



**SAC PLANNING & BUDGET MEETING**  
**MINUTES – March 1, 2022**  
**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	
<b>Bart Hoffman, co-chair</b>	<b>William Nguyen, co-chair</b>	<b>Monica Zarske</b>	<b>Omeline Garcia</b>	<b>John Steffens</b>	<b>Claire Coyne</b>
<b>Jim Kennedy</b>	<b>Jim Isbell</b>	<b>Brandon Rocke</b>	<b>Mark Ou</b>	<b>William Reardon</b>	<b>Kelvin Leeds</b>
<b>Jeffrey Lamb</b>	<b>John Zarske</b>	<b>Jennie Beltran</b>		<b>Mark Liang</b>	<b>Mark Reynoso</b>
<b>Vaniethia Hubbard</b>	<b>Merari Weber</b>	<b>Joshua Mandir</b>	Student Representatives	<b>Denise Bailey</b>	
Robert Manson	<b>Kelly Nguyen</b>		<b>Elizabeth Rocha</b>		
<b>Madeline Grant</b>					
				<b>Bold = present</b>	
1. WELCOME and INTRODUCTIONS				Meeting called to order 1:34pm Meeting adjourned at 3:03pm	
	Welcome and introductions were made.				
2. PUBLIC COMMENTS	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	Dr. Merari Weber thanked Maria Cardona for assisting in coordinating the use of computer labs for the non-credit ESL instructors and with the coordination of the Student Success Conference.				
3. APPROVAL OF MINUTES	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	Approval of <a href="#">February 8, 2022</a> minutes			Motion was moved to approve February 8, 2022 minutes by Monica Zarske and 2 <sup>nd</sup> by Jim Isbell.	
4. UPDATES/REPORTS	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	<b>COVID-19 Updates</b> Dr. Hubbard shared a <a href="#">HEERF Balances &amp; Important Dates</a> report. The report shows the current balances for HEERF funds for both SAC and SCC. The report reflected a transfer of funds from HEERF I – Institutional to HEERF II – Institutional to close out the HEERF I accounts. There is a balance of \$3.7M in HEERF II and \$9.1M in HEERF III. An extension was approved to spend the HEERF funds until June 2023. The previous deadline was at the end of this semester. The MSI				

	<p>funds have all been spent down and there is a remaining balance of \$4.6M in the HEERF III – Student Emergency Aid fund. The Cash for Credit campaign will be funded from the HEERF III Student Emergency Aid fund.</p> <p>Dr. Hubbard explained that the Cash for Credit campaign was decided to financially help students, retain students and help students persist towards completion. This campaign has been implemented at four difference colleges statewide and may also help increase FTES.</p> <p>Professor Nguyen added that although the campaign is a great way of financially helping students, there is a need to look at the institution’s needs for the upcoming academic year.</p>	
5. SCFF REPORTS	DISCUSSION/COMMENTS	
	<p><b>FTES Metrics</b>  Dr. Lamb shared several reports. His <a href="#">RG0542-Spring 2022</a> report showed headcounts for both SAC and SCC. He also shared <a href="#">RG541</a> report showing classes offered during late start, number of enrolled students and the number of waitlisted students. This report shows student demand classes which are targeted courses that fulfill the educational needs of students who are within 15 units of graduating. He also shared a <a href="#">report</a> created by the Targeting Sub-Taskforce, which is part of the Enrollment Management Taskforce, this report showed that October would be the best time to research data points for FTES target setting for the next academic year. The Budget Office would be an important part of this process to determine what can be spent.</p> <p><b>Supplemental Metrics</b>  Mark Liang reported on Supplemental Metrics on behalf of Robert Manson. Mark shared <a href="#">SAC SCFF Supplemental Metrics</a> report. The report showed the 21.22 Academic Year totals for Fee Waivers, Pell Grants and AB540 Students as well totals for the last five years.  Dr. Hubbard added a deeper dive into the data will be conducted and staff will be reaching out to students that have incomplete applications on file.</p> <p><b>Student Services Metrics</b>  Mark Liang shared <a href="#">SCFF 21.22 Production Data Completion Degree</a> report. The report showed data for the past four academic years of degrees that were completed. Mark reported that he will work with Research Department to obtain numbers on Transfer Students and will report it next time. Both Robert Manson and Mark Liang will report on these metrics again in August.</p>	
6. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Budget Priorities FY22.23  The first read of <a href="#">FY22.23 SAC Budget Priorities</a> was shared. The <a href="#">Bottleneck Study</a> was also shared. Page nine of the study showed 35% of students with a D, F or W grade. Out of the 35%, 90% of them do not repeat their class. From the 90% that do not repeat, 62% do not re-enroll.</p>	

	<p>This report has a lot of important data.</p> <p>Madeline Grant added that she received input regarding the budget priorities and staffing issues was one of the items that needs to be addressed. Brandon Rocke stated that they have had issues in the past with getting Student Instructors (SI) approved. Tutors have also been stretched between three to four classes as well.</p> <p>Other comments that were made:</p> <ul style="list-style-type: none"> <li>✓ Look at other colleges’ metrics that are doing better than SAC for ideas</li> <li>✓ Need faculty support to help students understand the college process as well as professional development to assist faculty in guiding students</li> <li>✓ Provide more hours in our assessment center to meet the needs of the students</li> <li>✓ Place students in proper classes</li> </ul>	
7. NEW BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p><b>Purchasing Deadlines</b></p> <p>Dr. Hoffman shared the <a href="#">Purchasing Memo</a> sent out on November 21, 2021 and asked for any recommendations that can be brought forth to the Purchasing Department. The following recommendations were made:</p> <ul style="list-style-type: none"> <li>✓ more communication from the Purchasing Department prior to cutting deadlines in half</li> <li>✓ clear instructions to help avoid doing repetitive work</li> <li>✓ take staff and faculty schedules into consideration in order to meet the deadlines</li> <li>✓ acknowledging that departments cannot plan in advance</li> <li>✓ in some divisions, faculty are in charge of getting quotes and submitting the necessary purchasing documents and they need assistance in doing so</li> <li>✓ our mission is to serve students</li> </ul> <p><b>Right Sizing Comparison</b></p> <p>Dr. Hoffman shared the <a href="#">Right Sizing Comparison</a> report. He explained that the report shows the positions that took advantage of the SRP program. The list of positions showed a “yes” or “no”. This reflects what positions will be filled. He added that the faculty positions are based on the FON and there are a lot of strategical fiscal decisions that are being made right now on rehiring faculty, however, there are laws that SAC is bound to abide by. Professor Nguyen added that the SRP was initiated by the District Office to save money. The money that would be saved is about \$6M. After the District takes their cut, the rest is given to SAC to spend on hiring. He added that the Right Sizing Comparison only shows the list of positions that participated in the SRP. It does not show the positions that SAC has decided to hire or rehire. Professor Nguyen also commented that he did not see the any vacant position from the Assessment Center, as they also lost staff to the SRP. Madeline Grant stated that this report is</p>	

	<p>just piece of the puzzle of how each department looks like and another piece to look at would be the organizational charts of each department as well as the savings and costs to support their needs. Dr. Kennedy commented that his understanding was that SAC gets 25% of the savings from the SRP which are being held in reserves at the District Office. This is a discussion that should be held at the next Financial Resource Committee meeting. Jenny Beltran suggested to see a list of all positions that have been lost within the last 10 years to see if we have the same numbers in janitorial, support staff, faculty, etc. This will help determine if we are growing in one group and not the other.</p>	
8. STUDENT UPDATE	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Elizabeth Rocha reported that over 400 students visited clubs and signed up for clubs at the Club Rush. Students were also provided with In-N-Out Burgers. Student Life and the Thrive Center hosted a CalFresh outreach event which advertised campus resources such as the food pantry, financial aid and other external resources. Students were able to apply for a CalFresh EBT cards and those that were eligible were given an EBT card on the spot. Professor Chef Tiffany held a cooking demonstration and made cauliflower ceviche and over 50 students left with meal kits.</p>	
9. SACTAC	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>John Steffens reported that SACTAC met and a presentation from ITS regarding computer replacement for the next fiscal year was presented. SACTAC is recommending to replace 1,034 computers in the next fiscal year at the cost of \$1.16M. About 70% of those computers are instructional desktops. The presentation did not relate to mediation replacement at this time but will be coming to this committee in the next meeting. He also reported that there is turnover in the IT area and there is a new Interim Director. The full presentation is available on the SACTAC website under the February meeting additional documents. He added that there is a pilot program to look at virtual desktop technology.</p>	
10. ACCREDITATION	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Monica Zarske reported that the two core reviews have been vetted to the responsible committees. The Facilities Committee was given the sustainability core review and Program Review and Outcomes was given the Resource Allocation Request process. The Accreditation virtual visit is scheduled for next week on March 8<sup>th</sup> and 9<sup>th</sup>.</p>	
11. FUTURE AGENDA ITEMS		
	<ul style="list-style-type: none"> <li>• Strategies to improve revenue of Student Centered Funding Formula (SCFF) Metrics</li> <li>• Marketing Presentation (April Agenda) – Dalilah Davaloz</li> <li>• SACTAC Presentation (April Agenda) – John Steffens</li> </ul>	

GENERAL INFORMATION		
	<a href="https://www.rccd.edu/Departments/Business-Operations/Pages/Fiscal-Resources-Committee.aspx">https://www.rccd.edu/Departments/Business-Operations/Pages/Fiscal-Resources-Committee.aspx</a>	
NEXT MEETING	April 15, 2022	

Submitted by Maria Cardona