



**SAC PLANNING & BUDGET MEETING
MINUTES – OCT. 5, 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	
Bart Hoffman, co-chair	William Nguyen, co-chair	Monica Zarske	Omelina Garcia	Mark Reynoso	Mark Liang
Jim Kennedy	Jim Isbell	Jennie Beltran		John Steffens	Marilyn Flores
Jeffrey Lamb	John Zarske	Brandon Rocke		Doug Manning	William Reardon
Vaniethia Hubbard	Merari Weber	Joshua Mandir	Student Representatives	Kelvin Leeds	
Robert Manson	Kelly Nguyen				
Madeline Grant					
				Bold = present	
1. WELCOME and INTRODUCTIONS				Meeting called to order 1:30pm Meeting adjourned at 3:10pm	
	Welcome and introductions were made.			Motion to amend the agenda to move up the COVID-19 Updates moved by Jim Kennedy and 2nd by William Nguyen.	
2. PUBLIC COMMENTS	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	None				
3. APPROVAL OF MINUTES	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	Approval of Sept. 7, 2021 minutes Language below will be added to the September 7, 2021 minutes under the Budget Reports section reported by Mark Reynoso. “It was agreed that future budget reports will not include items that have yet to be vetted by the committee, such as the \$50M replacement cost for CEC”.			Motion to approve amended Sept. 7, 2021 minutes was moved by Dr. Lamb and 2 nd by Madeline Grant.	
4. BUDGET UPDATE	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	COVID-19 Updates: CARES ACT/HEERF Dr. Hubbard shared a HEERF Balances & Important Dates report . She added that there have been three allocations of HEERF funds (HEERF I, HEERF II and HEERF III). The funds were awarded for Institutional, MSI and Student Emergency Aid categories for all three allocations. The fund requests are reviewed at President’s Cabinet to confirm if they are an allowable				

	<p>expenditure. HEERF I has no remaining balance. HEERF II has about \$6M. However, requests are in the process of being funded so the \$6M balance is not up to date. HEERF III has a balance of \$13M. This amount must be spent by June 2022. However, if the College has not spent this balance, we can request an extension for 12 additional months. That would make the timeline to spend the funds to 2023. The vaccine incentive campaign will be coming out of the HEERF III funds. This campaign just launched and about 1,500 students have now been vaccinated and will be receiving a \$200 gift card. Tuition for two winners will be paid out of these funds through a drawing that will be held on December 3, 2021. Other items include paid parking permits as well as other prizes. We are looking to help areas with shortages such as; the Health and Wellness Center, the Bookstore and Planetarium and areas with low enrollment. The District has also requested funds to cover appropriate allowable needs because they do not receive HEERF funds. William Nguyen added that the funds can be shifted to Fund 11 to pay for expenses at the college level. Dr. Hubbard responded that, the HEERF funds will be used were it is allowable to support college requests. Dr. Hoffman reported that HEERF funds have been used for loss revenue items. He also added that we are allowed to charge an administrative fee, and that funding goes into our ending balance. Dr. Flores stated that there have been immediate needs, such as custodial staff coming back to campus, which was covered by HEERF funds. She added that there is careful reviewing of the use of HEERF funds so that when we have an audit, all our records are a direct use due to the pandemic.</p> <p>Budget Updates Professor Nguyen shared a report (here) related to budget updates. The main topics of his report included: Board of Trustees approved FY22-21 budget, Supplemental Retirement Plan (SRP) savings, Expiration of Hold Harmless, Fiscal Services multi-year projection, Full Time Equivalent Faculty (FTEF) and Faculty Obligation Number (FON), and Full Time Faculty Hiring.</p> <p>Professor Nguyen explained that Fiscal Services has an estimate about 327 FTEFs for Fall 2021 and 355 for Fall 2022, and then decline to 333 in Fall 2023. These factors are used in determining how many faculty to hire this year. He added that the State gives the district money to hire Full Time faculty and these funds are ongoing funds not a one time funds. From the last FRC meeting, it was discussed that only 10 faculty will be hired. The 10 faculty can be split between both SAC and SCC and each college will determine if the faculty are credit or non-credit. The non-credit faculty do not help us meet the FON. Dr. Flores added that there is discussion on hiring 10 credit faculty and an additional two non-credit faculty, this is what is being proposed.</p>	
5. SCFF REPORTS	DISCUSSION/COMMENTS	
	<p>FTES Metrics Dr. Lamb reported that he has been working with the Divisions to create a spreadsheet of targets which is something the District is also creating. This tool will help divisions and departments analyze trend data that will help determine targets. He added that Dr. Flores has</p>	

	<p>worked with Cabinet to develop targets for the college. He shared that the target for FY21/22 is 13,470 FTES, with an incremental growth of about 900 each term until 15,090 is reached. He added that he then took these numbers and trend data and broke them down as to what they would be for each division to reach a target of 1,200 by Summer 2022. Dr. Lamb shared the RG542 report which shows our headcount excelling and slight decline in credit and the non-credit is showing growth.</p> <p>Professor Nguyen asked if SAC is improving in FTES compared to SCC. Dr. Lamb confirmed that SAC is on an upward trend compared to SCC.</p> <p>Omelina Garcia expressed kudos to Outreach for all their hard work with helped our numbers go up. Dr. Lamb also acknowledged the work of the department Chairs that build schedules to meet our student’s needs.</p> <p>End of Semester Student Success Metrics Mark Liang shared a report showing comparison data from the past three years, broken down by semester. The most recent information recorded was for Spring 2021. He further explained that if a student receives a certificate in one given year and then is awarded a degree the following year, it will count as two separate degrees. Professor Nguyen asked if there is any planning on improving the numbers reflected in the success metrics. Mark Liang stated that the Enrollment Management Workgroup is working on improving the process to help increase the numbers. Dr. Hoffman added that there are tools such as Starfish that provides analytical information and data which reveals how we schedule classes and when we offer classes which will optimize the numbers as shown in Mark Liang’s report.</p> <p>End of Semester Supplemental Metrics Robert Manson shared a Student Centered Funding Formula (SCFF) Supplemental Components report. He reported that the SCFF numbers are calculated from the total District numbers and then they are split between the colleges. His report reflects both the District numbers and SAC numbers separately. Updated academic progress standards have been incorporated into requirements for students to receive Pell Grants.</p>	
6. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>P & B Committee Membership Professor Nguyen confirmed the committee membership and will be updated by the next meeting.</p> <p>Review P & B Committee Goals Revised Committee Goals were reviewed and approved. Professor Nguyen suggested that the Planning & Budget meeting agendas and related documents be sent out all SAC and CEC email users.</p>	<p>Motion to approve Planning & Budget Committee Goals moved by Monica Zarske and 2nd by Jim Isbell. Motion passed unanimously.</p>

7. NEW BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>August Meeting to Review Adopted Budget Discussion of an additional meeting in August to review the Adopted Budget took place.</p> <p>Format of Planning and Budget Meetings Dr. Hoffman stated that the Planning and Budget meetings will continue to be in Zoom format.</p>	These items have been tabled for the next meeting.
8. STUDENT UPDATE	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	None	
9. SACTAC	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
10. ACCREDITATION	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	Monica Zarske reported that a kickoff meeting met today. Feedback has been received and looking forward to more feedback. She thanked all those that have provided feedback.	
11. FUTURE AGENDA ITEMS		
GENERAL INFORMATION		
	https://www.rccd.edu/Departments/BusinessServices/Pages/Fiscal-Resources-Committee.aspx	
NEXT MEETING	November 2, 2021	

Submitted by Maria Cardona