



SAC PLANNING & BUDGET MEETING
MINUTES – May 5, 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	Omelina Garcia	Mark Reynoso	Brenda Furlong
Jim Kennedy	Roy Shahbazian	Andy Gonis	Jimmy Nguyen	Heather Gillette	Ana Diaz
Jeffrey Lamb	John Zarske	Monica Zarske		Vanessa Urbina	Flo Luppani
Vaniethia Hubbard			Student Representatives	Robert Manson	Lucia Chiang
			Juan Briseño	John Steffens	
				Madeline Grant	
				(a) = absent	
1. WELCOME and INTRODUCTIONS				Meeting called to order 1:40pm Meeting adjourned at 3:32pm	
	Welcome and introductions were made.				
2. PUBLIC COMMENTS	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	None				
3. MINUTES	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	Approval of the March 3, 2020 and April 3, 2020 minutes			Motion to approve the minutes of March 3, 2020 was moved by Monica Zarske and 2 nd by Jimmy Nguyen. Motion to approve the minutes of April 3, 2020 was moved by Monica Zarske and 2 nd by Dr. Jim Kennedy. Motions were carried unanimously.	
4. UPDATES					
	CARES Act Update Dr. Hubbard reported the following: <ul style="list-style-type: none"> • SAC received \$2.7M to assist students that are impacted by the COVID-19 campus closure. • 3,633 text messages were sent out to students to apply for funds. 				

	<ul style="list-style-type: none"> • The students were placed into three categories <ul style="list-style-type: none"> ○ High Needs – currently receiving financial aid and/or financial assistance ○ On-Track Students – completed about 30 transfer units ○ Special Circumstances – any student that had a financial need in regards to COVID-19 ➤ Requirements for eligibility: <ul style="list-style-type: none"> ○ All students who completed a FAFSA ○ At least completed 6 units and are currently enrolled in 6 or more units ○ GPA 2.0 or higher <p>Funds are to be used for childcare, housing and food insecurities</p>	
5. BUDGET UPDATE	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>3. Budget Update</p> <ul style="list-style-type: none"> • Tentative Budget Fund 11 – Mark Reynoso • Tentative Budget Fund 13 – Mark Reynoso • COVID -19 Expense Report and Update – Mark Reynoso <p>Mark Reynoso presented the above linked reports.</p>	
6. ENROLLMENT UPDATE	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Enrollment Update – Dr. Lamb reported that enrollment is tracking downward. There are no cut in courses due to COVID-19. However, we anticipate about 800 FTES drops due to the suspension in courses under Fire Academy due to COVID-19. This accounts for more than 50% of dropped courses. About 12 courses were cut, mostly due to low enrollment.</p> <p>We are doing better in the on-line short-term courses, and about the same in the on-line long-term courses. We have partnered with Cambridge West to do an FTES restoration, as well as with Ad Astra to review our schedules.</p> <p>Ben Hager asked why registration dates differ from other colleges? Dr. Lamb responded that our ability to produce our schedules and meet our priority enrollment deadline is a lengthy process. Our curriculum timelines cannot be changed. Cambridge West is looking at our timelines and schedules to see what type of changes can be made to better assist students.</p>	
7. STUDENT UPDATE	DISCUSSION/COMMENTS	
	No report at this time.	
8. SACTAC	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	John Steffens reported that they have spent some time on their membership and getting it documented as they do not currently have anything specifying their membership representation in	

	<p>writing. This is one of the committee goals. He added that an action item was taken by the Web Redesign Group that SACTAC adopted. They will be removing content from the websites that has not been touched for over two years. Notifications will be sent to the publishers before content is removed. They are also putting together Standard Operating Procedures in place to keep websites current.</p>	
9. ACCREDITATION	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Monica Zarske reported that a lot of evidence has been posted on the Accreditation site. A webinar on evidence posting was held on April 23rd, which was well attended by over 40 participants. On May 8th a Check-In webinar will take place to see where everyone is in terms of evidence. She is working on some resources, such as a Powerpoint presentation to help teams on preliminary writing.</p>	
10. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Purchasing Logistics – Heather Gillette presented a concern about the new February purchasing deadlines and how they affect program development and how they cause a rippling effect on all aspects of their programs.</p> <p>She is requesting to make the purchasing deadline be in April. William Nguyen informed her that the deadlines are set by the District office. He suggested having a discussion with her to see what options they can take to help her meet the deadlines.</p> <p>Updated P & B Governance Structure – William Nguyen William shared the First Draft P & B Governance Structure with the members (attached). Madeline Grant made the following suggestions to the Governance Structure: Add the following management representatives under Membership:</p> <ul style="list-style-type: none"> ○ Director, Campus Budget & Accounting ○ Dean, Academic Affairs ○ Manager, Student Services <p>It was then further discussed that only the following representatives be added:</p> <ul style="list-style-type: none"> ○ 1 Dean ○ SACTAC Co-chair <p>After lengthy discussion, it was recommended that this item be brought back for discussion at the next meeting.</p>	<p>Dr. Hoffman will have a conversation with the District to let them know that this concern has been brought up to this committee.</p> <p>Monica Zarske added that a discussion at Senate should also take place to discuss the impact of the set deadlines and the services to the students.</p> <p>A motion to consider changes to the Planning and Budget Committee Governance Structure was moved by Dr. Kennedy and 2nd by Ben Hager.</p> <p>Dr. Hoffman will check with Dr. Fernando Ortiz regarding the Shared Governance document that is going to College Council for approval.</p>

10. NEW BUSINESS		
	<p>The P & B Committee 20/21 Calendar was reviewed and dates were edited. Some dates need to be confirmed.</p> <p>SCC Proposal to Move Basic Allocation in BAM – Dr. Hoffman reviewed the SCC proposal to move basic allocation in the Budget Allocation Model. He explained that if this happens, it would shift approximately \$300,000 from SAC’s budget to SCC’s budget. It was concluded that it is not a good time for this proposal to come forward. The concern will be brought to the FRC committee.</p>	<p>Motion opposing the SCC Proposal to Move Basic Allocation in the BAM was moved by Madeline Grant and 2nd by Roy Shahbazian was passed unanimously.</p>
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		
	<p>https://www.rscgd.edu/Departments/Business-Operations/Pages/Fiscal-Resources-Committee.aspx</p>	
NEXT MEETING	June 2, 2020 – Zoom meeting	

Submitted by Maria Cardona