



SAC PLANNING & BUDGET MEETING
MINUTES – May 4, 2021
1:30PM – 3:00PM
Zoom Meeting

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	William Nguyen, co-chair	Monica Zarske	Omelina Garcia	Mark Reynoso	Mark Liang
Jim Kennedy	Roy Shahbazian	Claire Coyne	Jimmy Nguyen	John Steffens	Dr. Marilyn Flores
Jeffrey Lamb	John Zarske			Michael Hoang	Claire Lyle
Vaniethia Hubbard			Student Representatives		
Robert Manson					
Madeline Grant					
				Bold = present	
1. WELCOME and INTRODUCTIONS				Meeting called to order 1:30pm Meeting adjourned at 3:11pm	
	Welcome and introductions were made.				
2. PUBLIC COMMENTS	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	None				
3. APPROVAL OF MINUTES	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	Approval of April 16, 2021 minutes			Motion was moved to approve amended April 16, 2021 minutes by Dr. Kennedy and 2 nd by Dr. Hubbard. Abstention by Claire Coyne.	
4. BUDGET UPDATE	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	Budget Updates Dr. William Nguyen shared the budget updates attached (here). He gave emphasis to the following topics: <ol style="list-style-type: none"> 1. Hold Harmless update 2. Student Centered Funding Formula (SCFF) data 3. Higher Education Emergency Relief Fund (HEERF) 				

FY 21.22 Tentative Budget Summary, Fund 11 & 13

Mark Reynoso shared a Fund 11 & 13 reports. [Fund 11 report](#) shows the percentages for salary and benefits at 95% and Non-Salary Accounts at 5%. These percentages are the same as last year. He reported that the Fund 11 reflects the salaries of 11 SRP1 faculty and 24 SRP1 classified as well as 12 SRP2 faculty and 8 SRP2 classified. Dr. Hoffman added that the percentages are not necessarily changing because the SRP retiree's salaries are still reflected in Fund 11. Mark reported that the [Fund 13 Expenditure report](#) shows a balance of \$6.3M for FY 20/21 and an estimated balance of \$5.3M for FY 21/22. The report also shows a new expense of close to \$953K related to the Orange County Sheriff's Department (OCSD) contract with SAC.

Dr. Lamb added that there was an outdated MOU with the OCSD which turned out to be an Instructional Service Agreement. The prior MOU required SAC to make a financial commitment to help support the training facility with staff. In other words, we were paying \$174,000 to help support some of their staff. We also had to pay \$1.50 per contact hour based on the FTES generated in this area. This area can generate approximately 1,500 FTES in all the Criminal Justice Academy interactions. If there was no agreement the OCSD would have walked away from the negotiations and the facility would have to be shut down. The new cost of \$953K is not a set amount, it is based on contact hours. The OCSD now has an incentive to increase contact hours. They now will have a desire to report contact hours more efficiently. This Agreement also included a person to assist in the maintenance and operations of the facility.

Monica Zarske asked if these types of negotiations should be brought up to this committee for discussion and input. She added that it is a bit concerning to see something with a close to \$1M price tag in our budget that this committee as a whole was not aware of. Is the role of this Planning and Budget committee to be aware of items like this? Dr. Lamb stated that SAC partners with outside agencies in contracts all the time through the Divisions structure and is trying to figure out what the threshold of when the contracts would go to College Council. The OCSD agreement did go to the Board for approval. He added that the \$953K cost may not be an accurate number. Three years prior to the pandemic the average amount was about \$474K.

Dr. Flores added that Dr. Lamb will work with Tim Winchell to propose the entire budget and the amount of \$953 is not just based on the \$1.50 per contact hour, but there are also savings as part of the agreement that will occur.

Roy Shahbazian asked about the Central Plant expense that went away. Dr. Hoffman explained that there was a contract in place for managing the Central Plant when it was a new feature. Once maintenance and operations got their arms around the maintaining and managing of the Central Plant, there was no need for a contract to maintain it any longer. We have the financial resources to maintain the Central Plant through our preventative maintenance schedule.

	<p>COVID-19 Updates: CARES ACT/HEERF</p> <p>Dr. Hubbard reported the available balances for HEERF I and HEERF II (here). She added there is also a HEERF III, however the dollars have not been made available. We received \$5.9M last summer for HEERF I funds. The HEERF I and HEERF II include Institutional and MSI dollars. However, the student portion was covered by our Financial Aid office and they have done their due diligence to make sure that there were zero dollars available at this point because every student had a need. The report shows the unencumbered available balances as well as the lost revenues. Some of the lost revenues include the Bookstore and the Planetarium, which will be covered by HEERF dollars. Dr. Hubbard added that the definitions and the FAQs for the HEERF funds are very clear about what is allowable. The lost revenue areas were reviewed and discussed with the VPs and Deans to determine eligibility. There may be other areas added to the lost revenue list.</p> <p>Dr. Flores asked if there is any analysis on students that name SAC as their home school, yet take more classes as SCC. If so, what were those classes taken at SCC and how is that impacting our schedule and how do we keep them. Robert Manson added that this data is in Colleague and can be extracted and he will report on this at the next meeting.</p>	
5. SCFF REPORTS	DISCUSSION/COMMENTS	
	<p>Supplemental Metrics – Robert Manson</p> <p>Robert Manson shared the RSCCD Supplemental Metrics report (here). The report identified Pell Grant recipients, AB540 students and California Promise Grant recipients per academic year. Dr. Hubbard added that Robert Manson has been working with K-12 partners to get out information regarding financial aid to try to transition seniors to SAC. He is also involved in the text message campaign handled by Student Services to push more information to students regarding timelines and deadlines for applications, as well as other resources available on campus.</p> <p>Student Success Metrics – Mark Liang</p> <p>Mark Liang stated that his report will be updated after the Spring 2021 grades come in.</p>	
6. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>RAR Language Regarding Reallocation of Funds</p> <p>Mark Reynoso shared the Reallocation of Funds (here). The document showed the edits taken from the last committee meeting.</p>	Motion to approve Reallocation of Funds Request Language moved by Monica Zarske and 2 nd by Madeline Grant.
7. NEW BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>ISER – ACCJC Standard III.D</p> <p>Monica Zarske reported on the Standard III.D Financial Resources (here). Professor William Nguyen added that their team reviewed and edited the Standard III.D and the latest version is linked on the agenda to this meeting. Monica Zarske thanked all the participants on this team.</p>	

	<p>Mark Reynoso added that this document is very comprehensive and all participants involved added their comments/edits.</p> <p>SACTAC/ITS Computer Replacement Plan John Steffens shared the SACTAC Aging Report (here). Dr. Hoffman added that if we were to fund the replacement of computers it would run roughly \$1M per year on average. Professor William Nguyen asked if the replacement plan can be guarantee to replace computers at seven years instead of five years? John Steffens reported that District Technology Committee feels strongly that five years is the appropriate length of time which is reviewed and discussed regularly. Professor Nguyen added that going from five to seven years could possibly mean a savings of approximately \$2M. He also added that using a solid state hard drive, can last at least 10 years.</p> <p>John Steffens welcomes anybody to join the SACTAC meetings at the District when the Standard is discussed. He added that SACTAC follows the cycle that is set by the District.</p> <p>Michael Huong added that the OEMs do not offer a longer warranty such as six or seven years. Unless you go to a third party vendor. They may offer something after the fact. John Steffens reported that leasing options would not be a money saving option.</p>	
8. ENROLLMENT UPDATE	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	Dr. Lamb shared enrollment update report (here).	
9. STUDENT UPDATE	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	No report at this time.	
10. SACTAC	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	Discussed in item #7 New Business above	
11. ACCREDITATION	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	Discussed in item #7 New Business above	
11. FUTURE AGENDA ITEMS		
	<ul style="list-style-type: none"> Strategic Planning – Dr. Hoffman 	
GENERAL INFORMATION		
	https://www.rscgd.edu/Departments/Business-Operations/Pages/Fiscal-Resources-Committee.aspx	
NEXT MEETING	September 7, 2021	