



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	GUESTS	
Mike Collins, co-chair	Ed Fosmire, co-chair	Gabe Shweiri	Omeline Garcia	Esmeralda Abejar	John Zarske
Jim Kennedy	Ray Hicks	Brian Sos(a)	Denise Hatakeyama(a)	William Nguyen	Lithia Williams
Carol Comeau	Elliott Jones(a)	Monica Zarske	Jimmy Nguyen(a)	Brenda Serratos	Lucia Chiang
Frances Gusman(a)	Roy Shahbazian	George Wright(a)			
Madeline Grant			Student Rep.		
			Pierre Tran		
1. WELCOME					Meeting called to order 1:34p.m. Meeting adjourned – 3:02p.m.
2. PUBLIC COMMENTS	DISCUSSION/COMMENTS				ACTIONS/ FOLLOW UPS
	None				
3. MINUTES	DISCUSSION/COMMENTS				ACTIONS/ FOLLOW UPS
	The Sept. 5, 2017 minutes were provided for approval.				<u>ACTION</u> Motion was moved by Omeline Garcia to approve the Sept. 5, 2017 Planning & Budget Committee minutes. 2 nd – Ray Hicks The minutes were unanimously approved.
4. BUDGET UPDATE	DISCUSSION/ COMMENTS				ACTIONS/ FOLLOW UPS
	State: <ul style="list-style-type: none"> The Department of Finance reports that September 2017 and year-to-date revenues for the state continue to exceed expectations. General Fund revenues for the month of August outperformed budget projections by \$281 million, bringing the year-to-date revenues to \$476 million above the State Budget enacted earlier this summer. District: <ul style="list-style-type: none"> District council met and asked the FRC to evaluate the current BAM due to the SAC "stability" payment issue. Monica Zarske reported that the District Council voted to have an FRC workgroup "fact-check" the Budget Allocation Model (BAM) stability language and bring it to FRC for further discussion. She also pointed out that if the BAM was approved by a participatory governance committee, therefore it should be followed. 				

	<ul style="list-style-type: none"> The Chancellor has asked that the review group of FRC get together to review the language specifically related to the Stability language. Institutional Effectiveness Partnership Initiative peer improvement group will be coming to our District to discuss the current BAM, Enrollment Management, and strategic planning on Oct 20. Dr. Kennedy and Dr. Collins will be leading management council members in a review of the current Budget Allocation Model and enrollment management plan prior to the IEPI visit so they have a good understanding of the model and plans. <p>SAC:</p> <ul style="list-style-type: none"> FY 17/18 RARS have been funded and are ready for posting for college-wide review, and will be sent to the Division deans for dissemination to department chairs and faculty members. Dr. Collins asked that divisions and departments get their requisitions and PO's cut as soon as possible. We begin the planning for 18/19 today. Quadrennial Program review documents are due in November and RARs are due on December 3. We have been analyzing our budget performance for FY 16/17. The one time fund allocation to areas has been transferred and is starting to be used in a discretionary way. \$100k to Academic Affairs, \$50k to Student Services, \$50k to SCE, \$50k to Admin Services. These monies should be used for the "one off" needs that every Division/Department has through the academic year. 																					
5. ENROLLMENT UPDATE	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS																				
	<p>Carol Comeau reported that as of 9/29 Fall 2017 FTES is 5,530.93. This number is compared to a similar time period in Fall 2016 when FTES was 5,517.36 and also for Fall 2015 when FTES was 5,584.23. Our progress toward meeting target is improving.</p> <p>Through the efforts of Department Chairs and Deans we have added 10 sections to Fall. They are:</p> <table border="0"> <tr><td>Acct 101</td><td>48939, second 8 weeks</td></tr> <tr><td>Business 101</td><td>48714, second 8 weeks</td></tr> <tr><td>Business 105</td><td>48783, second 8 weeks</td></tr> <tr><td>Business 222</td><td>48718, second 8 weeks</td></tr> <tr><td>English 101</td><td>47989, started 9/5</td></tr> <tr><td>English 101</td><td>48027, starts 10/13</td></tr> <tr><td>English 101</td><td>48029, starts 10/13</td></tr> <tr><td>KNAC 123</td><td>49139, starts 10/23</td></tr> <tr><td>LIBI 100</td><td>49263, starts 10/23</td></tr> <tr><td>Music 101</td><td>48031, starts 10/23</td></tr> </table> <p>Sections have been added to Intersession and more than 50 sections have been added to Spring. Fire Tech has added EMT sections, focusing on Fire agencies and Life Guards. If all goes well (fill rate) we will meet Fall target and Spring 2018 target.</p>	Acct 101	48939, second 8 weeks	Business 101	48714, second 8 weeks	Business 105	48783, second 8 weeks	Business 222	48718, second 8 weeks	English 101	47989, started 9/5	English 101	48027, starts 10/13	English 101	48029, starts 10/13	KNAC 123	49139, starts 10/23	LIBI 100	49263, starts 10/23	Music 101	48031, starts 10/23	
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	Dr. Kennedy reported that non-credit numbers are increasing. As of today, the numbers have increased compared to last year as well as 2015/2016 numbers.	
6. STUDENT UPDATE	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	Pierre Tran is the new ASG student representative. He is also the Senator for Health Services. Currently he is taking pre-requisites for Pharmacy school. Pierre stated that most of their activities come out of their own budget, therefore they would not affect this committee. A subcommittee is forming, led by the Senator of the Library to expand the library hours. Carol Comeau confirmed that the library hours have been expanded to stay open until 9:00pm for this academic year.	
7. SACTAC	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	Dr. Kennedy reported on the items discussed at the last SACTAC meeting. The items included; canvas transition and transition to the cloud. He also reported that they are working on technology goals and reviewing technology plans. Another discussion was the portal and an overall plan for the website and the governance structure that will oversee the website. Dr. Collins added that the SACTAC committee reviews the Resource Allocation Requests related to technology for funding and prioritizing. Funds have been set aside for 2017/2018 for technology upgrades.	
8. ACCREDITATION	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	Dr. Collins reported that SAC has a new mission statement: <i>Santa Ana College inspires, transforms, and empowers a diverse community of learners.</i> College Council is going to work on creating a vision statement that goes along with the new mission statement. The mission and vision statements will directly lead to our strategic planning documents and our enrollment, management plans and educational master plans. Once the vision statement is created it will be discussed with this committee to see how it will affect the committee and its goals.	
9. OLD BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	None	
10. NEW BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>New Business – (reports attached)</p> <ul style="list-style-type: none"> SAC 18/19 Budget Priorities – changes made to prioritizing of items The 18/19 SAC Budget Priorities were presented and discussed. The connection and priority of Guided Pathways was a critical topic of discussion. 17/18 RAR Recommendations – The Committee took in a report from the RAR Improvement team which focused on the strategic timing of budget priorities approval and the timelines of RAR disbursement and submittal. A tie to program review was also discussed. 	<p><u>ACTION</u> – changes to SAC 18/19 Budget Priorities were made. Revised document attached. Monica Zarske moved to approve SAC 18/19 Budget Priorities with changes, 2nd Omelina Garcia. Vote was unanimous.</p> <p><u>ACTION</u> – Items 1 and 4 timeline changes were discussed. This document will be sent to appropriate constituencies for review and will be discussed in the November Committee meeting.</p>

	<ul style="list-style-type: none"> • SAC Equipment & Software Expenses, 15/16 and 16/17 – • SAC RAR Review Team Recommendations – • End of Year Budget Report 16/17 – 	<u>ACTION</u> – due to lack of time, last three items to be moved to the November Committee meeting.
11. FUTURE AGENDA ITEMS		

Submitted by Maria Cardona 11/8/2017

Next Meeting – November 7, 2017