



SAC PLANNING & BUDGET MEETING  
 MINUTES - FEBRUARY 5, 2013  
 SAC FOUNDATION BOARD ROOM  
 1:30P.M. - 3:00P.M.

Approved 3/5/2013

*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)	Michael Kelcher	Jeff McMillan, co-chair	Tom Andrews	Michael Burriss	
Jim Kennedy	Ray Hicks		Monica Porter	Angela Guevara(a)	<b>Guests</b>	
Sara Lundquist	Elliot Jones		George Wright	Denise Hatakeyama	Esmeralda Abejar	Rhonda Langston
Linda Rose			John Zarske	Leslie Wood-Rogers	Bart Hoffman	Becky Miller
<b>1. WELCOME</b>				<b>Meeting called to order 1:40p.m.</b>		
Self introductions were made.						
<b>2. PUBLIC COMMENTS</b>		<b>DISCUSSION/COMMENTS</b>		<b>ACTIONS/ FOLLOW UPS</b>		
No public comments						
<b>3. MINUTES</b>		<b>DISCUSSION/COMMENTS</b>		<b>ACTIONS/ FOLLOW UPS</b>		
		<b>Approval of the December 4, 2012 minutes</b> The December 4 minutes were presented for approval.		<b>ACTION</b> Motion was moved by J. Kennedy to approve the December 4, 2012 Planning & Budget Committee minutes. 2 <sup>nd</sup> – L. Rose Motion unanimously carried.		
<b>4. BUDGET UPDATES</b>		<b>DISCUSSION/ COMMENTS</b>		<b>ACTIONS/ FOLLOW UPS</b>		
		<b>State Budget</b> <ul style="list-style-type: none"> <li>• Governor has introduced his budget proposal for 13/14.               <ul style="list-style-type: none"> <li>○ More specifics of the proposal will be outlined on February 14.</li> <li>○ There is a focus on meeting the needs of the students with an emphasis on improving overall completion rate.</li> <li>○ Governor is looking to education as a main priority to drive economy and restore economic stability.</li> </ul> </li> <li>• There is a possibility of a current year deficit due to lower revenue at state level.</li> <li>• Initial good news for higher education but we need to take 13/14 with a conservative view.</li> <li>• No real increase in funds for 13/14 for the district</li> <li>• No increase on student fees.</li> <li>• The district will be receiving about 5 million from the \$197 million apportionment increase however it is not known how these monies will be provided to the district.               <ul style="list-style-type: none"> <li>○ It is anticipated that the Board of Governors will determine how the increase will be divided up.</li> </ul> </li> <li>• There is a deferral buy down that will help buy down what the state owes the district. It's a paper buy down/no new monies.</li> </ul>				

BUDGET UPDATES (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
<p><b>Budget Update</b></p>	<ul style="list-style-type: none"> <li>• For more detailed information on the Governor’s proposal, the members were provided with a handout provided at the January 18 ACCCA/ACBO Budget Workshop.</li> </ul> <p><b>Campus Budget Update</b>  Administrative Services has completed a current budget performance report as of 12/31/12.</p> <p>The department is also working with the Vice Presidents to cover deficits now. This will provide a better understanding of where we are at the end of the year.</p> <p>It was noted that the college budget has performed well but members were reminded of the one-time funds (carry over) that were infused to meet unfunded instructional and facilities needs.</p> <ul style="list-style-type: none"> <li>• To better forecast, the department is working with the district to gain access to the SAC cash flow reports. <ul style="list-style-type: none"> <li>◦ There was an inquiry regarding the possibility of having the cash flow reports being broken down by division/department.</li> <li>◦ Having the cash flow reports available to the divisions/departments would be a great tool in maintaining budgets. <ul style="list-style-type: none"> <li>• Division/department cash flow reports are a goal Administrative Services would like to work toward.</li> </ul> </li> </ul> </li> </ul> <p>The department is working with the district to identify funds for scheduled maintenance and emergency repairs.</p> <ul style="list-style-type: none"> <li>◦ Members were updated that the campus has experienced some major water leaks to the domestic water and fire water lines within the last 3 weeks.</li> </ul> <p>Administrative Services is also working on developing a budget process.</p> <ul style="list-style-type: none"> <li>• Members were reminded about the importance of tying planning to budget as they move forward in the process. The mechanism to begin this process will be the Program Review process.</li> <li>• The process will be developed in collaboration between Administrative Services, and the Planning &amp; Budget committee.</li> <li>• The importance of establishing a process and working through it was noted.</li> </ul> <p>Members were updated on the status of the new budget allocation model document.</p> <ul style="list-style-type: none"> <li>• The document hasn’t been presented back to BAPR.</li> <li>• Some of the language in the document is being clarified by Peter Hardash and Adam O’Connor.</li> <li>• Timeline when the document will be ready to be presented to the Planning &amp; Budget committee is not known at this time.</li> </ul> <p>Cabinet will be reviewing SAC vacant positions and the cost for SAC to make progress towards their faculty obligation number. Members were reminded that these costs estimation are made on the high end of the scale.</p>	

BUDGET UPDATES (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> <li>• A discussion ensued regarding the faculty vacancies to be replaced and the importance of working towards the FON.</li> </ul> <p>For clarification and better understanding, the vacant position list will be presented at the March meeting.</p> <p>It was clarified that some of the ending balance was put into the budget to fund unbudgeted instructional and facilities needs.</p> <p><b>FTES</b> The college is meeting and exceeding FTEs target. Carryover funds were used to ensure that the college's FTE target was met.</p>	<p><b>FOLLOW UP</b> The vacant position list will be presented at the March meeting.</p>
5. STUDENT UPDATE	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>New ASG representative, Michael Burris introduced himself to the membership. A meeting will be arranged with the committee co-chairs and Michael to familiarize him with the committee and the processes.</p>	
6. OLD BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
<p><b>Committee Priorities Update</b></p>	<p>Members were presented with a draft of the committee priorities for 13/14 for discussion.</p> <ul style="list-style-type: none"> <li>• The draft document was developed in consultation with SAC Cabinet, and Jeff McMillan.</li> <li>• The proposed new priorities stayed close to the committee priorities established in 2009 and reaffirmed in 2010. Members were reminded that the 2009/10 priorities were developed at a time when cuts were being made.</li> <li>• An effort was made to stay close to what had been adopted, however the proposed draft focuses on where the college is today.</li> <li>• Members were reminded that the intent of the committee's work is not to look at detailed line items but to provide general guidelines when decisions are being made.</li> <li>• The document would serve as a guide on how the committee prioritizes and work through the budget development.</li> </ul> <p>Discussion ensued.</p> <ul style="list-style-type: none"> <li>• There was clarification provided for the priority of Student Success Initiative. <ul style="list-style-type: none"> <li>◦ The intent of the priority is to be intentional in allocating resources to maximize student success.</li> </ul> </li> </ul> <p>The importance of being aware of the policies that are being considered at the state and how those policies could affect the resources that come to SAC was noted.</p>	<p><b>ACTION</b> Motion was moved by J. Zarske to move forward with the revised 13/14 Budget Priorities as presented. 2<sup>nd</sup> – R. Hicks Motion unanimously carried.</p>
<p><b>Tying planning to budget goal</b></p>	<p>Dr. Rose presented the members with a diagram that outlined what the Accreditation teams will be focusing on during a site visit.</p> <p>Discussion ensued.</p> <ul style="list-style-type: none"> <li>• The team will be looking at how the allocation of our resources ties into each area on the diagram.</li> <li>• How does the institutional mission aligned to the district mission.</li> <li>• How do our resources and budget tie into SLOs?</li> </ul>	

OLD BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> <li>• Important to align budget requests to the outcomes we are trying to achieve.</li> </ul> <p>Members were also updated on additional mandates/requirements – where will the additional funds come for the additional mandates?</p>	
7. NEW BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
<b>SAC Budget Calendar</b>	<p>The committee was provided a draft of the 13/14 SAC Budget Calendar. The calendar is in alignment with the district's tentative budget as well as adopted budget. A brief overview of the calendar process was shared.</p> <ul style="list-style-type: none"> <li>• The departments are updating/developing their program reviews.</li> <li>• Administrative Services is developing a form/process for budget requests that are tied directly to their program reviews. <ul style="list-style-type: none"> <li>◦ The goal is to identify what the intended outcomes for the areas are and attach our resources to them.</li> <li>◦ Departments will be responsible for prioritizing their requests before they are forwarded to Administrative Services.</li> </ul> </li> </ul> <p>The committee discussed the importance of having enough time to review the budget before it is sent to the district.</p> <ul style="list-style-type: none"> <li>• It was requested that a SAC tentative budget be available for the committee's review at the April meeting.</li> </ul>	<b>ACTION</b> Motion was moved by M. Kelcher to approve the 13/14 SAC Budget Calendar as presented. 2 <sup>nd</sup> – M. Porter Motion unanimously carried.
8. FUTURE AGENDA ITEMS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	Vacant funded faculty positions.	
9. OTHER BUSINES	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS

**Adjourned – 3:00p.m.**  
**Next Meeting –Tuesday, March 5, 2013**  
**1:30 – 3:00p.m.**  
**S-215**  
*Submitted by G. Lusk 2/14/2013*