



# SAC BUDGET MEETING MINUTES SEPTEMBER 4, 2007

APPROVED 10/2/07

---

## Administrators

President Martinez  
Noemi Kanouse, Committee Chair  
Norm Fujimoto  
Thom Hill (absent)  
Rhonda Langston  
Sara Lundquist (absent)  
Kathy Mennealy  
Sergio Sotelo  
Maria Sugranes

## Faculty

Ray Hicks  
Andy Gonis  
Jeff McMillan  
Renee Miller  
Al Siddons (absent)  
George Troxcil, Co-Chair  
George Wright

## Classified

Denise Phillips (absent)  
Pete Paolino  
Vacant (2)

**Alternates:** David Guzman

**Guests:**

---

### 1. Welcome and Introductions of new members

Meeting was called to order at 1:35p.m.

Self introductions were made. It was noted that the membership is one member short on the academic side. Mrs. Kanouse noted that the committee is lacking in student representation.

### 2. Approval of Meeting Minutes – May 8, & July 9, 2007

The minutes for May 8 and July 9<sup>th</sup> were unanimously approved by the committee.

Motion – G.Wright/2<sup>nd</sup> – S. Sotelo

### 3. State Budget Updates

Members were provided with summer updates for their review.

### 4. Adopted Budget Update

Mrs. Kanouse reviewed the August 24<sup>th</sup> update, noting the following areas in the Adopted budget:

80 million cut for 07/08

80 million cut for 06/07

She stated that the books have closed for the district and they reflect a healthy balance at this time however, the final number will not be known until February '08 when the final computation for the entire revenue is complete. At that time the district will know the impact of the 06/07 80 million cut.

She also noted that the district is in a strong position to withstand a deficit.

33 million was vetoed on Basic Skills. It was noted that the district did not build those monies into the budget.

The 2<sup>nd</sup> installment for Non Credit rate increase of 13.7 million was vetoed. It was clarified that the \$466.00 non-credit enhancement per student received in 06/07 has now become part of the base that the district will receive.

Mrs. Kanouse informed members that Dr. Hernandez has been asked to serve as the state representative for Continuing Education for the state.

The state will compensate growth at a rate of .69%. The district had built 1.064% into the budget.

Dr. Martinez noted Mrs. Kanouse's efforts to the committee on looking for sources of funding and for advocating for reassignment of lottery monies in building a steady base for operational purposes.

### 5. FTE Updates

Two documents were presented to members. The annual FTEs comparison reflected a growth of 3.67% between 05/06 to 06/07 for SAC with the district growth reflecting 3.39%. The report also indicated that Non-credit was responsible for the majority of growth for Santa Ana College 796.48 FTEs with credit reflected at 11.17. The target comparison report reflected the district exceeding the target.

Dr. Martinez explained the history of borrowing FTEs from summer. Specifically, with Summer FTEs the option is there to claim (borrow) them at another time. The option of borrowing is a one-time fix and the goal is not to borrow.

Overall, Mrs. Kanouse noted that Fall '07 is strong with both colleges growing.

The question was asked regarding the transitioning of students from non-credit to credit, Mrs. Mennealy noted that tracking is being done, it is very difficult to get accurate numbers as often times students do not list Continuing Ed as the last school attended. Dr. Martinez informed members that through the Student Success Committee this group is being targeted in both recruitment and tracking. Last year's 560 students were identified.

#### **6. RSCCD Revised Adopted Budget Calendar**

The adopted budget calendar was presented. A state budget workshop will be held on September 18 where details of the budget will be explained and worked into our budget. The Board of Trustees will approve the budget on October 15<sup>th</sup>.

An inquiry was made regarding the budget planning for next year. Mrs. Kanouse noted to members that the process for next year will begin with portfolio planning. She reminded members of the importance of planning and budgeting in order to be ready for the Governor's budget that will be presented on January 13, 2008.

#### **7. Budget & Planning Committee - Participatory Shared Governance**

The committee was presented with the Budget and Planning Participatory Shared Governance Guidelines for review. Mrs. Kanouse reviewed the guidelines and highlighted the responsibilities of the committee. Mr. Troxcil stressed the importance of student representative.

Information on how the SAC Budget & Planning committee interfaces with the BAPR committee was requested as well as a listing of the membership of the BAPR committee. Dr. Martinez stated that there is a shared governance structure for BAPRC. It was noted that both the SAC Budget & Planning committee and the BAPR committee serve as recommending bodies to the Dr. Martinez and Dr. Hernandez respectively.

The document will be revised to reflect the change in meeting days, specifically from the second Tuesday of the month to the first Tuesday of the month.

#### **8. Library Update**

##### **Extending library hours**

Mr. Fujimoto reported that the library hours will be extended to 9:00 p.m., which will be coinciding with SCC. The days affected will be Monday through Thursday and will be staffed through part-time hours.

##### **Library Leadership**

It was reported that the work is still in progress and close to resolve. It will be added to the October 2<sup>nd</sup> meeting under Old Business.

#### **9. Clarification on Processes for Hiring For the College**

Mr. Fujimoto outlined the process for hiring classified. The process begins with the portfolio planning in determining what is necessary. Those requests are brought to the respective Vice Presidents. It is discussed and prioritized in Cabinet. A priority list is prepared by Dr. Martinez's office to be presented at Chancellor's Cabinet. Dr. Hernandez makes the final decision.

##### **For the District**

The district follows a similar procedure. Managers bring their request to their Vice Chancellor and from there it processes to Chancellor's Cabinet.

It was noted that both of these processes are based on priorities. Dr. Martinez clarified the process is for new positions to be added to the budget for the following cycle.

Dr. Martinez noted that fiscal impact is strongly considered, as these positions are part of fixed costs which means less discretionary monies. Furthermore, she noted that while some positions that she may advocate for are district positions, they are district positions that will benefit the college as their services will be allocated to Santa Ana College.

In regards to replacement positions, Dr. Martinez noted that these are automatic to that position. If a vacancy is to be reassigned, a re-org is requested and processed through Cabinet and College Council.

Mr. Fujimoto provided a sample of the RSCCD Hiring Guidelines for classified and noted that they are available on the district intranet.

A discussion ensued regarding the hiring of new faculty and classified. The concern regarding the fiscal impact of new hires was raised.

In response to new faculty hire Dr. Martinez noted that the faculty recommendations come to her through the Faculty Priorities Committee. The committee discussed the need to discuss the fiscal impact when considering hiring new faculty. Dr. Martinez noted the importance of considering all factors when reviewing replacement positions. A replacement position is considered a new position after one year of vacancy.

In regards to salary savings it was clarified that the colleges have some flexibility in utilizing salary saving monies for short-term classified assignments and minimal utilization in regards to faculty positions. All salary savings monies are diverted back to the district.

#### **10. Priorities at SAC 06/07**

Members were presented with the current priorities list. Members were encouraged to take the listing back to their constituencies and determine if they need to be adjusted. Mrs. Kanouse reminded the committee that these priorities were established in 06/07 and reaffirmed for 07/08. Mrs. Kanouse noted that the committee should be considering priorities for 08/09.

#### **11. New IT Positions**

Mr. Troxcil noted that the district was looking at new IT positions.

Dr. Martinez clarified the IT positions referred to at the BAPR meeting. The Director of ITS is looking to replace her vacancies and was reviewing the job description, salary schedule placement, duties, etc. As a result, some changes requiring approval from CSEA. There has been no movement with those positions, as an agreement has not been reached with CSEA.

A concern was raised regarding IT support for SAC. Dr. Martinez suggested this issue be discussed at the District Technology Committee (TAG – Technology Advancement Group).

#### **12. One time Funds**

Mrs. Kanouse presented an overview of status of the college's one-time funds. The report reflected almost \$500,000 available for Instructional Equipment and \$733,614 for Basic Skills. In addition, the report reflected the SAC Scheduled Maintenance funding.

#### **13. Fund Balance (3 year history)**

Members were reported with an overview of the fund balance for the district for the past three years. The ending balance is in excess of the mandated 10%. Mrs. Kanouse reminded members that the one time monies are reflected in the ending balance. She reminded member of the 80 million cut for 06/07 and 07/08 budget and the shortfall in property tax will affect the ending balance. Furthermore she noted that the district was

able to meet the payroll need for its employees (approx. 10 million per month) and was not affected by the late signing of the budget.

**14. Fixed Funds**

Mr. Troxcil shared his concern regarding fixed costs and the interpretation of the definition.

**15. Textbook Task Force Update**

The next meeting for the task force will be September 19.

**16. Other**

Dr. Martinez noted to members that as part of the budget process from the state, districts were allowed to receive monies if they had a center that generated a certain number of FTEs. Currently CEC is grandfathered as a separate center. The district is looking to the process to qualify OEC and MEC as approved centers for funding on the basic allocation.

Next Meeting: November 6, 2007