



**SAC BUDGET MEETING
MINUTES
NOVEMBER 14, 2006**

APPROVED 2/13/07

Administrators

President Martinez
Noemi Kanouse, Committee Chair
John Grindel
Thom Hill
Rhonda Langston
Sara Lundquist (absent)
Kathy Mennealy
Sergio Sotelo
Maria Sugranes

Alternates:

David Guzman
Ed Ripley

Faculty

Steve Bautista
Mary Ellen Bobp
Dan Goldmann (absent)
Steve Eastmond (absent)
Jeff McMillan
Renee Miller
Earl Mitchell
Al Siddons (absent)
George Troxcil, Co-Chair
George Wright (absent)

Classified

Jana Cruz
Denise Phillips
Pete Paolino (absent)
Vacant (2)

Guests:

Ray Hicks

1. Welcome and Introductions

The meeting was called to order at 1:35 p.m. by George Troxcil, Committee Co-Chair. The committee made self introductions.

2. Approval of Meeting Minutes for October 10, 2006

A motion was made to approve minutes for October 10, 2006 with the following amendments. (McMillan/Bautista). The committee unanimously approved the minutes as amended.

Ray Hicks was added to the attendance list under Guests.

The following statement was added under

#7 One Time Funds

An allocation of \$5,000 was given to each Vice-President of which some of that allocation was to be used for classified staff development.

3. 2006-07 FTES Update

◆ 2006-07 History

A 2006/07 FTE update was presented to members. Mrs. Kanouse noted the report indicated that SAC is trailing by 300 FTEs from our target goal. Dr. Martinez clarified to members that although the college growth is currently below our target goal, it is not below our base. Mrs. Kanouse stated that she is looking for potential growth from the Academies positive attendance, those numbers are not factored in until the end of the semester. It was noted that the number for FTE's (1400) reflected for positive attendance in this report was "dropped in" from the previous year and the final amount reported for positive attendance for last year was 2000. Dr. Martinez emphasized that while the positive attendance is important in meeting our target goal, there needs to be a focus on the credit side in terms of offerings, etc. Overall, Dr. Martinez noted that this was a very good report for the college and that SAC is still growing toward our goal.

An FTE history from 1999 to present for the committee's review was provided.

4. One-Time funds

A spending plan was presented for Instructional Equipment that also identified a funding source. Dr. Martinez requested that the Instructional Equipment allocation document be designated as being for Credit. The non-credit allocation was not included in the plan presented.

Ed Ripley provided a brief summary of qualifications for a Career Technical course. Members were presented with a breakdown of how the one-time monies in Career Education were planning to be spent. Mr. Ripley noted that these are estimates. Furthermore, he noted the intent of trying to accommodate those divisions that still have unmet needs after the utilization of Instructional Equipment dollars.

Mrs. Kanouse mentioned the importance of TOPS code coding, specifically taking a closer look at all accounts and making sure that they are correctly coded.

5. Purchase of materials/office supplies

The question was raised regarding purchasing materials and office supplies. It was clarified that employees are not expected to purchase supplies on their own. They should utilize the “clerical supply” service in Quick Copy or proceed through the process established through division office. It was also emphasized that in emergency situations, staff and faculty should work with their supervisors for assistance.

6. SB 361

Mrs. Kanouse attended a seminar on the SB 361 hosted by California Community College League. She presented a modified version of the PowerPoint from the seminar. She highlighted special areas of interest and entertained questions.

A discussion ensued regarding what qualifies as an “approved centers” currently CEC is an approved center available for special funding. Mrs. Kanouse will research the qualifications for an approved center to see if MEC qualifies. The basic allocation for an approved center is 1,000,000.00.

7. Measure E Update

Mrs. Kanouse presented spending summary on the Measure E funds dated November 7 and reflected that SAC has spent 49% to date. She noted the asterisks items were projects that the SAC Facilities committee put on hold due to lack of funds for completion of the projects. Furthermore, Mrs. Kanouse noted that in light of Measure O not passing, the college will need to continue to be judicious in spending. Dr. Martinez highlighted project #3703 Renovate Campus Infrastructure as not being the original list. This is the new classroom building.

8. Departmental Portfolio Planning

Maria Sugranes gave a presentation on new software to be utilized for Portfolio Planning for Santa Ana College. She reported that the system was made possible through Title V Basic Skills project in an effort to improve internal knowledge and improve communication.

9. Budget Committee Guidelines Proposed Change

The following edit was made to the Budget Committee Participatory Governance Structure.

The Budget Committee meets the second Tuesday of the month (in the afternoon). Summer meeting schedules will be decided by the committee at the last (May) meeting of each school year.

In addition the word “*designee*” was added after the titles of the four Vice-Presidents.

10. December Meeting Discussion

It was decided that the December meeting will remain on the active calendar unless otherwise notified.

11. Other

A discussion ensued regarding the process of purchasing through the District Office Purchasing Office. It was stated that starting July 1, Datatel will be used to process purchase orders.

- **Adjourned 2:55 p.m.**