



**SAC PLANNING & BUDGET MEETING
MINUTES – NOV. 2, 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 | |
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| Bart Hoffman, co-chair | William Nguyen, co-chair | Monica Zarske | Omelina Garcia | Mark Reynoso | |
| Jim Kennedy | Jim Isbell | Jennie Beltran | Mark Ou | John Steffens | |
| Jeffrey Lamb | John Zarske | Brandon Rocke | | Claire Coyne | |
| Vaniethia Hubbard | Merari Weber | Joshua Mandir | Student Representatives | | |
| Robert Manson | Kelly Nguyen | | | | |
| Madeline Grant | | | | | |
| | | | | Bold = present | |
| 1. WELCOME and INTRODUCTIONS | | | | Meeting called to order 1:40pm Meeting adjourned at 3:00pm | |
| | Welcome and introductions were made. | | | | |
| 2. PUBLIC COMMENTS | DISCUSSION/COMMENTS | | | ACTIONS/ FOLLOW UPS | |
| | Madeline Grant publicly thanked Vice Chancellor of Business Services, Iris Ingram, for her budget primer. The Town Hall presentation was excellent and it taught her two new things, 1) COLA is applied to our payment of FTES, and 2) costs related to grants come back to the colleges. This town hall was very helpful. | | | | |
| 3. APPROVAL OF MINUTES | DISCUSSION/COMMENTS | | | ACTIONS/ FOLLOW UPS | |
| | Approval of October 5, 2021 minutes | | | Motion to approve the October 5, 2021 minutes was moved by Monica Zarske and 2 nd by Madeline Grant. | |
| 4. BUDGET UPDATE | DISCUSSION/COMMENTS | | | ACTIONS/ FOLLOW UPS | |
| | Budget Updates Professor Nguyen reported that the State legislature just finished for the past year and there was not much activity at the last FRC meeting. He pointed out the FRC agenda and related documents were sent out to this committee for review. He also noted that the Town Hall | | | | |

presentation by Vice Chancellor of Business Services, Iris Ingram was also sent to this committee for review.

Resource Allocation Request (RAR) Summary

Mark Reynoso reported ([here](#)) on the Resource Allocation Requests. The report showed the final approved RARs for each division. Budget changes have been submitted and are awaiting final approvals. Over \$11M were requested for this year's RARs. However, only \$2.3M were approved for the submitted RARs. Mark added that the Nuventive Platform will be used to assist in bringing together the RARs process, Strong Workforce process and the Equity Approvals process. The total sources of funding added to about \$5.94M.

Q1 Financial Statements

Mark Reynoso shared the First Quarter Financial Statement report ([here](#)). He reported that our adopted budget started at \$99M and as of September 30, 2021, the budget is at \$92M. There was a reduction of \$6.4M due to the SRPs and placed in a separate DO bucket. As positions are filled, the funds will be moved back into Fund 11. The Year-to-Date expenditures are roughly \$20M, however, there are encumbrances of \$60M, leaving a balance of about \$12M if the year ended right now. The funding for the Fall semester is already loaded in the budget, however the spring semester is yet to be loaded. Mark added that as of 9.30.21 adjuncts expenditures are roughly \$1.3M, which is very close to last year around this time. Salaries and benefits compared almost the same from last year to this year.

It was clarified that the second column from the right reflects what has been spent up to September 30, 2021. Mark reported that as of today, 14% of the budget is still available. Roughly 95% goes to salaries and benefits, and 5% is other operating costs.

Fund 13

Mark reported that the adopted budget was roughly \$7.2M and our year-to-day budget is about the same. Year-to-date only \$400,000 has been spent, which is comparable to last year and there are encumbrances of about \$500,000, which will leave a balance of \$6.3M. Mark stated that an email will be going out to let divisions know that funding for the approved RARs is in place. Although Fund 13 has a balance of roughly \$7.2M, the institutional contingency amount of \$1.4M needs to be backed out, leaving a balance of roughly \$5.8M in Fund 13. After you subtract the expenditures and encumbrances from the remaining balance, there is about \$4.8M to use. Mark also shared credit and non-credit expenses for the current year-to-date.

COVID-19 Updates: CARES ACT/HEERF

Dr. Hubbard reported that there are some expenditures that were submitted as RARS that may be funded by the HEERF funds. Dr. Hubbard shared a chart ([here](#)) that shows HEERF balances/expenses and due dates for each fund to be spent. She added that the amount showing in HEERF II is not accurate, the current balance is \$159,000. The funds for HEERF II

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| | <p>and III must be sent down by June 2022. Spending the HEERF III funds by June 2022 will not be attainable, therefore, the college will be able to apply for a one year extension to spend down the HEERF III funds by June 2023. Additional requests for HEERF funds should be submitted through the appropriate channels. The MSI funds have been spent down. HEERF III funds for Student Aid will be start being disbursed.</p> <p>Professor Nguyen suggested that a presentation be conducted for all faculty and classified to understand what expenses are allowable under the HEERF funds and they can be used in their areas. Dr. Hubbard will reach out to Jim Isbell to schedule a presentation to the Academic Senate.</p> | |
| 5. SCFF REPORTS | DISCUSSION/COMMENTS | |
| | <p>FTES Metrics</p> <p>Dr. Lamb shared news on the recalculations that were submitted for the last academic year. He reported that direction was received from the Chancellor’s office that allowed colleges that were working under a compressed calendar, to be able to receive the same level of apportionment for online courses as we typically receive for face-to-face classes.</p> <p>Dr. Lamb shared an interactive Summary (here) RG541 report. The report showed Census FTES, Census Enrollment, Section Count, Waitlist Count and FTES by Division. His report also showed a Rancho Santiago Community College District Credit Census Enrollment (Residential and Nonresidential) by Division report. The 2021 Fall District Enrollment Comparison report (here) was also shared. Dr. Lamb stated that due to increased communication, work between Academic Affairs and Student Services and also District marketing efforts along with our PIO and others, and in addition to a flexible schedule, is significant in terms to meet or exceed our targets.</p> | |
| 6. OLD BUSINESS | DISCUSSION/COMMENTS | ACTIONS/ FOLLOW UPS |
| | <p>August Meeting to Review Adopted Budget</p> <p>Dr. Hoffman explained that an August meeting is being suggested to review the adopted budget before it goes to the Board for approval. It was determined that an August meeting would not work for most faculty due to summer time off. After discussion, it was agreed that Mark Reynoso forward the tentative budget to this committee for review and comments. The comments will be discussed at the May 3rd committee meeting.</p> | <p>Motion to discuss a possible August meeting to review the adopted budget moved by Monica Zarske and 2nd by Madeline Grant.</p> <p>Motion to approve Mark Reynoso to forward tentative budget to committee for review and discuss at the May 3, 2022 meeting moved by Madeline Grand, 2nd by Monica Zarske.</p> |

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| | <p>Format of Planning and Budget Meetings Dr. Hoffman asked the committee if they prefer to have a face-to-face or zoom format for future committee meetings. Dr. Hoffman explained that a discussion was held in President’s Cabinet regarding the Brown Act, and committees like this one that report to College Council, do not need to follow the Brown Act. For now, we can continue to hold virtual meetings. Dr. Hoffman added that there is no timeline as to when we can go back to having face-to-face meetings.</p> | <p>Motion to continue committee meetings in zoom format was moved by Monica Zarske and 2nd by John Zarske.</p> |
| 7. NEW BUSINESS | DISCUSSION/COMMENTS | ACTIONS/ FOLLOW UPS |
| | None | |
| 8. STUDENT UPDATE | DISCUSSION/COMMENTS | ACTIONS/ FOLLOW UPS |
| | None | |
| 9. SACTAC | DISCUSSION/COMMENTS | ACTIONS/ FOLLOW UPS |
| | <p>John Steffens reported that SACTAC adopted their committee goals (here). He added that SACTAC wants to update the Tech Integrated Technology Plan and have a current plan in place by the end of the year.</p> | |
| 10. ACCREDITATION | DISCUSSION/COMMENTS | ACTIONS/ FOLLOW UPS |
| | <p>Monica Zarske reported that a response was received from the ACCJC team. An email was sent out by SAC’s Interim President, Dr. Flores with the report from the ACCJC team. The report summarized their findings of the accreditation. They developed two core inquiries where they are requesting additional information. She added that SAC is meeting the standards, but will be focusing on the two core inquiries which are, seeking clarification on SACs implementation of improvements and redesign two systems for assessment and program review that support the resource allocation requests. This is something that was brought to the table by our accreditation team. The second core inquiry is asking for further information on implementation and alignment with district-wide sustainability efforts. An onsite visit is scheduled for early March 2022. The accreditation teams will work together to discuss how they will respond to the two core inquiries and what further evidence will be provided for the March meeting.</p> | |
| 11. FUTURE AGENDA ITEMS | | |
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| GENERAL INFORMATION | | |

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| | https://www.rccd.edu/Departments/BusinessServices/Pages/Fiscal-Resources-Committee.aspx | |
| NEXT MEETING | Dec. 7, 2021 | |

Submitted by Maria Cardona