



Santa Ana College

Planning & Budget Meeting

March 4, 2014



SAC Planning and Budget Committee

March 4, 2014

1:30 p.m. - 3:00 p.m.

S-215

THE PLANNING AND BUDGET COMMITTEE is the participatory governance committee responsible for recommending budget priorities, procedures, and processes to the College Council. The Planning and Budget Committee also functions as a community liaison for fiscal affairs with the college community.

*Santa Ana College Participatory Governance Structure Handbook
(May 8, 2013)*

Agenda

1. Welcome and Introductions
2. Public Comments
3. Approval of Minutes for December 3, 2013 ACTION
4. Budget Update INFORMATION
5. Student Update INFORMATION
6. Old Business
7. New Business
 - SAC Budget Calendar 14/15 ACTION
 - FON/New Faculty hiring INFORMATION
 - Vacant Position list INFORMATION
 - IT Refresh INFORMATION
 - RSCCD Budget Calendars INFORMATION
8. Future Agenda Items
9. Other Business

Next Meeting - April 15, 2014

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.



SAC PLANNING & BUDGET MEETING
 MINUTES - FEBRUARY 4, 2014
 SAC FOUNDATION BOARD ROOM
 1:30P.M. - 3:00P.M.

DRAFT FOR APPROVAL

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

Administrators	Academic Senate			CLASSIFIED	Student Rep.	
Mike Collins, co-chair	Chris Cannon(a)	Monica Porter(a)	John Zarske	Tom Andrews (a)		
Jim Kennedy	Ray Hicks co-chair(a)	George Wright		Angela Guevara	GUESTS	
Linda Rose(a)				Denise Hatakeyama	Esmeralda Abejar	Rhonda Langston
Loy Nashua for Lilia Tanakeyowma				Leslie Wood-Rogers	Carl Jaeger	Tom Bonetati
1. WELCOME					Meeting called to order 1:31p.m.	
2. PUBLIC COMMENTS					DISCUSSION/COMMENTS	
					No public comments	
3. MINUTES					DISCUSSION/COMMENTS	
					The December 3, 2013 Planning and Budget minutes were presented for approval.	
					<u>ACTION</u> Motion was moved by J. Zarske to approve the December 3, 2013 Planning & Budget Committee minutes. 2 nd - J. Kennedy Minutes were unanimously approved as amended.	
4. BUDGET UPDATE					DISCUSSION/ COMMENTS	
					Gov. Released his proposed budget in Mid-January- just like a first serve in tennis....and from the stands it looks like a good serve! <u>Strong growth in the Proposition 98 minimum guarantee</u> - For 2014-15, that Governor - a year over year increase of about 11.4%. As noted below, the Governor primarily proposes to use these one-time resources to pay down deferral obligations. <u>California Community Colleges</u> - The chief budget highlights as they pertain to the CCCs include: <ul style="list-style-type: none"> • <u>Access</u> - \$155.2 million to fund a 3% restoration of access. <ul style="list-style-type: none"> • \$3.9 million for Rancho- if we can earn it! • \$2.7 million for SAC- if we can earn it! • The budget proposes that the Board of Governors adopt a formula for local growth allocations that gives priority to districts. Trailer Language- "To support the primary missions of the system, and based on the community need for access as determined through local demographics"- refer to the hand out <ul style="list-style-type: none"> • <u>COLA</u> - COLA of 0.86%- \$1.2 million for Rancho, but categorical programs left out 	

BUDGET UPDATE (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<ul style="list-style-type: none"> • <u>Student Success</u> - Potentially \$5 million for Rancho, but not clear yet on how it will be distributed. • <u>Deferred Maintenance and Instructional Equipment</u> - Rancho= \$4.4 million to be evenly split between deferred maintenance and instructional equipment, but we have to come up with the matching funds. • <u>Deferrals</u> - completely eliminate the system's inter-year deferrals or IOUs- \$592 million! \$15.4 million for Rancho, but no new money- just paperwork. • <u>Proposition 39</u> - \$999k in energy efficiency funding for our District, \$1.2 million in 13-14, SAC share going into our campus-wide LED lighting retrofit. • <u>Adult Education</u> - The Governor reiterates his commitment to provide funding in the 2015-16 budget to implement plans being developed by regional adult education consortia (SAC/SAUSD/Orange USD- Jim Kennedy). • <u>Innovative Models of Higher Education</u> - \$50 million in one-time funding (non-Proposition 98) is proposed for incentive awards that recognize models of innovation in higher education that 1) increase the number of students earning bachelor's degrees, 2) increase the number of bachelor's degrees earned within four years, and 3) ease transfer the state's education system. • <u>The Governor does not propose to raise student fees, nor does he propose to fund FTES on completion or to require all students seeking fee waivers to complete a FAFSA.</u> • <u>Not much happening until after April 15- tax revenue comes in.</u> • <u>May Revise (May 15) updates state revenue and expenditures- serious budget discussions occur----- June 15th budget delivery</u> <p><u>SAC BUDGET UPDATE</u></p> <ul style="list-style-type: none"> • Our SAC 2013-14 adopted budget is performing very well at the "halftime" point of the fiscal year, with expenditures approximately 5% under budget. • In accordance with our Resource Allocation Request (RAR) procedure for budget augmentations, the College has funded \$243,412 in instructional equipment/library technology, completed various facilities upgrades in the amount of \$1,042,420, and is in the process of moving forward with many of the funded vacancies and personnel requests that were initiated via the RAR process. • P1 reporting was completed as of Jan. 8, 2014, and it appears we are short of our growth targets for Fall, mainly in our positive attendance categories. Intercession has been a win for us, producing FTES counts that will help get us towards our growth target. • We will be investing in the Spring semester by adding additional waitlist/high demand classes to meet our students needs, and our FTES growth targets. <p>SAC has initiated the budget development process for 2014-15, which starts with the RAR process for budget augmentation requests that are rooted in program review. RARs for the 2014-15 fiscal year have been submitted, have been prioritized by the</p>	

BUDGET UPDATE (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>requesting divisions/departments, and are in the hands of our Campus Budget Office for consolidation of all requests. The RARs will then be presented to President's Cabinet, the Planning and Budget Committee, and the entire campus community via the Planning and Budget Committee webpage.</p> <p>Administrative Services is currently working on the 2014-15 Planning and Budget Manual, which contains a robust repository of planning and budget documents as we begin to plan the FY 14-15 budget. The 2013-14 Planning and Budget Manual can be found at 2013/2014 Planning and Budget Manual.</p>	
5. STUDENT UPDATE		
	No Student Update.	
6. OLD BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
13/14 Committee Goals	<p>The 13/14 committee goals draft document was presented to the members.</p> <ul style="list-style-type: none"> • The objectives were reviewed and a brief discussion ensued on how the objectives are currently being met. • At the end of the fiscal year the committee will seek feedback from the college community related to the process. <ul style="list-style-type: none"> ◦ How is the planning and budget process working for the end users? <p>After review, a call was made for revisions. None were noted.</p>	<p><u>ACTION</u></p> <p>Motion was moved by J. Kennedy to approve the 13/14 Committee Goals as presented. 2nd - J. Zarske</p> <p>The 13/14 Planning and Budget Committee goals were unanimously approved.</p>
7. NEW BUSINESS	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
SAC Quarterly Budget Performance (Oct., Nov., Dec.)	<p>The SAC Quarterly Budget Performance report was presented to the committee by Esmeralda Abejar, Campus Budget Manager.</p> <p>The following was reported:</p> <ul style="list-style-type: none"> • SAC budget is performing well. • 47% of the budget has been spent to date. • 49% has been spent in Salaries and Benefits. • Due to the water related facilities issues, utilities expenses to date are at 54%. • 33% of the non-salaried budget has been spent. 	
Mid-Year Expenditure Report	<p>The Mid-Year Expenditure report (prepared by the district) was provided for review.</p> <ul style="list-style-type: none"> • The report reflected the comparison of Funds 11 & 13 for the three cost centers. • SAC is doing well. <p>Members were reminded that the contingency fund noted on the report as "Other Outgo" is to be used for emergencies.</p> <p>It was also clarified that the Academic Salaries noted on the report for the District office were related to Academic Administrators.</p>	
FTES Target Performance - P1 report	<p>The committee reviewed the P-1 Report. The following was noted:</p> <ul style="list-style-type: none"> • SAC did not meet their growth target of 1.63% or the extra 1%. <ul style="list-style-type: none"> ◦ Members were advised that the Fall intersession and Spring will make up for the target loss. <p>SAC did meet the normal enrollment target. Enrollment management strategies were discussed:</p> <ul style="list-style-type: none"> • While growth is important, the college has a completion agenda outlined for students 	

NEW BUSINESS (cont.)	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	<p>to complete their requirements.</p> <ul style="list-style-type: none"> • There has been a shift in the way the college is looking at growth. • Important to consider different ways to deliver programs and services to meet the needs of the students and the community. <p>There was an inquiry about performance based funding. While it was noted the 14/15 budget is not based on those outcomes yet, it is anticipated that this model will occur in the near future. Discussion ensued.</p> <ul style="list-style-type: none"> • Important to address ways to meet those outcomes now as the college strategically plans to move forward. • Quality education leads to returning students. • Important to get students engaged in a pathway of study quickly. <p>Align resources towards the goal, transfer or certificate.</p>	
6. OTHER	DISCUSSION/ COMMENTS	ACTIONS/ FOLLOW UPS
	The committee was thanked for their work on the Planning and Budget committee.	<p style="text-align: right;">Adjourned - 2:10p.m. Next Meeting Tuesday, March. 4, 2014 1:30p.m. - 3:00p.m. S-215 Submitted by G. Lusk 2/7/14</p>