



**BUSINESS MEETING MINUTES**  
**October 11, 2011**

**Members Present**

<i>Mary Ellen Bobp</i>	<i>Marilou Morris</i>
<i>Cherie Bowers</i>	<i>Rene O'Dell</i>
<i>Sharon Brown</i>	<i>Michelle Parolise</i>
<i>Monica Collins</i>	<i>Mila Paunovic</i>
<i>Don Dutton</i>	<i>Luis Pedroza</i>
<i>Robert Gallego</i>	<i>Monica Porter</i>
<i>Madeline Grant</i>	<i>Chuck Ramshaw</i>
<i>Ray Hicks</i>	<i>John Ross</i>
<i>Rosemarie Hirsch</i>	<i>Max Serrano</i>
<i>Jarek Janio</i>	<i>Ken Sill</i>
<i>Bonnie Jaros</i>	<i>Brian Sos</i>
<i>Michael Kelcher</i>	<i>John Zarske</i>
<i>Jeff McMillan</i>	
<i>Dena Montiel</i>	

**Absent**

*Philippe Andrade*  
*Hilda Baitoo*  
*Matt Beyersdorf*  
*Paula Canzona*  
*John Isaac*  
*Mario Robertson*  
*Doug Wilkes*

**Guests**

*Michael DeCarbo*  
*Mike Everett*  
*Paul Foster*  
*Henry Kim*  
*Hang Le*  
*Linda Rose*  
*Kris Ross*  
*Ken Soltis*  
*Terri Wann*

**I. Call to Order**

A. President Hicks called the meeting to order at 1:35 pm.

**II. Public Comments — (Three-minute time limit)**

A. None

**III. Approval of Minutes —September 13, 2011 and September 27, 2011**

- A. Moved by Rosemarie Hirsch and seconded by Ken Sill, the Senate business meeting minutes of September 13th were unanimously approved as written.
- B. Moved by Mila Paunovic and seconded by Michael Kelcher, the business meeting minutes of September 27th were unanimously approved as written.

**IV. Reports**

**A. Early Alert System—Mike Everett, SAC Matriculation Committee**

1. Mike Everett, representing the SAC Matriculation Committee, presented information to the Senate regarding the purpose and use of the SAC Early Alert System. The system was piloted by faculty in the summer of 2011 with positive results. The system is being used by faculty to alert students when they are experiencing academic challenges and a way to provide students with possible resources in attempts to foster success. Areas that may be impeding student progress include: Attendance, Punctuality, Behavior, Participation, Assignments, Study Skills, and Quality of Work. The instructor is also able to add additional comments regarding student progress. Use of the Early Alert option is available for faculty on WebAdvisor and the Senators were asked to take information back to departments and divisions.
2. The program has been presented to ASG and the response was that they did feel that the program is beneficial to students.
3. It is not mandatory that faculty use the program, but it is being highly encouraged.
4. For any questions please contact Mike Everett.

**B. President's Report** — Raymond Hicks

1. The Board Meeting of October 10<sup>th</sup>
  - a. The Dream Act has been signed by the Governor
  - b. AB 684: New legislation approved regarding redistricting. President Hicks will follow-up on how this new legislation may impact RSCCD.
2. President Hick's wants Flex Activities to be more faculty directed so has asked senators for recommendations on what they would like to see moving forward.

**C. Planning & Budget Report**—Co-Chair, Jeff McMillan

1. Follow-up
  - a. The Planning & Budget Committee has made a recommendation that a percentage of RSCCD's ending balance be available to the colleges for use. Summary handout was distributed. Recommendation will move to College Council.

**D. SCC Report**-Michael DeCarbo, Secretary/Treasurer

1. BSI plan has been approved.
2. The Honors program is still working to become a committee.
3. The Vision Task Force has identified its vision.
4. The SCC Budget and Planning Committee has been established.

**E. Facilities** —John Zarske

No report.

**F. Curriculum**—Chair, Bonnie Jaros

1. Program Discontinuance Task Force
  - a. Craig Rutan, SCC Curriculum Chair, continues to work to get the Program Discontinuance Task Force together.

**G. Accreditation Report**—Bonnie Jaros

1. Midterm Report
  - a. The SAC Midterm Report was approved at the October 10<sup>th</sup> Board Meeting and should be mailed this week.

**H. Secretary/Treasurer**—Monica Porter

1. Senate Rostrum
  - a. The most recent *Senate Rostrum* is now available. Copies were distributed to Senators in attendance but copies can also be found in the faculty mailroom.
2. Academic Senate Membership
  - a. SAC membership is currently at approximately 60% of faculty and a membership drive has been initiated. Payroll deduction forms were distributed to Senators to go back to their Divisions in efforts to recruit more members. Senate goal is a minimum of 80% of SAC faculty.

**V. Presentation**

- A. Professional Development/ Department Planning Portfolios (DPP) – Hang Le, Bay Dinh, Paul Foster, Vice President of Administrative Services, and Dr. Linda Rose, Vice President of Academic Affairs
1. The electronic version of the Department Planning Portfolio is not a new system. The system was established at SAC five to six years ago; however, it has not been used to its full capacity.
  2. The electronic DPP can be located on Insidesac.net or from the SAC front page by locating 'Departmental Planning Portfolio'
  3. Within the process everyone will have a different role across faculty, department chairs and deans.
  4. The system will need to have the most updated information regarding who is the department's dean and chair.
  5. All users should contact Hang Le if they have any trouble accessing the system.

6. Anyone from any department will be able to review Department Portfolios. Though editing access is limited to the department chairs and deans (requires a log-in), all department portfolios can be viewed by going to 'search' in the search function.
7. The system now has a budget application whereby information will be sent to the dean via email and the dean can send information back to the sender electronically.
8. More information to follow as we move into implementation.

**VI. Other**

- A. Bonnie Jaros will be conducting another PA/PR workshop in November during the professional development portion of the Academic Senate meeting. Further information to follow.

**VII. Adjournment**

- A. Meeting adjourned at 3:02 pm.

Respectfully Submitted by,



Monica Porter  
Secretary/Treasurer  
SAC Academic Senate

## Budget Committee Report to Academic Senate 10/11/2011

At the last meeting as a follow up on a previous request by the committee a five year history of the districts ending balance was presented as well as a more detailed look at the current budget for possible over budgeting in any accounts that might have funds better used for operations. The ending balance history showed

in 2006/2007 there was an Adopted Budget ending balance of \$9,233,975 (5.21%) and an Actual ending balance of \$24,300,813 (14.31%),

in 2007/2008 there was an Adopted Budget ending balance of \$14,269,061 (7.36%) and an Actual ending balance of \$15,687,397 (8.44%),

in 2008/2009 there was an Adopted Budget ending balance of \$9,219,765 (4.87%) and an Actual ending balance of \$16,867,113 (9.62%),

in 2009/2010 there was an Adopted Budget ending balance of \$9,449,213 (5.47%) and an Actual ending balance of \$32,190,213 (20.39%),

in 2010/2011 there was an Adopted Budget ending balance of \$23,149,207 (13.86%) and an Actual ending balance of \$47,079,378 (30.14%),

and for this year's Adopted Budget a projected ending balance of \$38,167,197 (22.59%).

There was much discussion and questions as to why the projected ending balances and the actual ending balances in all but one year (2007/2008) were as different from one another as they were and much discussion as to the appropriateness of maintaining such large ending balances given the cuts to instruction and student support.

In a more detailed review of this year's Adopted Budget it was shown that of the \$47,079,378 ending balance \$7,811,091 would be needed to roll over for the standard BOT mandatory 5% reserve, and \$25,000,000 is being held to cover state funding deferrals leaving more than \$14,000,000 of excess district reserve. There are several on the committee who feel that holding back \$25,000,000 due to the cash flow issues caused by state funding deferrals may be excessive and information on the actual cost of other cash flow options that could be utilized has been requested.

Similarly RSCCD Employee Benefits and Utilities & Housekeeping Services accounts were reviewed. For RSCCD Employee Benefits

in the 2007/2008 Adopted Budget \$34,386,998 was budgeted for Employee Benefits and \$33,781,937 (98.24%) was spent,

in the 2008/2009 Adopted Budget \$35,715,320 was budgeted for Employee Benefits and \$33,833,185 (94.73%) was spent,

in the 2009/2010 Adopted Budget \$35,499,627 was budgeted for Employee Benefits and \$32,190,311 (90.68%) was spent,

in the 2010/2011 Adopted Budget \$37,427,168 was budgeted for Employee Benefits and \$34,326,565 (91.72%) was spent,

and in this year's Adopted Budget a \$40,570,544 was budgeted for Employee Benefits.

#### For RSCCD Utilities & Housekeeping Services

in the 2007/2008 Adopted Budget \$5,216,708 was budgeted for Utilities & Housekeeping Services and \$4,646,937 (89.08%) was spent,

in the 2008/2009 Adopted Budget \$5,048,117 was budgeted for Utilities & Housekeeping Services and \$4,420,868 (87.57%) was spent,

in the 2009/2010 Adopted Budget \$5,470,878 was budgeted for Utilities & Housekeeping Services and \$3,770,701 (68.14%) was spent,

in the 2010/2011 Adopted Budget \$5,964,551 was budgeted for Utilities & Housekeeping Services and \$3,944,776 (66.14%) was spent,

and in this year's Adopted Budget a \$6,234,544 was budgeted for Utilities & Housekeeping Services.

It was estimated that between the Employee Benefits and Utilities & Housekeeping Services accounts there is likely 3-5 million dollars over budgeted that could be available for operations.

With the large ending balance and excess district reserve, large hold for cash flow purposes combined with the likely overly cautious budgeting of the Benefits & Utilities accounts the committee felt that additional funding should be redirected toward operations. After much discussion the recommendation of the committee was to have 40% of the \$14 million excess district reserve redirected to operations for SAC, SCC and the District Office according the percent distribution in the Adopted Budget. This recommendation was supported by all members present (faculty, administrators and classified representatives) with the exception of one classified representative who voted no. The recommendation has been forwarded to college council and shared with SCC (via Steve Kawa I believe)