the co-chairs and in addition, members were reassured that when there is a recommendation that needed to move quickly, it would be brought to her attention. Mr. Hicks also stated that members may request of the co-chairs that their particular issue be included in the summary submitted to Dr. Martinez through College Council. The concerns discussed and shared by members as a result of this change will be brought back to Dr. Martinez.

2. Approval of Meeting Minutes – December 4, 2007

Motion was made to approve the minutes as amended below - Fujimoto/McMillan. The minutes were unanimously approved.

8. Other

On the 50% law, counselors and librarians are on the non-instructional side. This is K-12 legislation.

3. Approval of Meeting Minutes – January 29, 2008

Motion was made to approve the minutes as presented – McMillan/Wright. The minutes were unanimously approved.

4. Budget Updates

Mr. Grindel provided budget information that had been shared at the recent District Management Council. He stated that Peter Hardash, Vice Chancellor of Fiscal Services reported that for 07/08

the district would be impacted by a 1.6million cut in Apportionment. In addition, Mr. Hardash reported that property taxes are not coming in as projected therefore the impact is not known.

Mr. Grindel noted that the cuts that have been implemented have been done so not to impact instruction and/or student services and in addition not to impact the budgets that have already been approved. He noted the importance of continuing to be careful in incurring costs in an effort to increase the ending balance as the impact of this years cuts and next year budget are not yet known.

Mr. Hicks reiterated the cost saving strategies that are being used to help in increasing the ending balance to be able to absorb the cuts within, while continuing to focus on no or minimal impact to students. Mr. Hicks did show his concern for a cut of 1.6million. A discussion ensued regarding the process for making cuts. Mr. Hicks reassured members that cuts that impact Santa Ana College will be rationalized.

Members were advised that "fixed costs" is a major item of discussion, specifically what are fixed costs and who determines fixed costs.

Tentative Budget Calendar

The committee reviewed the RSCCD tentative budget calendar along with the SAC tentative budget calendar. The SAC's tentative budget calendar outlined the college's role in the process for developing priorities as they tie into the district's overall budget system. Mr. Hicks reiterated to members the importance of faculty and staff within departments working together with division deans in identifying priorities within the portfolio system.

Budget Assumption

Members were provided with a draft (2/13/08) of the 2008/09 Budget Assumptions.

The need for revisiting the Budget Allocation Model for the benefit of new members as well as clarification as to how the model is divided by site was discussed.

Action: Mr. Grindel will provide members with an analysis of the model as well as the Budget Allocation Model.

The importance of educating faculty and staff on personnel cost for the district was discussed, specifically 80% of the district's budget is in salaries and benefits. HR allocations for Santa Ana College, Santiago Canyon College and the District is currently a discussion at DATATEL.

5. FTES Update

An FTE update was provided dated February 28, 2008. Mr. Fujimoto was pleased to report that enrollment is strong and credit enrollment is up indicating that students are taking more units. The report reflected Santa Ana College over 800 FTEs, Mr. Fujimoto noted that the majority of the FTEs have been produced on the credit size. Mr. Fujimoto did clarify that the Spring numbers are based upon meeting targeted growth with Intercession adding a significant bump. Mr. Fujimoto noted the hard work of the deans in scheduling more efficiently thus increasing enrollment without increasing costs. The possibility of receiving additional growth monies was also discussed as many districts are not meeting their cap.

In addition, it was noted that the distant learning program has increased despite some difficulties with Blackboard.

He also reported that there no longer will be a need to borrow from summer, allowing summer enrollment to be banked for the following year. The process for borrowing summer FTEs was clarified.

Mr. Fujimoto noted that they are still working on the system for tracking non-credit to credit students.

A discussion ensued regarding the current K-12 status.

6. SAC Tentative Budget Calendar

Item addressed under Budget Updates.

7. Development of SAC Budget Priorities for 2008/09

Due to the budget process timelines the committee will set the 08/09 priorities in May. In addition the committee discussed the importance of evaluating the 07/08 priorities. This will be an agenda item for the **April 1, 2008 meeting**.

8. 2008-Budget, Planning and Assessment Cycle

Members were presented with a Planning, Budgeting and Assessment Cycle. It was noted that the Portfolio Cycle for 08/09 began in March to coincide with the SAC planning calendar.

Mr. Fujimoto outlined the process for priorities for next year. Specifically, departments should be working on their portfolios identifying needs, personnel, equipment, facilities, etc. As the portfolios are completed, the information will funnel to the department chairs then onto the Vice Presidents and eventually come to the budget committee.

A discussion ensued regarding how classified participates in the priority setting process. There was concern that the process for classified to participate in the priority setting process is unclear. It was recommended that the classified representation work with their constituency in clarifying the process and encourage their constituency to participate within the portfolio system, specifically as a member of their unit in bringing their needs forward. The importance of classified representation encouraging their constituency to be proactive in their participation was stressed.

Meeting adjourned at 3:01p.m.

Next Meeting:

April 15, 2008 – SAC Foundation Board Room