SANTA ANA COLLEGE

Santa Ana College Mission Statement: *Santa Ana College inspires, transforms, and empowers a diverse community of learners.*

MEMBERSHIP				
Administrators	**Academic Senate**		**Classified**	**Student Representatives**
Bart Hoffman, Co-chair	**Tommy Strong, Co-chair**		**Mark Ou**	Julian Gonzalez
Jim Kennedy	**Claire Coyne**	**Reza Mirbeik Sabzevary**	Jimmy Nguyen	Minh Le
Jeffrey Lamb	**John Zarske**	Linda Sung	**Liliana Oropeza**	
Vaniethia Hubbard	Luis Pedroza	**Silvia Castillo**	**Jessica Avalos**	
Lorena Valencia	**Kelly Nguyen**	**Merari Weber**		
Kristi Blackburn				
Bold = Present				

1. WELCOME & INTRODUCTIONS		Meeting called to order 1:33pm Meeting adjourned at 2:58pm
	Welcome and self-introductions were made.	
2. PUBLIC COMMENTS	**DISCUSSION/COMMENTS**	**ACTIONS/FOLLOW UPS**
	No public comments to report.	
3. APPROVAL OF MINUTES	**DISCUSSION/COMMENTS**	**ACTIONS/FOLLOW UPS**
	Approval of September 2, 2025 Minutes	**Moved to approve by:** Claire Coyne **2nd by:** Tommy Strong **Abstentions:** Merari Weber and Jim Kennedy
4. ACTION ITEMS	**DISCUSSION/COMMENTS**	**ACTIONS/FOLLOW UPS**
	Faculty Hiring Recommendation to Satisfy Faculty Obligation Number (FON) – Bart Hoffman • Dr. Nery requested the committee's recommendation on the number of faculty to hire to present to College Council.	

Faculty Obligation Number (FON)
- State-assigned FON = 357.4 (rounded up to 358).
- Current districtwide faculty count: 348.
- Deficit = 9.4, rounded up to a need for 10 new faculty hires.

Cost and Penalties
- Estimated cost per fully burdened faculty position: $200,000.
- Total estimated cost for 10 hires: approximately $2 million.
- Penalty for not meeting FON: about $92,000 per unfilled position.

College Responsibility
- Santa Ana College (SAC) generated all growth reflected in the FON increase.
- Therefore, all 10 new faculty hires will be assigned to SAC (none to SCC).

Retirements/Separations
- Committee must also account for faculty separations (retirements or resignations).
- One upcoming retirement (Jenny Trone) noted but not within the current FON calculation window.

FON and Non-FON Positions
- Merari Weber asked if the 10 positions include Continuing Education (noncredit) faculty.
- Bart Hoffman clarified: only noncredit counselors count toward FON; other noncredit faculty do not.
- Jim Kennedy added the 10 hires fulfill the state FON requirement.
    - o Suggested the committee may also recommend additional "non-FON" positions (e.g., librarians, coordinators, or noncredit faculty) as separate from the FON-required hires.
    - o Emphasized that final prioritization and selection would occur through the Faculty Prioritization Process and the President's decision.
    - o Recommended identifying both FON and non-FON hiring numbers for clarity and planning flexibility.

Fall 2025 Faculty Count
- The official full-time faculty count for Fall 2025 is confirmed at 348.

Replacement of Categorically Funded and Long-Term Substitute Positions
- Categorically funded positions (e.g., formerly held by Jane Mathis) must be replaced through formal hiring, even when temporarily filled by long-term substitutes.
- Fiscal Services requires that all long-term substitute positions be permanently filled.
- These replacements are in addition to the 10 faculty positions required by the FON.

Funding Sources and Separation of Recommendations
- Categorically funded positions (Fund 12) are separate from the $2 million allocated for the 10 FON positions.
- It was recommended that two separate hiring recommendations be presented to the College Council:
  - FON-funded positions
  - Non-FON or categorically funded positions

FON Counting and Reassignment Flexibility
- Full-time temporary faculty count toward the college's FON total.
- Replacement hires do not have to be in the same discipline as the original position; they can be reassigned based on institutional needs.
- To remain compliant, the college may need to plan for 11 total positions (10 FON + 1 replacement).

Clarification of Who Counts Toward FON
- Credit faculty and noncredit counselors count toward the FON.
- Noncredit instructional faculty and overload assignments do not.
- Non-FON hiring primarily pertains to noncredit instructional areas.

Retirement and FON Timing Considerations
- The committee clarified that FON replacement requirements depend on the effective retirement date, not the notice date.
- If a faculty member retires after spring break (approximately 45 days into the term), their position can remain on the books for the remainder of the fiscal year and does not need to be immediately replaced.
- If retirement occurs before spring break, the position must be replaced to maintain FON compliance.
- The committee confirmed this understanding aligns with current interpretation of policy, though the Education Code reference will be verified.

Faculty Hiring Target
- Discussion centered on whether the college should recommend hiring 10 new full-time faculty to meet the FON.
- Members agreed that 10 is the baseline number for compliance.

Budget and Funding Overview
- Bart Hoffman reviewed the college's $8.45 million in growth funds and related budget allocations:
  - $3.379 million used to move ongoing expenses from Fund 13 to Fund 11.
  - $700,000 allocated for unfunded School of Continuing Education personnel.
  - $400,000 set aside for ongoing budget augmentations (resource allocation requests).
  - $1.5–1.6 million designated to address instructional hourly account overruns.

        o   Leaves approximately $2–2.4 million available for new faculty hires.
- Hiring 10 full-time faculty would cost approximately $2 million, leaving around $400,000 in flexibility.

Long-Term Substitute and Full-Time Faculty Considerations
- Current long-term substitutes are included in the 348 total faculty count.
- To maintain this number, any long-term sub must be replaced next year — though the discipline can vary based on need.
- Replacing a long-term sub with a full-time hire would require additional funding due to higher salary costs.

Maintaining FON Compliance with Future Retirements
- Any retirements that occur before April 1 (spring break) must be replaced to stay compliant with the FON.
- Therefore, the total number of hires may exceed 10 if additional retirements occur before that deadline.
- Retirements occurring after April 1 (e.g., Jinhee Trone) do not affect the current fiscal year's FON requirement.

Faculty Hiring Recommendations
- Jim Kennedy advocated for 10 FON (Faculty Obligation Number) positions to meet district requirements.
- Additional positions could include replacement FON hires.
- Proposed up to 3 non-FON positions, with flexibility if a non-credit counselor is hired (possibly reducing non-FON to 2).
- Emphasized balancing credit and non-credit faculty ratios to reflect program growth.
- Opened the floor for discussion and faculty prioritization process considerations.

Visual Budget Presentation
- Discussion on displaying a spreadsheet to make $8.45 million growth allocation visually clear.
- Tommy Strong requested visual aids to better understand numbers and allocations.
- Spreadsheet highlights:
  - Ongoing expenses moved from Fund 13 to Fund 11 (non-flexible amounts).
  - School of Continuing Education personnel: $700,000 allocated (already moved).
  - Budget augmentations: $400,000 expected to be fully utilized by departments.
  - New ISAs: Over $1 million, ongoing costs, not yet budgeted.
  - New faculty hires: $2.4 million planned.
  - Remaining funds allocated to 13XX and 14XX accounts.

Fund Management Context
- Historical Fund 13 allocations led to artificial deficits; moving funds back to Fund 11 corrects prior misallocation.
- Efforts in Planning & Budget Committee help maintain fiscal responsibility by tracking ongoing expenses accurately.
- Emphasized following dollars to their intended fund (Fund 11) to ensure accurate budgeting.

Budget Augmentation Clarification
- $400,000 growth dollars are additional allocations for ongoing departmental needs (software, instructional supplies, etc.).
- Cabinet will approve line items for ongoing expenses funded from Fund 11.
- Distinction made that this is new augmentation, not part of prior Resource Allocation Request (RAR) budgets.

FON Requirement and Additional Faculty
- The minimum requirement to meet FON obligations is 11 full-time faculty.
- The committee considered adding 3 non-FON faculty positions for non-credit instructional needs.

Motion and Amendments
- Initial motion: 10 FON + 3 non-FON.
- Amendment: 11 FON + 2 non-FON (accounting for a long-term sub that counts toward FON).
- Final agreement: 11 FON + 3 non-FON, plus any faculty separations (retirement, resignation, or other) prior to spring break.

Clarifications and Considerations
- FON includes non-credit counselors.
- Non-FON refers primarily to non-credit instructional faculty.
- The recommendation is a floor (minimum), not a ceiling; additional faculty may be hired if separations occur.
- The committee discussed ensuring clarity in the motion and whether to vote separately on FON and non-FON positions; consensus leaned toward one combined motion.
- Financial feasibility is considered with reference to fluctuating funds in 13XX and 14XX accounts.
- The committee acknowledged operational growth needs alongside regulatory obligations.

Rationale
- Hiring supports both compliance (FON) and growth in non-credit programs, which generate revenue for the college.

- The recommendation provides flexibility to address retirements/resignations without incurring penalties.

Roll Call and Vote – Summary
- Bart Hoffman requested a roll call vote. The following voting members responded affirmatively:
  - Bart Hoffman – Yes
  - Tommy Strong – Yes
  - Jeff Lamb – Yes
  - Dr. Vaniethia Hubbard – Yes
  - James Kennedy – Yes
  - Claire M. Coyne – Yes
  - Merari Weber – Yes
  - Silvia Castillo – Yes
  - Dr. Reza Mirbeik – Yes
  - Kelly Nguyen – Yes
  - John Zarske – Yes
  - Mark Ou – Yes
  - Liliana Oropeza – Yes
  - Jessica Avalos – Yes
  - Dr. Kristi Blackburn – Yes
- **Outcome:** Motion passed unanimously.
- Recommendation regarding FON and non-FON funding will go to College Council on October 22, 2025.

5. UPDATES/REPORTS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	Review of Committee Goals – Bart Hoffman • Bart confirmed the Planning & Budget Committee work group is about halfway through drafting the committee goals. • Acknowledged struggles with coordinating meetings but expressed confidence that the goals will be completed, citing similar success with the Facilities and Safety Committee.	
STUDENT UPDATE	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	No student update to report.	
6. PERIODIC REPORTS	DISCUSSION/COMMENTS	
	No periodic reports to report.	
7. UNFINISHED BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	No unfinished business to report.	

8. NEW BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS

	Committee Charge
	• The committee's main responsibility: unrestricted funds (Fund 11) and one-time funds (Fund 13).
	• Categorical/Restricted funds (Fund 12)
	   o Managed by responsible program managers in collaboration with Resource Development.
	   o Funded programs often have state or federal monitoring and reporting requirements.
	   o Historically, Planning and Budget Committee has not overseen these funds.
	   o Bart Hoffman emphasized the committee does not micromanage categorical funds, though awareness of potential impact on unrestricted funds is important.
	      ▪ Claire Coyne asked why faculty positions funded through Fund 12 are not discussed in this committee; suggested evaluating whether these funds should be included in planning discussions.
	      ▪ Bart acknowledged it's possible but not typical; Fund 12 has historically not been reviewed by this committee.
	      ▪ Kristi Blackburn highlighted risks of "soft" funding becoming permanent and the need for anticipatory planning to avoid fiscal gaps.
	Constituent Inquiries
	• Tommy shared a constituent inquiry about Fund 12 funding.
	   o Discussed risks if federal or state funds decrease or are eliminated.
	   o Highlighted scenarios where program costs may shift to Fund 11/Fund 13 or program reductions may occur.
	   o Suggested committee consider risk exposure and materiality of large grants.
	• Jeff Lamb agreed committee should have high-level understanding of all funding sources.
	   o Supports planning for sudden changes (e.g., TRIO funding reduction).
	   o Cautioned against micromanaging programs with specialized oversight (e.g., Strong Workforce programs).
	   o Suggested identifying economic levers to guide institutionalization of funding.
	• Mark Ou noted that failing to institutionalize categorical-funded positions often affects classified staff.
	• Bart reiterated that if Fund 12 impacts unrestricted funds, it should be discussed in the committee.
	• Fund 12 discussion to continue at the next Planning and Budget Committee meeting.	

	• Resource Development may provide a list of programs funded under Fund 12 for committee awareness.	
9. FUTURE AGENDA ITEMS		
	None to report.	
GENERAL INFORMATION		
	• Fiscal Resources Committee (rsccd.edu)	
NEXT MEETING	**November 4, 2025**	

Submitted by Norma Castillo