

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	Jorge Lopez, co-chair	Monica Zarske	Omelina Garcia	Bill Reardon	Daniel Martinez
Jim Kennedy	Claire Coyne	Jennie Beltran	Mark Ou	Mark Reynoso	Maria Briseno
Jeffrey Lamb	John Zarske	Kelly Nguyen	Jimmy Nguyen	Mark DeAsis	Jennifer Valencia
Vaniethia Hubbard	Merari Weber	Reza Mirbeik		Annebelle Nery	Jordan Clark
Robert Manson	Luis Pedroza	Kelvin Leeds	Student Representatives	Ron Gonzalves	John Steffens
	Brandon Rocke		Julia Guerrero	Dalilah Davaloz	
				Bold = present	
1. WELCOME and INTRODUCTIONS				Meeting called to order 1:31 pm Meeting adjourned at 2:59 pm	
	Welcome and introductions were made.				
2. PUBLIC COMMENTS	DISCUSSION/COMMENTS			ACTIONS/FOLLOW UPS	
	<ul style="list-style-type: none"> Julia Guerrero expressed concern about hiring practices within the institution, specifically advocating for the prioritization of full-time professionals over part-time staff. She highlighted the challenges students face due to the limited availability of part-time instructors, particularly in terms of office hours and engagement in online classes. 				
3. APPROVAL OF MINUTES	DISCUSSION/COMMENTS			ACTIONS/FOLLOW UPS	
	Approval of April 2, 2024			Motion moved to approve minutes by Robert Manson and 2 nd by Kelly Nguyen. Abstention: Merari Weber	
4. UPDATES/REPORTS	DISCUSSION/COMMENTS			ACTIONS/FOLLOW UPS	
	Updates/Reports – Mark Reynoso Quarter 3 Fund 11 Performance: Budget Overview: <ul style="list-style-type: none"> General fund budget: \$118 million. 				

- Expenditure to date: \$86 million (73% utilized).
- Surplus and growth dollars fully spent.

Anticipated Year-End Balance:

- Estimated positive balance: \$1.3 million.
- Utilization: Almost 99% of the budget.

Comparison to Previous Year:

- Ending balance: Last year - \$1 million (98% utilized).

Budget Management Strategies:

Hourly Faculty Accounts:

- Utilized to fuel growth; previously negative, now positive (\$260,000).

Budget Overruns:

- Addressed through hiring pause and reallocation of budgets.

Electricity Costs:

- Budget fully utilized; \$0 balance anticipated by year-end.

Tentative Budget for Next Year (Fund 11):

Projected Budget:

- \$128 million.

Comparison to Previous Years:

- 2022-23: \$101 million (6.5% COLA).
- 2023-24: \$118 million (8.2% COLA).
- 2024-25: \$128 million (0.76% COLA).

Summary of Fund 13 Performance:

Budget Overview:

- One-time dollars budget: \$7.3 million.
- Expenditure to date: \$2.5 million (34% utilized).

Projected Year-End Balance:

- Estimated balance: \$3 million.

Comparison to Previous Year:

- Last year: Ending balance - \$2 million (59% utilized).

Discussion Highlights:

Allocation Decisions:

- Funding allocated to cover ongoing expenses, including personnel and utilities.

Concerns Raised:

- Need for transparency in budget allocation decisions and communication with relevant committees.

Process Improvements:

- Proposal to involve committees earlier in budget discussions to enhance transparency and understanding.
- Mark Reynoso's report outlined prudent budget management strategies, anticipated year-end balances, and upcoming budget projections, while also addressing concerns regarding transparency and communication in budget allocation decisions.

Fund 13 Carryover Budget:

- Mark Reynoso presented the tentative budget for Fund 13 expenditures for the upcoming year.
- The budget is subject to change based on feedback and final calculations.
- The anticipated carryover budget from Fund 11 and Fund 13 is estimated to be \$6.5 million.
- This includes a portion of the \$7.5 million increase from the 2023 recalculation.

New Expenditure Items:

Long-term Security Patrol at DMC:

- Allocation for enhanced security measures at the District Media Center (DMC) to ensure safety and protect assets.

Commencement Budget Increase:

- A \$200,000 increase in the commencement budget to accommodate rising costs and ensure a memorable graduation ceremony.

Shared IT Costs for Omni:

- Shared costs for omni between SAC and SCC.

Advertising Costs for Board-Approved Initiatives:

- Allocation for advertising expenses related to initiatives previously approved by the board to raise awareness and promote engagement.

Other New Expenses:

- Various additional expenses highlighted in red in the presentation, indicating newly proposed budget items requiring attention and discussion.

Continuing Education Advertising Clarification:

- Dr. Kennedy provided clarification on the historical inclusion of continuing education advertising in the Fund 13 budget.

Cost Savings Comparison for Commencement Venue:

- Discussion on the cost savings associated with holding commencement at Eddie West Field compared to Angel Stadium, highlighting the financial benefits and logistical considerations.

	<ul style="list-style-type: none"> • Dr. Hubbard elaborated on the increased costs associated with upgrading facilities at Eddie West Field and replicating certain features from Angel Stadium, providing insight into the rationale behind the budget allocations. 	
5. SCFF REPORTS	DISCUSSION/COMMENTS	
	None to report.	
6. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	Updates in progress: <ul style="list-style-type: none"> • Doodle polls sent to Planning and Budget Work Group and Facilities and Safety Committee members to reschedule and finalize goals for presentations. 	
7. NEW BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	AR Review Process: <ul style="list-style-type: none"> • Bart Hoffman announced the start of discussing new business, particularly the review process for administrative regulations. • Jorge Lopez led the discussion, referencing the previous meeting's agenda items on administrative regulations. <ul style="list-style-type: none"> ○ Highlighted issues with the current process, emphasizing lack of committee involvement in providing feedback. ○ Expressed discomfort with individual members representing the committee's views without collective discussion. ○ Advocated for a more inclusive and collaborative process to ensure committee input and thorough review. ○ Encouraged committee members to share thoughts and suggestions on improving the review process. ○ Aimed to gather feedback to convey to relevant parties for future improvements. • Bart Hoffman expressed support for Jorge's concerns and proposed bringing forth a recommendation to College Council regarding the review process. Revisit to Agenda Item #4: <ul style="list-style-type: none"> • Bart acknowledged the need to revisit Item 4 regarding recommendations for the Tentative Budget Fund for Fund 11 and Fund 13. • Asked committee for recommendations for presentation to College Council. Discussion on Administrative Regulations Review Process: <ul style="list-style-type: none"> • Bart Hoffman and Jorge Lopez expressed concerns about the effectiveness and transparency of the current process. They noted issues such as late document submissions and limited opportunities for meaningful committee input. 	

	<ul style="list-style-type: none"> • Claire Coyne underscored the importance of adhering to established procedures and suggested making a formal recommendation to College Council to address process shortcomings. • The committee decided to table the motion until they can review relevant documents, aiming for fairness and thoroughness in their approach. <p>First Read of AR 6450:</p> <ul style="list-style-type: none"> • Despite previous delays, the committee proceeded with the first read of AR 6450. • Bart Hoffman read through the entire AR, inviting comments and discussion from committee members. • Jorge Lopez expressed frustration with the inconsistency and tardiness of the process, echoing concerns about administrative regulations review. • John Zarske raised questions about the purpose of revising AR 6450, which was adopted in 2017, and whether new language should be incorporated. He sought clarification on the intention behind reviewing the document. • Jeff Lamb explained the process of reviewing board policies and administrative regulations, highlighting coordination with the Academic Senate and the League's recommended language. He emphasized the importance of updating documents to reflect current standards and legal requirements. • Bart Hoffman acknowledged the need for a transparent and organized process for reviewing administrative regulations. He agreed with the suggestion to update AR 6450 with new language and requested clarification on the necessity of bringing it forth for a first read. • Claire Coyne offered to provide access to updated documents from the League, outlining a process for incorporating recommended edits with track changes. She emphasized the importance of clearly documenting changes for committee review. • The committee agreed to table the first read of AR 6450 until it can be updated with new language. • Bart Hoffman motioned to defer the first read to the next meeting. • Discussions highlighted the importance of following a defined process and ensuring documents reflect current standards. • Jeff Lamb suggested consulting with Debra (Gerard) and reviewing the League's language template to ensure alignment with local documents. 	
8. STUDENT UPDATE	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<ul style="list-style-type: none"> • Julia Guerrero raised a pertinent question about the reduction in cost-of-living adjustments (COLA) despite the increasing cost of living for everyone. • Mark Reynoso explained that the small COLA this year is due to budget constraints caused by a state deficit. 	
9. SACTAC	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS

	None to report.	
10. ACCREDITATION	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	None to report.	
11. FUTURE AGENDA ITEMS		
	<ul style="list-style-type: none"> • Bart mentioned future agenda items, including discrepancies between SCFFF metrics and MIS data, indicating a proactive approach to addressing issues and ensuring transparency. • He suggested involving Dr. Martinez in the next meeting to present findings related to SCF metrics, showing a commitment to informed decision-making. • John Zarske proposed regular updates from the District Fiscal Resources Committee (FRC) to keep the college-level committee informed about relevant discussions and decisions. • Claire Coyne, co-chair of FRC, offered to provide these updates, demonstrating inter-committee collaboration and information-sharing. 	
GENERAL INFORMATION		
	<ul style="list-style-type: none"> • Fiscal Resources Committee (rscdd.edu) 	
NEXT MEETING	May 28, 2024	

Submitted by Norma Castillo