



**SAC PLANNING & BUDGET MEETING**  
**MINUTES – AUGUST 7, 2012**  
**SAC FOUNDATION BOARD ROOM**  
**1:30P.M. – 3:00P.M.**

**Approved 9/4/2012**

*The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, workforce and economic development needs of our diverse community. Santa Ana College prepares students for transfer, employment, careers and lifelong intellectual pursuit in a dynamic learning environment.*

<b>Administrators</b>	<b>Academic Senate</b>		<b>CLASSIFIED</b>	<b>Student Rep.</b>
Jim Kennedy, co-chair	Ray Hicks(a)	Elliot Jones	Monica Porter	Tom Andrews
Sara Lundquist		Michael Kelcher(a)	George Wright	Vacant (3)
Linda Rose		Jeff McMillan, co-chair	John Zarske	
				Esmeralda Abejar
				Carl Jaeger
<b>1. WELCOME</b>				<b>Meeting called to order 1:38p.m.</b>
<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>
The May 15, 2012 minutes were presented for approval.	No discussion			<b>ACTION</b> Motion was moved by Monica Porter to approve the May 15, 2012 Planning & Budget Committee minutes. 2 <sup>nd</sup> – J. Zarske Motion carried unanimously.
<b>4. BUDGET UPDATES</b>	<b>DISCUSSION/ COMMENTS</b>			<b>ACTIONS/ FOLLOW UPS</b>
	<p>An outline of the SAC adopted budget was presented to members for review. The outline identified the plan for the monies allocated to SAC: Discussion ensued.</p> <ul style="list-style-type: none"> <li>• Two funds have been created with the new adopted budget. Fund 11 and Fund 13. A written description was provided.</li> <li>• SAC allowed to carryover their year-end balance of 3,388,754</li> <li>• Divisions/departments will be given an academic instructional budget account along with their FTE's target.</li> <li>• The district did not meet their enrollment target and has gone into stabilization. <ul style="list-style-type: none"> <li>○ SAC will have a strong focus on an enrollment management plan.</li> <li>○ Important to link the instructional program budget and the FTE target.</li> <li>○ 550 FTE's short. (it was determined later that the shortfall in FTES was 508.63)</li> <li>○ The 2011-2012 schedule was aligned to meet the FTE target but the since the college had previously borrowed 600 FTE's against summer which they were not able to make up the borrowed amount.</li> <li>○ After the year of stabilization and the college is back up to the target there will be no further consequences.</li> </ul> </li> <li>• One-time expenses were charged to Fund 13 with the exception of utilities.</li> </ul>			

BUDGET UPDATES (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> <li>○ It was noted that with the new model, the college will be able to realize the benefit of sustainable practices that could reduce utility costs.</li> <li>• In order to fund the part time faculty accounts, it was necessary to find expenses in Fund 11 that could be moved to Fund 13.</li> <li>• SAC utilizing monies from vacant positions.</li> </ul> <p>A brief overview of the International Student Program was provided.</p> <ul style="list-style-type: none"> <li>• The program’s revenue has declined from \$2.5 mill revenue to \$750, 000. <ul style="list-style-type: none"> <li>○ There is a plan to build up International Student Program.</li> <li>○ With the new model the monies from the program will stay at SAC.</li> </ul> </li> <li>• The “new” budget model outlines that the college’s allocation will match the revenues provided. Based on that, SAC would have had a short fall of around 5mil. Subsequently for this year the colleges were supplemented from the ending fund balance.</li> <li>• A SAC contingency plan will be in place based on the carryover monies from the previous year in addition to the 5% reserve held by the District.</li> </ul> <p>A concern was raised regarding the impact of adding and cancelling classes on the program and instructors. Discussion ensued.</p> <ul style="list-style-type: none"> <li>• The concern was validly acknowledged however the uncertainty of funding makes it difficult to plan.</li> <li>• Classes are being added in areas mandated by the state chancellor’s office Transfer, CTE and Basic Skills in that prescribed order.</li> </ul> <p>Members were reminded that November could either bring a 1% growth if the tax initiative passes or a 7% workload reduction if it fails.</p> <ul style="list-style-type: none"> <li>• It was noted that a plan is being developed if the November tax initiative does not pass.</li> </ul> <p>Members were advised that budget assumptions and the percentages of the allocation for the colleges had been approved by the BAPR committee.</p> <p>A discussion ensued regarding the committee being presented with the outline of the SAC adopted budget without committee input. Discussion ensued.</p> <ul style="list-style-type: none"> <li>• It was noted that the budget assumptions were based on the discussion at the May 15<sup>th</sup> meeting and developed into the plan.</li> <li>• The college received their carryover amount last week from the district.</li> <li>• District working to meet legislative mandate in regards to their adopted budget.</li> </ul> <p>Acknowledging the importance of the committee input, challenges presented with committee meeting timelines and processes, options were discussed that would allow for advanced planning and priority setting on behalf of the committee so that staff could move forward on the budget developing process incorporating committee goals.</p> <p>Members were reminded that the budget would be presented to the Board for approval at the next Board meeting however it typically goes through changes throughout the year assuring them that it is not set in stone.</p>	<p><b><u>ACTION</u></b></p> <p>Motion was moved by John Zarske that the SAC Planning and Budget committee approves the presented SAC adopted budget being forwarded to the Board of Trustees for approval with the understanding that committee members would review the budget with their constituencies and bring back any modifications and/or recommendations.</p> <p>2<sup>nd</sup> – G. Wright</p> <p>Motion carried unanimously.</p>

	Members were advised that once the Adopted Budget is approved by the Board of Trustees, it is available for review on the District website.	
<b>5. OLD BUSINESS</b>	<b>DISCUSSION/ COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<p><b>End of Year Report</b> The members were presented with the End of Year report as an information item. Notation was made in regards to the various mechanisms utilized in obtaining information from the membership. The low response of the membership was brought to the attention of the membership.</p>	<p><b>FOLLOW UPS</b> Committee goals will be an agenda item for next month.  The report will be modified as follows: Sent to Bonnie Jaros to be forwarded to the IE&amp;A committee.</p>
<b>6. NEW BUSINESS</b>	<b>DISCUSSION/ COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<p><b>Constituent Communication</b> The importance of understanding the reporting process for the various constituency groups was discussed. Members were asked to provide the committee with an overview of how they communicate with their constituencies as well as make bring back recommendations on their behalf. <b>Update on hiring process for the Vice President of Administrative Services</b> Members were advised that the hiring committee is in the process of scheduling their first meeting.</p>	<p><b>FOLLOW UP</b> The appointed representatives will provide an overview on their communication process with their constituencies.</p>
<b>7. FUTURE AGENDA ITEMS</b>	<b>DISCUSSION/ COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<ul style="list-style-type: none"> <li>• Adopted SAC Budget review – modifications/recommendations</li> <li>• Committee Goals review</li> <li>• Planning Process/Calendar Sync – Dr. Rose</li> <li>• Budget Overview – Jim Kennedy</li> </ul> <p>Members were reminded to forward any agenda items to Jim Kennedy.</p>	
<b>8. OTHER</b>	<b>DISCUSSION/ COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<p>Members were asked for any operational recommendations.</p> <ul style="list-style-type: none"> <li>• The new ASG representative meet with the committee co-chairs ahead of time to become acquainted with the chairs and the committee processes.</li> <li>• To provide the membership with an overview of the budget to help understand the different categories of accounts.</li> </ul> <p>An inquiry was made in regards to additional assistance for the accounting office.</p> <ul style="list-style-type: none"> <li>• It was noted that determining departmental needs would be an item that the new Vice President may review.</li> </ul>	<p><b>FOLLOW UPS</b> A meeting will be arranged with the new ASG representative and the committee co-chairs.  A general budget overview of the SAC Budget will be provided at the next meeting.</p>

**Adjourned – 2:55p.m.**  
**Next Meeting –Tuesday, September 4, 2012**  
**1:30 – 3:00p.m.**  
**SAC Foundation Board Room**  
*Submitted by G. Lusk 8/20/2012*