



**SAC PLANNING & BUDGET MEETING
MINUTES – APR 3, 2020
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	Ben Hager (a)	Omeline Garcia (a)	Mark Reynoso	
Jim Kennedy (a)	Roy Shahbazian (a)	Andy Gonis	Jimmy Nguyen (a)	Heather Gillette	
Madeline Grant	John Zarske	Monica Zarske			
John Steffens (a)			Student Representatives		
Jeffrey Lamb (a)			Juan Briseño		
Vaniethia Hubbard					
				(a) = absent	
1. WELCOME and INTRODUCTIONS				Meeting called to order 1:40pm Meeting adjourned at 3:02pm	
	Welcome and introductions were made.				
2. PUBLIC COMMENTS	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	Heather Gillette requested to be added to the agenda to discuss concerns in her area. She will be added to next month's agenda.				
3. MINUTES	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	Approval of the Mar. 3, 2020 minutes			Unable to approve due to lack of quorum.	
4. BUDGET UPDATE	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	

	<p>Fund 11 & 13 Quarterly Update (3rd Qtr.) – Mark Reynoso reported the following:</p> <ol style="list-style-type: none"> 1. We are projecting to have a positive year-end Fund 11 balance (currently \$1,150,706). 2. Much of our Fund 11 saving this FY was due to vacant funded full time faculty positions (19). 3. \$97,585,578 is our current Fund 11 Allocated Budget. \$4,549,421 was budget COLA. This budgeted COLA has been released by the District, due to completed collective bargaining negotiations. 4. We have allocated this budgeted COLA amount to salary accounts and any leftover amounts were used to cover negative balances. 5. Due to this COLA allocation - account 1310 (Part-Time Instructors) is now projected to have a positive ending balance. Budget increased from \$11,702,575 to \$12,859,908. 6. Because of the savings due to vacant funded faculty positions we are including in our projections (as a holding place) a transfer of \$2.5 million to Fund 41. This transfer will be for our Health Science Building <u>unfunded liability</u>. 7. The Fund 41 transfer will be reviewed again towards the end of the year, for final \$ amount. 8. We are using a 4% COLA for management in our projected expenses. 9. Fund 13 is projected to have a positive year-end balance (currently \$3,017,431). <p>COVID -19 Update We estimate the COVID-19 stay at home order to have the following financial effect on our college:</p> <ol style="list-style-type: none"> 1. Lost revenue for The Bookstore (Fund 31), Community Services (Fund 76) and The Planetarium (Fund 79). 2. We still are responsible for all fixed cost (salary & benefits, etc.) for the 3 programs mentioned above. 3. \$234,300 of unforeseen distance learning equipment & supplies needed for F&P Arts. <p>These are the three known items at the time of P&B (4/3/20) but anticipate much more to come.</p>	
5. ENROLLMENT UPDATE	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	None	
6. STUDENT UPDATE	DISCUSSION/COMMENTS	
	<p>Juan Biseño reported that ASG was unable to have a meeting, but plan to meet virtually in the near future. They will focus on assisting students that are having a hard time during the COVID19 pandemic and show them how to navigate the websites to get help. He added that they have not voted on next year’s budget due to what is going on.</p>	

7. SACTAC	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	None	
8. ACCREDITATION	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	None	
9. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Updated P & B Governance Structure – William Nguyen William shared the First Draft P & B Governance Structure with the members (attached). Due to lack of quorum, the Committee was not able to vote on the First Draft P & B Governance Structure. Discussion followed and Madeline Grant made the following suggestions to the Governance Structure:</p> <p style="padding-left: 40px;">Add the following management representatives under Membership:</p> <ul style="list-style-type: none"> ○ Director, Campus Budget & Accounting ○ Dean, Academic Affairs ○ Manager, Student Services 	
10. NEW BUSINESS		
	None	
11. FUTURE AGENDA ITEMS		
	<ul style="list-style-type: none"> ● Purchasing Deadlines – Linda Melendez ● How Are Transfer Students Completing Transfer Level Math and English Courses? – Janice Love ● Increasing Our Ability to Improve the Awarding of Certificates – Dr. Hubbard 	
GENERAL INFORMATION		
	https://www.rscdd.edu/Departments/Business-Operations/Pages/Fiscal-Resources-Committee.aspx	
NEXT MEETING	May 5, 2020 – Zoom meeting	

Submitted by Maria Cardona