



SAC PLANNING & BUDGET MEETING
MINUTES – MARCH 1, 2011
SAC FOUNDATION BOARD ROOM
1:30P.M. – 3:00P.M.

Approved Sept. 6, 2011

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.

Administrators	Academic Senate			CLASSIFIED	Student Rep.
Paul Foster, co-chair	Steve Bautista	Ray Hicks	Monica Porter	Tom Andrews	Ross Carter (a)
Norm Fujimoto	Matt Beyersdorf	Michael Kelcher	George Wright	Judy Arroyo	Guests
Sara Lundquist	Andy Gonis(a)	Jeff McMillan, co-chair	John Zarske	Joel Sheldon	Sergio Sotelo
Ed Ripley					Bart Hoffman
					Becky Miller
					Esmeralda Abejar
1. WELCOME				Meeting called to order 1:30p.m.	
Self Introduction were made.					
2. MINUTES		DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS
		The November 2 minutes were presented for approval.			ACTION Motion was moved by G. Wright to approve the November 2, 2010 Budget Committee minutes. 2 nd – J. Zarske Discussion ensued. Motion carried unanimously.
Public Comments regarding District Presentation of SB 361		DISCUSSION/ COMMENTS			ACTIONS/ FOLLOW UPS
		The following concerns were shared by members: What will be the model for operation? How will the monies be managed? What will be the process for prioritization?			
3. Budget Update		DISCUSSION/ COMMENTS			ACTIONS/ FOLLOW UPS
Paul Foster		The Governor is promoting an initiative for November to extend the increased auto registration fees and sales tax for another 5 years. <ul style="list-style-type: none"> The outcome could result in a deficit to RSCCD of between \$7m and \$12.4 m Chancellor will be holding budget forums at the colleges. District planned ahead and will likely end the 2010-11 fiscal year with an ending fund balance in the general fund of over \$40 million. <ul style="list-style-type: none"> The district reserve is being used to fund operations as California continues to defer apportionment payments, now estimated to be \$25 million. Reserve will also help counter future deficits. Discussion ensued regarding having a detailed plan of action. Important to consider how the liabilities will be distributed under the new model. <ul style="list-style-type: none"> Administrative Services will need to be appropriately staffed in order to manage the additional budget monitoring responsibilities. 			

Budget Update (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • Important to research the Contra Costra transition and determine what would work best at SAC. <p>Discussion resulted in a recommendation for a draft plan to be prepared that would outline major assumptions and the operational responsibilities that tie into those assumptions as the department begins to staff.</p> <ul style="list-style-type: none"> • Paul will develop a plan as prescribed and will share with Cabinet on Tuesday, March 8th for input. • The plan will then be reviewed with Jeff in order to assess the next step. • It was recommended that that review process includes a classified member. Judy Arroyo volunteered. <p>The plan will come back to the Planning and Budget Committee for further discussion.</p>	<p>FOLLOW UPS Paul will develop a draft plan of major assumptions and the operational responsibilities that tie into those assumptions.</p>
4. SAC Budget Process under SB361 Model	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Dr. Martinez commented on the implementation of the SB361 model. It's important to become familiar with the formulas and regulations that determine college allocations.</p> <ul style="list-style-type: none"> • Overall responsibility of budget management will fall to the college. <ul style="list-style-type: none"> ○ This will be positive because the college will be managing our allocation ○ Additional responsibilities will fall to Administrative Services ○ The implementation will be a phased transition. ○ Dr. Martinez emphasized the importance of creating an infrastructure within Administrative Services to support the additional work. ○ She will be looking to the committee for budget planning priorities and for recommendations for allocations received and ending balances. <ul style="list-style-type: none"> ▪ She noted that the DDP process is the vehicle for identifying college needs. ▪ The priorities set by this committee are vital components in the process. <p>Dr. Martinez commended the committee for establishing priorities and noted that those priorities have been invaluable during Cabinet budget decision making discussions.</p> <ul style="list-style-type: none"> • She will be looking to the Planning and Budget Committee to provide recommendations for future campus allocation priorities. <p>The district's office role will need to be more clearly defined.</p> <ul style="list-style-type: none"> • Will district services be moved to the colleges? • Not in favor of "buy back" services from district. • Contingencies will need to be established for emergencies. • Members were encouraged to research how the model works. 	

5. Other	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>An overview of the Budget Cycle and the Planning and Budget process was presented.</p> <p>Departments should be focusing on the Department Portfolio Planning process.</p> <p>It was clarified that Portfolios go first to the VPs, and then to Cabinet for review and then to the committee.</p> <ul style="list-style-type: none"> • A concern regarding the timelines was discussed. Department portfolios should be due from departments in sufficient time for presentation at the budget committee. <p>It was clarified that Dr. Martinez considers recommendations provided by the committee in her final decision making process.</p>	

Adjourned – 2:48 p.m.
Next Meeting –Tuesday, April 5, 2011
1:30 – 3:00p.m.
SAC Foundation Board Room