



**SAC PLANNING & BUDGET MEETING**  
 MINUTES – MAY 1, 2018  
 1:30P.M. – 3:00P.M.

*Santa Ana College Mission Statement: Santa Ana College inspires, transforms, and empowers a diverse community of learners.*

Administrators	Academic Senate		CLASSIFIED	GUESTS	
Adam O'Connor co-chair	Ed Fosmire, co-chair	Gabe Shweiri(a)	Omelina Garcia(a)	Yadira Rayo-Penalzoza, ASG	
Jim Kennedy	Elliott Jones	Brian Sos(a)	Jimmy Nguyen	Esmeralda Abejar	
Madeline Grant	Roy Shahbazian	Monica Zarske		Fernando Ortiz	
John Steffens	John Zarske(a)	William Nguyen		Cherylee Kushida	
Shelly Jaffray(a)			Student Rep.		
			Pierre Tran(a)		
					(a) = absent
<b>1. WELCOME</b>				Meeting called to order 1:35p.m. Meeting adjourned at 3:05p.m.	
<b>2. PUBLIC COMMENTS</b>	<b>DISCUSSION/COMMENTS</b>			<b>ACTIONS/ FOLLOW UPS</b>	
	None				
<b>3. MINUTES</b>	<b>DISCUSSION/COMMENTS</b>			<b>ACTIONS/ FOLLOW UPS</b>	
	Approval of the March 6, 2018 minutes.			Moved by Jim Kennedy to approve the March 6, 2018 Planning & Budget Committee minutes, 2 <sup>nd</sup> by Monica Zarske. Motion carried.	
<b>4. BUDGET UPDATE</b>	<b>DISCUSSION/ COMMENTS</b>			<b>ACTIONS/ FOLLOW UPS</b>	
	<ul style="list-style-type: none"> <li>Tentative Budget – Adam O'Connor stated that there is nothing new to share at this time regarding the new State budget formula. The District's tentative budget remains the same as when submitted two months ago that included the \$1.7M budget cuts for SAC. FRC will take one last look at the tentative budget before presenting it to the Board. Any changes made, will be part of the adopted budget. We are not currently adopting the new State's formula. Adam O'Connor shared a page from the District's Adopted Budget 2017-18 (<a href="#">attached</a>) as a high-level overview in response to a question from a committee member. You can find the entire District's budget on their website. He explained that the General Fund is divided into three subfunds: Unrestricted Ongoing General Fund (Fund 11), Unrestricted One-time Funds (Fund 13), and Restricted General Fund (Fund 12). Funds from Fund 11 that are not spent will go into Fund 13. Fund 12 is the restricted fund mainly for categorical and grant purposes.</li> <li>Budget Performance Quarterly Report (Jan – Mar 2018) – Esmeralda Abejar reported that the Budget Performance Report reflects the 3<sup>rd</sup> quarter and that we are currently under budget and at 71% of expenses. Although it does not show in this budget report, by the</li> </ul>				

	<p>end of the fiscal year (FY), we will show a deficiency in the part-time accounts. It is anticipated that we end up with an estimated amount of \$3.9M by the end of the FY, but it may look different at the adopted budget, when all books are closed.</p> <ul style="list-style-type: none"> <li>• 50% Law Analysis – We are required to spend at least 50% of our funds on instructional purposes. It appears that District-wide we are currently estimated at 55.09%. SAC is at 66.02%, SCC is 59.84%, and the District at 0.07%. We do not know yet if there will be any changes to the 50% Law with the new funding model.</li> </ul>	
<b>5. ENROLLMENT UPDATE</b>	<b>DISCUSSION/ COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<p>Jim Kennedy stated that about 19,386 FTES are projected for the end of the fiscal year, which is about 275 FTES above what we had last year. However, this number is not close to the 2015/2016 total of 20,330 that we use as our baseline. We have the option to borrow around 875 from Summer, which would put us at 20,261. Next year we need to start looking at our efficiency with class schedules to meet the student’s needs and objective of graduation. One FTES equals 525 student contact hours and each FTES is funded at \$5,000 dollars. Kennedy added that we were optimistic in increased enrollment by offering more Spring classes, but it was not the case. The challenges of block scheduling was discussed. It was stated that it does not seem that block scheduling was the issue; it was how the scheduling was implemented. Yadira Rayo-Penaloza added that she was not allowed to register for a class she needed due to a 4-minute overlap in her schedule. Madeline Grant stated that a new scheduling structure has been worked out that will eliminate the overlapping issue and will help students register for more classes.</p>	
<b>6. STUDENT UPDATE</b>	<b>DISCUSSION/ COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<p>Yadira Rayo-Penaloza asked what strategies are being used to inform students about enrollment. Jim Kennedy explained that there are marketing efforts, such as, advertising on OCTA buses, free bus passes for students who enroll, and sending of postcards to local neighborhoods. He also added that SAUSD has had a decrease in students, which is having an effect on our enrollment numbers. We need to look on how we market to the students, like partnering with ASG to see what works for our students.</p>	
<b>7. SACTAC</b>	<b>DISCUSSION/ COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<p>Cherylee Kushida reported on Additional Distance Education (DE) Requirements (<a href="#">attached</a>). She pointed out the projected expenses and savings by using Online Canvas. She also talked about the additional benefits, such as, a DE Services Specialist, Canvas 24-hour faculty/student support (800) line and an instructional design person we would have using this method. Monica Zarske added that this program will help faculty accumulate data which will in-turn help with meeting the student learning objectives. A motion was made to support the differential funding of \$96,045 for the 2018-2019 year.</p> <p>Johns Steffens shared a proposal (<a href="#">attached</a>) for a texting system. This was a SACTAC recommendation and will be funded through Guided Pathways. The proposal is to fund the 2-year option in order to receive a 10% discount. We are anticipating this system will help increase enrollment by notifying students of important dates and campus services.</p>	<p>Motion to support Distance Education requirement funding, 1<sup>st</sup> by Elliot Jones, 2<sup>nd</sup> by Madeline Grant. Motion carried.</p>
<b>8. ACCREDITATION</b>	<b>DISCUSSION/ COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>

	Monica Zarske stated that the site visit for the Bachelor’s program took place on April 18, 2018, however still waiting to hear outcome of the visit.	
<b>9. OLD BUSINESS</b>	<b>DISCUSSION/ COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<ul style="list-style-type: none"> <li>Committee Goals – Approved changes from last meeting were shared as information and will now be posted to the website.</li> </ul>	
<b>10. NEW BUSINESS</b>	<b>DISCUSSION/ COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<ul style="list-style-type: none"> <li>Fund 13 Carryovers – Adam O’Connor reported that there is a projected carryover for Fund 11 and 13 of \$3.6M plus specific project carryovers totaling \$3.9M. The recommended allocation of carryovers were presented (<a href="#">attached</a>).</li> <li>Guided Pathways – Fernando Ortiz reported that Santa Ana College will be receiving \$1.6 million over the next five years to help fund the projects and initiatives of the Guided Pathways program. He walked the committee through the breakdown of the budget which is linked to the agenda under Guided Pathways.</li> </ul>	<p>Motion to approve Fund 13 allocation as presented, 1<sup>st</sup> by Jim Kennedy., 2<sup>nd</sup> by Jimmy Nguyen. Motion carried.</p> <p>Motion to recommend support of the funding for Guided Pathways, 1<sup>st</sup> by Jim Kennedy., 2<sup>nd</sup> by Madeline Grant. Motion carried.</p>
<b>11. FUTURE AGENDA ITEMS</b>		
	Next meeting – August 7, 2018	

Submitted by Maria Cardona