



**SAC PLANNING & BUDGET MEETING
MINUTES – OCT 6, 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	Madeline Grant
Jim Kennedy	Roy Shahbazian	Monica Zarske	Jimmy Nguyen	Doug Manning	John Steffens
Jeffrey Lamb	John Zarske	Claire Coyne		Robert Manson	Susan Hoang
Vaniethia Hubbard			Student Representatives		
			Claire Lyle		
				Bold = present	
1. WELCOME and INTRODUCTIONS					Meeting called to order 1:30pm Meeting adjourned at 3:23pm
	Welcome and introductions were made.				
2. PUBLIC COMMENTS	DISCUSSION/COMMENTS				ACTIONS/ FOLLOW UPS
	None				
3. APPROVAL OF MINUTES	DISCUSSION/COMMENTS				ACTIONS/ FOLLOW UPS
	Approval of Sept. 1, 2020 minutes				Minutes were not approved due to lack of quorum. They will be approved at the next meeting.
4. BUDGET UPDATE	DISCUSSION/COMMENTS				ACTIONS/ FOLLOW UPS
	<p>FY 20/21 Budget Updates</p> <p>Mark Reynoso reported that the Adopted Budget is currently frozen until October 12th, when budget is scheduled to be Board approval. 95% of our General Fund is salaries & benefits and 5% is made up of other operating expenses. The SAC Budget Office is working on the 1st Quarter financial statements and Instructional hourly payroll accounts. According to the California Department of Finance, September 2020 bulletin, the States total cash receipts for March through August 2020 were down 5% from the same period in 2019 due to COVID-19. Unemployment rate in California dropped to 11.4% in August compared to our unemployment rate same time last year of 4.1%. Regarding the Supplemental Retirement Program; 12 SAC</p>				

	faculty members, 27 SAC classified employees and 2 SAC management employees took advantage of the retirement package. Discussions to replace or back fill these positions are ongoing. The Resource Allocation Request (RAR) approval process is now underway. The prioritized RARs are with the VPs and the President. The total RAR's requests is approximately \$10.1M for FY20/21. Approving and funding should take place by the end of the month.																					
5. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS																				
	None																					
6. NEW BUSINESS		ACTIONS/ FOLLOW UPS																				
	<p>SCFF Supplemental Metrics – Robert Manson shared the Pell Eligibility Fall 2019 statistics (attached here). Discussions and questions followed.</p> <p>SACTAC Presentations</p> <p>Library Services Platform – Susan Hoang reported that the library services platform is important for the library to function. The systems were migrated as part of the State project. This project promised that the implementation costs would be covered and that it would work its way through legislature for permanent funding. Unfortunately, the permanent funding did not come through in the summer and then COVID-19 happened and we received word that it wasn't in the budget. They were informed that they can potentially use CARES ACT funding. This new community college consortium system allows us be on the same system as other colleges and share records, among other things that we were not able to do before. The cost for the system was \$46,374. This cost is based on FTES data at the State Chancellor's Office. That is the amount SACTAC is asking to continue to run the library. Discussions and questions followed. Susan is going to verify with the State how the actual cost is calculated and if it is based on FTES.</p> <p>Student Help Desk – John Steffens reported on the need to fund for two additional student assistants for an entire year to better serve the SAC students. The annual cost for the 2 positions is roughly \$18,500. Discussions and questions followed.</p> <p>Computer Replacement Plan – John Steffens reported that Michael Hoang has been working with Deans and administrators to find out the computer counts in each area. The counts below reflect the computers requested and the replacement standards established by the district strategic technology plan.</p> <table border="1" data-bbox="653 1170 1388 1377"> <thead> <tr> <th colspan="2">Instructional</th> <th colspan="2">Non-Instructional</th> </tr> <tr> <th>Desktops</th> <th>Laptops</th> <th>Desktops</th> <th>Laptops</th> </tr> </thead> <tbody> <tr> <td>341</td> <td>92</td> <td>51</td> <td>55</td> </tr> <tr> <td colspan="2">433</td> <td colspan="2">106</td> </tr> <tr> <td colspan="4">539</td> </tr> </tbody> </table> <p>Michael Hoang added that his team reached out to employees to get an inventory of what equipment is out there. Not everyone has responded yet. The requested amount for computer</p>	Instructional		Non-Instructional		Desktops	Laptops	Desktops	Laptops	341	92	51	55	433		106		539				
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	<p>replacements is roughly \$1M. Some of the replacements would be higher-end desktops/laptops. Discussions and questions followed.</p> <p>COVID-19 Updates – Block Grant – Mark Reynoso shared the Block Grant amounts (here). Mark reported that there are two forms of grants for COVID-19. One is a Block Grant that consists of federal and state portions and The CARES ACT Grant. The District has been allocated \$1.2M for the federal portion and \$1.5M for the state portion. The \$1.2M Federal portion needs to be spent by December 31, 2020 and the \$1.5M State portion needs to be spent by June 30, 2022. SAC’s portion of the Federal Block Grant is \$440k. From this \$440K there is a remaining balance of \$30,000 be spent by the end of December 2020. Some of the items that were purchased with the \$440k were laptops for Digital Don’s, lab kits for Science, Math and Health Sciences, lab kits for Engineering, PPE equipment and Distance Educational cost.</p> <p>CARES ACT – Mark Reynoso reported that SAC was awarded \$2.7M under the CARES ACT Grant (Institutional portion). To date, \$793,000 has been spent, which leaves about \$2M left to spend by September 2022 (correction: we have until 5/4/2021 to spend). https://www2.ed.gov/about/offices/list/ope/caresactsupplementalfags63020-90820revision.pdf SAC was also awarded \$379k as a minority serving institution. We used a portion of these funds to reimburse lost revenue for our community services program, the bookstore and the planetarium, which leaves us a balance of about \$80k.</p>	
7. ENROLLMENT UPDATE	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Dr. Lamb reported that the overall enrollment is down. There is a decline of about 4,000 students and a decline of about 850 FTES compared to last year. The decline is primarily in the remote live full-term weekly courses. There is some increase in the online short and long-term courses. The declines are about 1,500 FTES. We will be adding late start classes to help remedy the declines. We will also be starting an aggressive marketing campaign on the 8Weeks classes. We are also exploring on undergoing outdoor education and how to maximize some of the large lecture classes. We have added additional face-to-face classes to the 8Weeks schedule. We will be doing targeted marketing to particular student groups to help impact our enrollment for Fall.</p>	
8. STUDENT UPDATE	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	No report at this time	
9. SACTAC	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>John Steffens stated that SACTAC had adopted a recommendation for the Standard Operating Procedure (SOP) with regard to accessibility on the website. The SOP states that when the web publisher is notified directly by a staff member that something is inaccessible, they will have seven to ten days to make the correction or the item will be taken down.</p>	
10. ACCREDITATION	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS

	Monica Zarske reported that Catherine Webb, the liaison with the Accreditation Commission will be giving a presentation on October 9 th , from 8:30am – 10:00am. The presentation will help propel us a little bit further on the writing assignments. There will also be a writing workshop from 10:00am-12:pm after the presentation.	
11. FUTURE AGENDA ITEMS		
	<ul style="list-style-type: none"> • Budget Allocation Assessment & Recommendation Work Group – Dr. Hoffman • Strategic Planning – Dr. Hoffman • Purchasing Deadlines – Linda Melendez • How Are Transfer Students Completing Transfer Level Math and English? – Janice Love • Student Survey – Janice Love • Awarding of Certificates – Dr. Hubbard 	
GENERAL INFORMATION		
	https://www.rccd.edu/Departments/Business-Operations/Pages/Fiscal-Resources-Committee.aspx	
NEXT MEETING	December 3, 2020	

Submitted by Maria Cardona