

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

Administrators	Academic Senate		CLASSIFIED	GUESTS	
Bart Hoffman, co-chair	Ed Fosmire, co-chair	Gabe Shweiri (a)	Omelina Garcia	Esmeralda Abejar	
Jim Kennedy	Elliott Jones (a)	Brian Sos (a)	Jimmy Nguyen	Brian Kehlenbach	
Madeline Grant	Roy Shahbazian	Monica Zarske			
Ray Hicks (a)	John Zarske (a)	William Nguyen			
John Steffens			Student Rep.		
Jeffrey Lamb			Alyna Suarez		
Vaniethia Hubbard			Sara Valencia	(a) = absent	
<b>1. WELCOME</b>					Meeting called to order 1: 35p.m. Meeting adjourned at 3:32p.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 Aug 7, 2018 minutes.			<u>ACTION</u> Moved by Dr. Jeffrey Lamb to approve the Aug. 7, 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>• <a href="#">End of the Year Report Funds 11 &amp; 13</a> - Esmeralda Abejar reported that in 17/18 Fiscal year SAC spent 82% in salaries and benefits and 11% in non-personnel expenses in Funds 11 and 13. William Nguyen asked if the savings in the operating expenses be utilized. Esmeralda Abejar responded that the savings incurred through instructional service agreements (ISA) and utilities cannot be utilized because the cost of electricity varies. Jim Kennedy added that for ISA contracts, the whole amount needs to be encumbered when a PO is created even though the whole amount is not utilized. It was also stated that the savings in classified salaries cannot be used as the savings reflect positions that were permanently cut or reduced during the 18/19 Tentative budget.</li> <li>• <a href="#">SAC Equipment &amp; Software Purchases 17/18</a> - This report was presented by Esmeralda Abejar to outline the total amount of resources the college spent in equipment and software purchases. The report also presents an expense summary of two previous years. Monica Z. asked if there were items that were not funded last</li> </ul>				

	<p>year. E. Abejar responded that RAR items that made it to the priority were funded and late RAR for equipment were also funded in February but some divisions were not able to do their purchases due to the purchasing dateline set up in March. RAR funds were carried over to FY 18/19.</p> <ul style="list-style-type: none"> <li>• <a href="#">SAC Allocation by Area (Funds 11 &amp; 13)</a> - Esmeralda Abejar reported that salaries/benefits expenses have gone up by \$5M each year in the last three years due to step in column increases as well as STRS and PERS increases. She also pointed out that the college has met their FON obligation by replacing retirees (and hiring additional faculty). The non-salary accounts were higher in 17/18 due to the \$3M transfer to fund 41 (\$2.4M for the science building and \$600K for facilities repairs).</li> <li>• <a href="#">SAC Allocation by Area (Fund 12)</a> - Esmeralda Abejar explained that projects that start with 1 are federal funded projects, projects that start with 2 are State funded projects and 3 are locally funded. The purpose of this report was to point out how much the college depends on categorical funding. From the \$24M spent in 17/18 out of fund 12, 76% was spent on salaries and benefits. Under the President's Office, the allocated funds are Department 10000-Santa Ana College. She also has two departments that report to her, Research and Project Management (which are paid out of categorical funding).</li> </ul>	
5. ENROLLMENT UPDATE	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Dr. Jeffrey lamb reported that as of August 30, 2018, SAC is up by 2.5 FTEs compared to Fall 2017. The combined Summer and Fall are below by 942.24, however we borrow from Summer to meet our Spring 2018 target.</p> <p>Dr. Lamb also explained that last year the Full Time Equivalent Faculty (FTEF) target was 74 and the Actual was 84.4. The college spent above the proficiency level of 17.5 which is equal to 74 FTEF/1200 FTEs. He also mentioned that SAC needs to go in the direction of setting up a strategic enrollment management plan referring to the IEPI document created by Cathy Hasson, Ed.D. The goal is to look at the revenue received by FTEs production but also the cost incurred to build a productive schedule. One of his goals is to look at space utilization, (Adastra, Dabblefox), classroom cap, and blocked schedule.</p> <p>A student mentioned she was really happy to hear someone was trying to work on fixing the issues of not having enough English and math classes.</p>	
6. STUDENT UPDATE	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	None	
7. SACTAC	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	No report at this time. The next meeting will be held on Sept. 27, 2018.	
8. ACCREDITATION	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS

	No report at this time.	
9. OLD BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> <li>Planning and Budget Committee Goals – Dr. Hoffman noted that the P &amp; B committee goals are the focus of an upcoming self-evaluation survey to determine the committee’s effectiveness in achieving the goals.</li> </ul>	
10. NEW BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> <li><a href="#">New Budget Model Update – Student Centered Funding Formula</a> – Esmeralda Abejar presented a summary of the Student Centered Funding Formula to show how the District will be receiving funds in 18/19, 19/20 and 20/21 based on Access, Equity and Success.</li> </ul>	
11. FUTURE AGENDA ITEMS		
	<ul style="list-style-type: none"> <li>College-wide RARs Effectiveness Survey and Annual Self Evaluation Survey of Effectiveness of P &amp; B Committee Work – As part of the P &amp; B Committee goals, a RARs Effectiveness and Self Evaluation of Effectiveness of the Committee Surveys will be distributed. After reviewing the results, a subcommittee will be discussing and evaluating the RAR process if necessary. Dr. Hoffman urged committee members to inquire with friends at other institutions regarding their resource allocation process. SAC’s RAR process is tedious and time-consuming.</li> </ul>	
12. Informational Handouts		
	<p><a href="https://www.rscdd.edu/Departments/Business-Operations/Pages/Fiscal-Resources-Committee.aspx">https://www.rscdd.edu/Departments/Business-Operations/Pages/Fiscal-Resources-Committee.aspx</a></p> <p>Next meeting – Oct. 2, 2018</p>	

Submitted by Maria Cardona