



SAC PLANNING & BUDGET MEETING
 MINUTES – AUGUST 7, 2018
 1:30P.M. – 3:00P.M.

Santa Ana College Mission Statement: Santa Ana College inspires, transforms, and empowers a diverse community of learners.

Administrators	Academic Senate		CLASSIFIED	GUESTS	
Bart Hoffman, co-chair	Ed Fosmire, co-chair	Gabe Shweiri (a)	Omelina Garcia (a)	Esmeralda Abejar	
Jim Kennedy (a)	Elliott Jones (a)	Brian Sos (a)	Jimmy Nguyen		
Madeline Grant	Roy Shahbazian	Monica Zarske			
Ray Hicks (a)	John Zarske (a)	William Nguyen (a)			
John Steffens			Student Rep.		
Jeffrey Lamb					
Vaniethia Hubbard				(a) = absent	
1. WELCOME				Meeting called to order 1: 35p.m. Meeting adjourned at 3:32p.m.	
2. PUBLIC COMMENTS	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	None				
3. MINUTES	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	Approval of the May 1, 2018 minutes.			<u>ACTION</u> Moved by Madeline Grant to approve the May 1, 2018 Planning & Budget Committee minutes, 2 nd by Jimmy Nguyen. Motion carried.	
4. BUDGET UPDATE	DISCUSSION/ COMMENTS			ACTIONS/ FOLLOW UPS	
	<ul style="list-style-type: none"> Adopted Budget Assumptions – Esmeralda Abejar reviewed Adopted Budget Assumptions document. Document was discussed and approved with minor typo corrections (<i>attached</i>). Budget Performance Year End – Dr. Hoffman stated that the ending balance for Fund 11 is approximately \$4.2M. Fund 13 has an ending balance of \$630,000. However, additional unallocated revenue increased the balance to \$6,725,064. Dr. Hoffman pointed out that prior to reaching the \$630,000 balance there was an approximate balance of \$3M. \$2.4M was moved to Fund 41, which is used for capital improvement projects and we must supply a significant match for construction dollars used for the Health Science Center project, which cost \$21M to build. Therefore, from the \$3M balance, we took \$2.4M to reach our match of 			<u>ACTION</u> Moved by Monica Zarske to approve the Adopted Budget Assumptions with minor changes, 2 nd by Madeline Grant. Motion carried. <u>INFORMATION</u>	

	<p>\$21M. He also stated that due to rising building costs, the final cost could be \$33M to build the Health Science Center. We will still need to match the difference of \$12M. The good news is that we do not have to match the Johnson Center or Science Center construction projects. The remaining \$600,000 will be used for on-campus capital improvements that are outlined in the Facilities Modification Request process (AR6700).</p> <ul style="list-style-type: none"> Fund 13 Expenditure Plan Carryover – (attached) – Dr. Hoffman explained that there is \$250,000 to distribute amongst SAC Divisions. There is current talks on what formula to use to distribute these funds. Madeline Grant stated that having funds available gives flexibility to help with priority projects for each Division. By having these funds, there may not be a need to apply for grants to fund priority projects. These funds are for Academic Affairs. Student Services receives \$25,000 one-time allocation. Dr. Lamb added that the process is more important than the formula used. The process should determine the need for each area and supporting student learning. John Steffens added that the allocation should be tied to priorities and strategies. He added that the percentage of allocation should include improvement in efficiency or percentage improvements. Dr. Hubbard added that it also ties to the program review process. Esmeralda Abejar pointed out that currently there is approximately \$197,221 left in the carryover from 17/18. There is about \$52,000 already encumbered. She also stated that Fund 13 cannot be used to purchase food. Dr. Hubbard suggested we add a column showing the prior fiscal year budget to compare the totals. Roy Shahbazian suggested an allocation of funds to aid AB705 which will be implemented Fall 2019. He is suggesting earmarking \$100,000 for AB705 needs, such as, ITS support, part time staff, and professional development and then have the AB705 taskforce figure out a more detailed expenditure plan. Dr. Lamb added that the college has received a Basic Skills Student Success and Outcomes Transformation grant and suggested that these would be a great resource to use for the AB705 needs. It was agreed to set aside funds in support of AB705 but first use available one-time or other categorical resources. 	<p><u>ACTION</u> Moved by Jimmy Nguyen to approve the Fund 13 Expenditure Plan Carryover Funds, 2nd by John Steffens. Motion carried.</p>
5. ENROLLMENT UPDATE	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	Dr. Lamb reported that the Summer enrollments were slightly up and the Fall enrollments are slightly down.	
6. STUDENT UPDATE	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	None	
7. SACTAC	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	None	
8. ACCREDITATION	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	Dr. Lamb reported that our next accreditation is scheduled for 2022. It will fall under the new standards. He will present more details in the near future. Monica Zarske reported that the Occupational Studies program had an accreditation visit and the outcome was great.	
9. OLD BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> Planning and Budget Committee Goals – TABLED FOR SEPTEMBER MEETING 	

10. NEW BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • SAC Budget Development Calendar - informational item. • New Budget Model - covered in previous items above. 	
11. FUTURE AGENDA ITEMS		
	<ul style="list-style-type: none"> • Planning and Budget Committee Evaluation of Committee work – TABLED FOR SEPTEMBER MEETING Survey on the goals that the committee approved 	
12. Informational Handouts		
	<p>https://www.rscgd.edu/Departments/Business-Operations/Pages/Fiscal-Resources-Committee.aspx</p> <p>Next meeting – Sept. 4, 2018</p>	

Submitted by Maria Cardona