



SAC PLANNING & BUDGET MEETING
 MINUTES - MARCH 4, 2014
 SAC FOUNDATION BOARD ROOM
 1:30P.M. - 3:00P.M.

Approved 4/15/2014

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.

Administrators	Academic Senate			CLASSIFIED	Student Rep.		
Mike Collins, co-chair	Chris Cannon(a)	Monica Porter	John Zarske	Tom Andrews	Jorge Sandoval(a)		
Jim Kennedy	Ray Hicks co-chair	George Wright		Angela Guevara	GUESTS		
Linda Rose				Denise Hatakeyama	Esmeralda Abejar	Rhonda Langston	
Lilia Tanakeyowma				Leslie Wood-Rogers	Carl Jaeger	Jimmy Nguyen	
1. WELCOME						Meeting called to order 1:34p.m.	
		Self introductions were made.					
2. PUBLIC COMMENTS		DISCUSSION/COMMENTS				ACTIONS/ FOLLOW UPS	
		No public comments					
3. MINUTES		DISCUSSION/COMMENTS				ACTIONS/ FOLLOW UPS	
		The February 4, 2014 Planning and Budget minutes were presented for approval.				<u>ACTION</u> Motion was moved by J. Kennedy to approve the February 4, 2014 Planning & Budget Committee minutes. 2 nd - G. Wright Minutes were unanimously approved as presented.	
4. BUDGET UPDATE		DISCUSSION/ COMMENTS				ACTIONS/ FOLLOW UPS	
		<u>STATE</u> <ul style="list-style-type: none"> Legislative Analyst's recommendation/opinion on the Gov.'s proposed budget is starting to shoot holes in the Gov.'s proposed budget. A few items in question are the 3% growth/access language- many districts in the state are struggling to meet enrollment targets in 12-13, and it could definitely be the case in 13-14. \$ might be better spent elsewhere. The LAO concludes that the "overall plan is reasonable," Cal STRS deficit needs to be addressed, but nothing as of yet- I could see how this issue may play a part in final budget negotiations Statewide P1 deficit of 4.4% for 13-14, but we can expect a lower deficit factor come the end of the FY. <u>DISTRICT</u> <ul style="list-style-type: none"> Principle apportionment at P1 @4.4%, or about \$5.8 million, as noted in the state update, it's anticipated that should reduce down to below 1% FON penalty of about \$800,000 did not show up on our P1 apportionment, expect					

BUDGET UPDATE (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>it in P2</p> <ul style="list-style-type: none"> • Tentative and Adopted 14/15 District budget calendars were approved at FRC- SAC's is in alignment with District's budget calendars • BAM review took place, and some draft ideas were submitted to FRC for review. The SAC P&B Committee also received the proposed revisions for review in your FRC agenda items sent to you. If you have any feedback, please let me know and I can carry them to College Council and FRC. My major revision surrounded the 50% law and each College's compliance/non-compliance with the law. FRC did not take action at the last FRC meeting. • District Tent. Budget assumptions were not approved as FRC needs further clarification on the following District budget augmentation: <ul style="list-style-type: none"> Trustee expenses \$13,000 Marketing expenses \$200,000 Chancellor's Office expenses \$25,000 International Student Recruitment- China office \$12,000 <p>**Special FRC meeting on March 12th Discussion ensued.</p> <ul style="list-style-type: none"> • Concerns from the members related to the International Student Recruitment China office and the Marketing expense augmentations were noted. <p><u>SAC</u></p> <ul style="list-style-type: none"> • Through the end of January, our SAC budget is performing well at approx. 3% under budget. Conservative forecasting shows us ending the year at about 2.5% under budget, or \$1.9 million in carryover. <ul style="list-style-type: none"> o It was clarified that last year's ending balance that was the college's beginning budget this year was 3.6mil minus the unrestricted contingency fund. o Members were reminded that the 1.9 million in carryover could be subject to change as the college has not received COLA monies nor Intersession costs from the district. • This means that we are still spending more than we have in revenue, as for 13-14 we started the year with approx. \$3 million in carryover. • We are building our SAC budget assumptions right now and will have them ready for the next P and B Committee meeting- must get the District's approved assumptions first- I will bring them to the next P and B for review. • One major assumption is the recruitment and addition of new faculty at SAC in accordance with the FON. • RAR process is in full swing, as budget augmentation requests are being analyzed and prioritized for 14/15. The analysis is rooted in the alignment with our college's mission, our P and B approved budget priorities, and the intended outcomes identified in the area program review documents. The entire list will be provided to the campus community shortly. <ul style="list-style-type: none"> o Next step is for Admin Services to begin to identify potential funding sources for 	

BUDGET UPDATE (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>augmentation requests- happen this month</p> <ul style="list-style-type: none"> • Work was done by College Council on the SAC Strategic Plan, which analyzed and re-established our institutional priorities, and allows the college to align resources with the Strategic Plan. Still in draft form, as it will go back to college council for further discussion. 	
5. STUDENT UPDATE		
	No Student Update.	
6. NEW BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
SAC Budget Calendar 14/15	The committee was presented to the committee as an informational item.	
FON/New Faculty Hiring	<p>Members were presented with an overview of the FON/New Faculty Hiring for 2014/15. The overview outlined</p> <ul style="list-style-type: none"> • 3,319,773 cost for new faculty hires. (list provided) • 1,195,227 cost savings by replacing classes taught by part time faculty with new faculty hires. • 1,048,556 still needed to fully fund the new faculty hires. <p>It was noted that a critical component of this projection is for cost savings in replacing the classes taught by part time with the faculty new hires. Dr. Collins will be working closely with Dr. Rose towards meeting that target.</p> <p>It was clarified that the Board of Governors had implemented the FON for 14/15.</p>	
Vacant Position list	<p>The vacant position list was provided for the committee's review. Discussion ensued.</p> <ul style="list-style-type: none"> • Total cost shown is the annualized costs. • All positions on the new hire faculty list reflected on the vacant position list. • Positions noted on the vacant position list is not to be interpreted as automatic new hires in 14/15. • Members were reminded that a big part of the college's ending balance comes from the vacant position. • The importance of being strategic in hiring as well as understanding the impact to the ending balance was stressed. 	
IT Refresh	<p>\$300,000 from district vacant positions has been identified to replace outdated technology at both campuses.</p> <ul style="list-style-type: none"> • Allocation will follow the budget model with SAC receiving \$210,000. • The focus for the monies will be to replace all computers older than 6 years on the administrative side (non-instruction). • Some instructional equipment monies were received this year and it is anticipated that the college will receive a sizable allocation in terms of instructional equipment next year. • There is discussion regarding developing a computer rotation strategy for the campus. • The college has also allocated \$75,000 this year for technology needs. • The college has purchased a 2 year agreement with NUVENTIVE for TracDat software system. This software will run the college's program review and program measurement database. 	

NEW BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> o The 2 year agreement allowed for a 27% cost savings. o The agreement also locked in the cost for the potential of housing the server on site should the college chose to. <p>This system was also previewed endorsed by the Academic Senate.</p>	
RSCCD Budget Calendars	The district “approved” budget calendars were presented to the committee as information. Members were reminded that the district budget calendars guide the SAC budget development process.	
7. OTHER	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Dr. Collins acknowledged Geni Lusk for her work in preparing and producing the committee minutes and related materials. In addition, he acknowledged Esmeralda Abejar for her work with the RAR process.</p> <p>There was an inquiry regarding the college meeting its FTE target. It was noted that the college is making their base FTE however they are not meeting their “growth” target. A discussion ensued.</p> <ul style="list-style-type: none"> • Intersession had an impact on Spring 2014. The traditional Spring start date was pushed back to accommodate Intersession which resulted in students taking classes at other institutions that started their Spring earlier. <ul style="list-style-type: none"> o SAC exceeded their FTE target of 316 for Intersession by 120 FTEs for a total of 436. It was noted that these were outstanding results considering the short time frame that Intersession was put together. • Important to change the way that courses are scheduled to ensure that students complete a degree or certificate within 5-7 years. • It is necessary to look at the schedule strategically in order to move forward with student completion. <p><u>INSTRUCTIONAL CALENDAR/INTERSESSION</u></p> <p>It was noted that there has been some discussions regarding the college’s input in regards to the instructional calendar. Specifically, as the colleges will be paying for Intersession, there is an interest in each college having input in deciding if Intersession is a viable expense for them. It was suggested that the discussion should include concrete information in order to determine how best to move forward.</p> <p><u>BUDGET STABILAZATION FUND</u></p> <p>There was discussion regarding having prescribed guidelines for monies provided from the budget stabilization fund such as in the case of the OEC project.</p> <ul style="list-style-type: none"> • It was noted that original intent of the fund was to fund the needs of the colleges until their revenues matched their expenditures as they transitioned into the SB361 model. • Balance is quickly dwindling. 	<p><u>FOLLOW UPS</u></p> <p>The cost of Intersession will be brought to the Planning and Budget committee for review.</p> <p><u>FOLLOW UPS</u></p> <p>John Zarske will address the item with Dr. Rodriquez and report back at the April Planning and Budget meeting.</p> <p style="text-align: right;">Adjourned - 2:36p.m. Next Meeting Tuesday, April 15, 2014 1:30p.m. - 3:00p.m. S-215 Submitted by G. Lusk 3/15/14</p>