

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 (a)	Mark Reynoso	
Jim Kennedy	Andy Gonis	Roy Shahbazian	Jimmy Nguyen	Adam Van Wart	
Vaniethia Hubbard	John Zarske (a)	Monica Zarske		Brenda Furlong	
Jeffrey Lamb			Student Representatives		
John Steffens			Juan Briseño		
Madeline Grant			Justin Banal (a)		
				(a) = absent	
1. WELCOME and INTRODUCTIONS					Meeting called to order 1:37pm Meeting adjourned at 3:04pm
2. PUBLIC COMMENTS	DISCUSSION/COMMENTS				ACTIONS/ FOLLOW UPS
	None				
3. MINUTES	DISCUSSION/COMMENTS				ACTIONS/ FOLLOW UPS
	Approval of the Oct. 1, 2019 minutes.				Approval of Oct. 1, 2019 minutes was moved by Jim Kennedy, 2 nd by Madeline Grant. Motion carried unanimously.
4. BUDGET UPDATE	DISCUSSION/COMMENTS				ACTIONS/ FOLLOW UPS
	<p>Quarterly Budget Update – Mark Reynoso displayed a spreadsheet showing SAC’s FY19/20 hold harmless Fund 11 Revenue Allocation to be \$95,174,240. Our FY19/20 Adopted Budget is \$96,317,757. In Q1 \$19M was spent on salaries and benefits. We will be receiving a 3.26% COLA from the State. Recently faculty and classified staff received a 4% COLA. Therefore, 4% was used for the projections for faculty, classified and management. The management increase still needs to be decided upon by the Chancellor. Based on our projections, we anticipate having an ending balance of \$679,000 for FY19/20. Our projections are based on a mix of 3-year averages for certain line items, last year’s actuals and any known adjustments. Mark added that FTES for FY18/19 was 18,945 in which we shifted 942 from our Summer FTES to bring our enrollment to 18,003. Our hold harmless funding is based on FY17/18 FTES totals. In FY17/18 we had 19,499 FTES, we borrowed 942 from Summer 18/19 to get us to the 20,442 to be able to maintain our large college status. This hold harmless funding will get us through FY 21/22. In FY22/23 the 3-year average will kick in. William Nguyen added that it is in our best interest to increase our FTES. Mark stated that If we use all our metrics (student success, supplemental information, etc.) the District should have revenue of \$173M for FY18/19. The District budgeted our hold harmless amount at \$169M, making it a</p>				

	<p>difference of about \$4M. We do not know yet if the State will be able to fund that amount, we should know by February 2020at P1. If the State does fund us the additional \$4M, it will be in the form of one-time funds. The District’s hold harmless FY19/20 budget is \$174M. The District takes out 6.65% and 16% for institutional costs and district service expenditures. SAC and SCC then share roughly 76% of the States revenue allocation. Dr. Lamb asked if we anticipate the same amount of funds in Fund 13 this academic year? Mark explained that we started Fund 13 off at \$7M and a plan was created and approved by the Planning and Budget Committee to spend. FY 20/21 balance will include Fund 11 ending balance, Fund 13 ending balance, minus any District costs.</p> <p>Salaries Funded by Categorical Grants – Mark Reynoso reported that some positions in both Fund 11 and 12, have grants attached to them. There are approximately 87 filled positions in Fund 12 (grant funded), and 63 classified positions. The state can change their funding amounts depending on the economic times. Dr. Lamb stated that we might take some positions out of categorical funds and put into general funds. Dr. Lamb explained that there is a funding liability in grant funds. Some colleges post a position under categorical funds, so when the funds run out the position is gone. We don’t normally do that here. Mark added that we had an instance this FY where we needed to fund a percentage of a position coming off a grant (Fund 12) to the general fund (Fund 11).</p> <p>RAR Approval Summary – Mark Reynoso reported that he sent out an email on Friday letting managers know that the RARS were funded. The RARS were approved and now they need be placed into the correct accounts. Funding should be seen some time this week. The lottery funded is additional from what was already allocated. There was a total RAR requests of \$12.6M and we funded \$5.7 out of Funds 11, 12 & 13. The \$1.3M was approved in Fund 13 for campus related emergencies. Some of the items requested were for great causes but fell under the category “gifts of public funds”. One example was assisting transferring students with transfer fees. However, this was just a request. The California Constitution prohibits the gifts of public funds.</p>	
5. ENROLLMENT UPDATE	DISCUSSION/COMMENTS	
	<p>Dr. Lamb reported that there is FTES growth from last year. However, there is slight decline in the online short-term daily classes. Positive attendance is off by 112 but we are looking into this to see if it’s an actual decline in enrollment or just based on recording more than generating at this time. There is a decline in our weekly full-term courses which includes both day and evening courses. There is a series of credit and non-credit non-resident students, although the Funding Formula does not pay us for them, we still track them. The State’s FTES over FTEF ratio target is 17.5, we are currently at 14.87 production.</p> <p>He also reported numbers for Summer and Fall and what projections for Spring Intersession. For Summer we show a growth of about 128 FTES. Positive attendance numbers do not come in until after the end of the term. Historically, we have had 1,300 to 1,500 in positive attendance. There is about 33 FTEF available to build our Spring Intersession and about 395 FTEF to build our Spring term. This will help generate FTEF and move the college forward. Any FTEF that are unspent from the prior terms roll forward into subsequent terms. We overspent by about 6 FTEF in the Summer.</p>	

	<p>For Fall we allocated about 404 FTEF but we spent 391, giving us a balance of 12 FTEF. This gives us about 6 FTEF to move forward to build a slightly bigger Spring Intersession and Spring schedule. Online classes are growing. Currently we are up 69 FTES for the annual enrollment. If things go as projected, we will be above last year's numbers. We are hoping for a 1.5% growth.</p> <p>We had our first meeting with the Enrollment Management Taskforce. We will be reviewing and rewriting our enrollment management plans. We will be sharing data reports to find out the best places for growth and efficiencies. There will also be an FTES Restoration Task Group to help with strategies. We are working on a contract with Ad Astra to help with the 19-point evaluation of our schedules.</p>	
6. STUDENT UPDATE	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Juan Briseño reported that the CAP Fair is next week. He brought up the need for more student awareness of programs. He also brought up a concern about shading around campus and in the amphitheater area. Dr. Hoffman reported that the District Office just reviewed the finalist proposals from architectural engineering firms to start doing the design for the shading on campus which will also include Plaza de La Artes. There is a plan to make the East portion of the quad to be transformed into an Arts Plaza with murals on the walls, and a creative hang out space that includes shading.</p>	
7. SACTAC	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>John Steffens reported that there were no action items at the last SACTAC meeting. However, they did discuss the need to ensure the information of student technology be more accessible on the website and more centralized. They also started working on formalizing their membership so that it reflects some of functional areas we have on campus, such as Distance Education, Professional Development, Accessibility and the Student Help Desk. It's important to have centers of technology issues and discussion and usage represented on SACTAC. They also discussed that in order to really be effective they need additional workgroups and taskforces around these issues. They also reviewed the draft Technical Goals and Initiatives for SAC that are aligned with the District Master Goals. The draft was not finalized yet but is set to be finalized at the next SACTAC meeting. They also discussed the need to write and integrate the Tech Plan because the existing Tech Plan expired in 2018 but they don't have the other plans they need to reference.</p>	
8. ACCREDITATION	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Dr. Lamb reported that the Accreditation Subcommittee met and reviewed some of the prior trainings. They also discussed the standards in general and the formation of writing teams. The team generated a list of representatives for the Accrediting Standards Committees. They also brainstormed on ways to organize the College to be able to write the reports and to gather the evidence. They also discussed establishing teams for each standard. One of the most important components is to create a single version of the report so that it can be shared possibly through Google Docs.</p>	
9. OLD BUSINESS		

10. NEW BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	Budget Allocation Model (BAM) – members to give recommendations to BAM language	committee members will submit their comments/recommendations to Maria Cardona no later than November 22 nd , who will forward them to Adam O’Connor at the District Office.
11. FUTURE AGENDA ITEMS		
	<ul style="list-style-type: none"> • Student Success & Supplemental Information 	
GENERAL INFORMATION		
	https://www.rscdd.edu/Departments/Business-Operations/Pages/Fiscal- Resources-Committee.aspx	
NEXT MEETING	Dec. 3, 2019 – S215	

Submitted by Maria Cardona