



**SAC PLANNING & BUDGET MEETING**  
**MINUTES – SEPTEMBER 6, 2011**  
**SAC FOUNDATION BOARD ROOM**  
**1:30P.M. – 3:00P.M.**

**Approved Nov.1, 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.*

<b>Administrators</b>	<b>Academic Senate</b>			<b>CLASSIFIED</b>	<b>Student Rep.</b>
Paul Foster, co-chair	Steve Bautista	Elliot Jones	Monica Porter	Tom Andrews	vacant
Jim Kennedy	Matt Beyersdorf	Michael Kelcher	George Wright	Judy Arroyo	<b>Guests</b>
Sara Lundquist	Ray Hicks	Jeff McMillan, co-chair	John Zarske	Vacant (2)	
Linda Rose					
<b>1. WELCOME</b>				<b>Meeting called to order 1:34p.m.</b>	
Self Introduction were made.					
<b>2. MINUTES</b>		<b>DISCUSSION/COMMENTS</b>			<b>ACTIONS/ FOLLOW UPS</b>
		The March 1, 2011 minutes were presented for approval.			<b>ACTION</b> Motion was moved by J. Zarske to approve the March 1, 2011 Budget Committee minutes. 2 <sup>nd</sup> – G. Wright Discussion ensued. Motion carried unanimously.
<b>3. Budget Update</b>		<b>DISCUSSION/ COMMENTS</b>			<b>ACTIONS/ FOLLOW UPS</b>
Paul Foster		Paul reported that the budget appears to be getting worse not better.  The district bases the tentative budget on the May Revise. Unfortunately the healthy projections in May have not materialized. In anticipation that there may be mid-year reductions from the state, SAC was asked to make reductions in the amount of \$3.6 million. <ul style="list-style-type: none"> <li>• The cuts were reviewed with President’s Cabinet.</li> <li>• Discretionary funds were reduced to 2010/2011 Actuals.</li> <li>• The difference was taken from 1300 (part-time instruction)accounts.</li> <li>• If the anticipated mid-year state reductions do not materialize, the District’s ending fund balance will grow again</li> </ul> A discussion ensued regarding the \$25m cash flow balance to cover state deferrals: <ul style="list-style-type: none"> <li>• There are other District funds that could be used to cover operating expenses</li> <li>• The inflated ending fund balance provides some relief from future cuts</li> <li>• Cuts are being made on the campuses in order to maintain the \$25m cash flow balance.               <ul style="list-style-type: none"> <li>o Monies should be used for their intended purpose.</li> <li>o Cuts are being made based on assumptions of possible future reductions but these cuts are affecting students currently enrolled.</li> </ul> </li> </ul>			

3. Budget Update (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> <li>The ending 2010/2011 balance reflects 1/3 the district budget.</li> <li>Are there risks in holding too much in our reserves?</li> <li>In order for members to make better judgment regarding the district's cost savings strategy and its impact on student success an inquiry into the history of deferred apportionments along with the state mandated reserve will be made for the committee's review.</li> <li>Members discussed making mention of their concerns about the ending balance to BAPR.</li> </ul> <p>Paul reported that Cabinet asked for an analysis of the ending balance</p>	<p><b>FOLLOW UP</b> Paul and Jeff will review the deferment history, mandated state reserve and report back.</p> <p><b>FOLLOW UP</b> Paul will provide a copy of his analysis at the next SAC Planning and Budget meeting.</p>
<b>Adopted Budget/SAC Reductions</b>	<p>Paul presented the following overview of the Adopted Budget General Fund:</p> <ul style="list-style-type: none"> <li>Division Summary</li> <li>Department Summary</li> <li>By Object Code</li> </ul> <p>There was discussion regarding how budgets and reductions were determined.</p>	
<b>SAC Planning Process</b>	<p>Paul provided a brief overview of the Department Portfolio Plan (DDP). The DDP is a critical part for linking planning to budget for the college. In order for the process to be more efficient, the following modifications are in process:</p> <ul style="list-style-type: none"> <li>Changes to the SAC Budget Calendar <ul style="list-style-type: none"> <li>Department budgets need to be submitted by the end of fall semester.</li> <li>SAC budget planning documents will be reviewed by Shared Governance committee early spring semester.</li> <li>Final list will go to BAPRC in March.</li> </ul> </li> </ul> <p>ITS is currently modifying the Budget Request Application component in the DPP program located in Inside SAC.</p> <ul style="list-style-type: none"> <li>The modification will allow users to download data into an Excel spreadsheet.</li> </ul> <p>Discussion ensued regarding the process:</p> <ul style="list-style-type: none"> <li>District budget planning FROM the college input would be more effective.</li> <li>Important for departments to prioritize.</li> <li>SCC currently uses the same program for planning.</li> <li>The DDP process/program will be demonstrated for Department Chairs at the October 11 Senate meeting.</li> </ul>	<p><b>ACTION</b> Motion was moved by M. Porter to approve the presented Budget Calendar (8/24/11) to College Council. 2<sup>nd</sup> – R. Hicks Discussion ensued. Motion carried unanimously.</p>
<b>Year-End Report</b>	<p>Committee members reviewed and discussed the Planning and Budget End of Year report.</p> <p><b>2011/2012 Committee Goals</b> The committee discussed the 2011/2012 committee goals. The following modifications were made: Under 2010/2011 Goals, under Not met/should be carried over (Please explain) replace current explanation with the following: <i>The recommendation was <u>partially</u> communicated and will be tested should additional reductions be required.</i></p>	<p><b>ACTION</b> Motion was moved by G. Wright to approve the 2010 Planning and Budget Year End Report 2<sup>nd</sup> – S. Bautista No discussion. Motion carried unanimously.</p>

3. Budget Update (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p><b>ORIGINAL</b>            1. Divisions and Departments should explore options, prepare recommendations, and/or develop mechanisms for potential budget reductions in the event that Santa Ana College is further impacted by the state budget crisis.</p> <p><b>REVISED</b>            1. <i>Facilitate divisions and departments to explore options, prepare recommendations, and/or develop mechanisms for potential budget reductions in the event that Santa Ana College is further impacted by the state budget crisis.</i></p>	<p><b>ACTION</b>            Motion was moved by J. Zarske to approve the 2011/2012 Committee goals with modification to Goal #1.            2<sup>nd</sup> – M. Porter            No discussion.            Motion carried unanimously.</p>
<p><b>Other</b></p>	<p>A brief update was given on the status of SB361. The initial draft was developed over the summer. Paul has presented the draft to President's Cabinet. The draft will be presented in the following sequence:</p> <ul style="list-style-type: none"> <li>• Paul will meet with Steve Kawa               <ul style="list-style-type: none"> <li>◦ Steve will present the draft to SCC's College Council.</li> </ul> </li> <li>• Draft will be presented to the SAC Planning &amp; Budget committee.</li> <li>• Draft will go to BAPR for approval.</li> </ul> <p>Once the draft has gone through the appropriate approval process, it is anticipated that the next step will be a transition phase.</p>	

**Adjourned – 2:55 p.m.**  
**Next Meeting –Tuesday, October 4, 2011**  
**1:30 – 3:00p.m.**  
**SAC Foundation Board Room**