



## SAC PLANNING & BUDGET MEETING

MINUTES – November 4, 2025

1:30PM – 3:00PM

Zoom Meeting

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

### MEMBERSHIP

Administrators	Academic Senate		Classified	Student Representatives
<b>Bart Hoffman, Co-chair</b>	<b>Tommy Strong, Co-chair</b>		<b>Mark Ou</b>	Julian Gonzalez
<b>Jim Kennedy</b>	<b>Claire Coyne</b>	<b>Reza Mirbeik Sabzevary</b>	<b>Jimmy Nguyen</b>	Minh Le
Jeffrey Lamb	<b>John Zarske</b>	<b>Linda Sung</b>	<b>Liliana Oropeza</b>	
Vaniethia Hubbard	Luis Pedroza	<b>Silvia Castillo</b>	<b>Jessica Avalos</b>	
Lorena Valencia	<b>Kelly Nguyen</b>	<b>Merari Weber</b>		
<b>Kristi Blackburn</b>				
<b>Bold = Present</b>				
<b>1. WELCOME &amp; INTRODUCTIONS</b>				Meeting called to order 1:31pm Meeting adjourned at 2:26pm
	Welcome and self-introductions were made.			
<b>2. PUBLIC COMMENTS</b>	<b>DISCUSSION/COMMENTS</b>			<b>ACTIONS/FOLLOW UPS</b>
	No public comments to report.			
<b>3. APPROVAL OF MINUTES</b>	<b>DISCUSSION/COMMENTS</b>			<b>ACTIONS/FOLLOW UPS</b>
	Approval of October 7, 2025 Minutes			<b>Moved to approve by:</b> Claire Coyne <b>2<sup>nd</sup> by:</b> Tommy Strong <b>Abstentions:</b> Jimmy Nguyen
<b>4. ACTION ITEMS</b>	<b>DISCUSSION/COMMENTS</b>			<b>ACTIONS/FOLLOW UPS</b>
	No action items to report.			
<b>5. UPDATES/REPORTS</b>	<b>DISCUSSION/COMMENTS</b>			<b>ACTIONS/FOLLOW UPS</b>
	<b>Quarter 1 Budget Performance Report – Mark Reynoso</b> A. Fund 11 (General Fund) – Quarter 1 Overview <ul style="list-style-type: none"><li>Total Fund 11 Budget: ~\$143 million</li></ul>			

	<ul style="list-style-type: none"> <li>• Quarter 1 Expenditures: \$31 million</li> <li>• Comparison to Prior Year: <ul style="list-style-type: none"> <li>◦ FY 24–25 Q1 spending: \$28 million</li> <li>◦ Both years at 22% of annual spending</li> <li>◦ Increase attributed to a larger overall budget and instructional growth</li> </ul> </li> </ul> <p>B. Projected Year-End Outlook</p> <ul style="list-style-type: none"> <li>• Projected Oct–June Expenditures: ~\$113 million</li> <li>• Projected Total FY Expenditures: ~\$144 million</li> <li>• Estimated Over-Budget Amount: \$885,000 (less than 1% of total budget)</li> <li>• Trend is similar to previous year, when: <ul style="list-style-type: none"> <li>◦ The college transferred \$1.7 million in electricity costs to Fund 13 to balance the budget.</li> </ul> </li> </ul> <p>C. Key Budget Drivers &amp; Concerns</p> <ol style="list-style-type: none"> <li>1. Hourly Instructional Accounts <ul style="list-style-type: none"> <li>• Currently \$1.1–\$1.2 million higher than last year at this time</li> <li>• Increase expected due to: <ul style="list-style-type: none"> <li>◦ New bargaining agreement</li> <li>◦ Salary increases</li> </ul> </li> <li>• Projected Year-End Overage: ~\$7.4 million</li> </ul> </li> <li>2. Classified Salary Savings <ul style="list-style-type: none"> <li>• Many classified vacancies (e.g., ~10 in M&amp;O alone)</li> <li>• Savings may partially offset instructional overages</li> </ul> </li> <li>3. Monitoring &amp; Adjustments <ul style="list-style-type: none"> <li>• Finance will continue monitoring: <ul style="list-style-type: none"> <li>◦ Hourly instructional costs</li> <li>◦ Classified vacancies</li> <li>◦ Benefits costs</li> </ul> </li> <li>• Possible year-end TOEs (Transfers of Expense) to Fund 13, depending on final expenditures</li> </ul> </li> </ol> <p>D. Classified Vacancies</p> <ul style="list-style-type: none"> <li>• Claire Coyne asked for total number.</li> <li>• Mark Reynoso has the data; estimated about 10 vacancies in M&amp;O but will confirm full count.</li> </ul> <p>FTES Funding Concern</p> <ul style="list-style-type: none"> <li>• Tommy Strong raised awareness about the relationship between the \$7.4M overage and funded vs. unfunded FTES.</li> <li>• Tommy cited Vice Chancellor Ingram’s explanation from Town Hall: <ul style="list-style-type: none"> <li>◦ Some unfunded FTES is normal, but excessive unfunded enrollment = costs without matching revenue.</li> <li>◦ Used the metaphor of having too many unplanned guests at a dinner party.</li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>Tommy noted that the projected overage (~\$885k) is less than 1% of budget and therefore manageable.</li> <li>Mark confirmed Tommy's comments are accurate.</li> </ul> <p>Fund 13 – One-Time Funds / Carryover</p> <p>A. Budget Overview</p> <ul style="list-style-type: none"> <li>Total Fund 13 Budget: ~\$15 million</li> <li>Institutional Contingency (restricted): \$3.7 million</li> <li>Usable Budget: ~\$11 million</li> <li>Q1 Expenditures: ~\$968,000 (approx. 6% of budget) <ul style="list-style-type: none"> <li>Lower than last year's 9% at Q1</li> <li>Year still early</li> </ul> </li> </ul> <p>B. Expected Future Expenditures</p> <ul style="list-style-type: none"> <li>Significant expenses expected Oct–June due to: <ul style="list-style-type: none"> <li>RAR (Resource Allocation Requests) approvals being processed</li> <li>Facilities-related set-aside funds now being used</li> </ul> </li> <li>Projected Year-End: <ul style="list-style-type: none"> <li>Ending Balance: ~\$4.3 million</li> <li>Percent of Budget Spent: ~71% (down from last year's 87%)</li> </ul> </li> </ul> <p>C. Fund 13 Questions</p> <ul style="list-style-type: none"> <li>Claire Coyne confirmed that ongoing salaries should <i>not</i> be charged to Fund 13.</li> <li>Mark Reynoso confirmed—no ongoing salaries. <ul style="list-style-type: none"> <li>However, RAR-funded temporary instructional assignments may appear.</li> </ul> </li> </ul> <p><b>Budget Priorities for Resource Allocation Request (RAR) Process</b></p> <p>A. First Read of 2025–26 Budget Priorities</p> <ul style="list-style-type: none"> <li>These priorities: <ul style="list-style-type: none"> <li>Are embedded in Program Review and RAR (Nuventive) forms</li> <li>Guide both requesters and approvers</li> <li>Ensure alignment with college goals and fiscal planning</li> </ul> </li> <li>Mark Reynoso will: <ul style="list-style-type: none"> <li>Provide the document to Norma</li> <li>It will be attached to the agenda for full committee review</li> </ul> </li> </ul> <p>B. Committee Input</p> <p>Guided Pathways / Equity Integration</p> <ul style="list-style-type: none"> <li>Claire Coyne suggested replacing or revising “Guided Pathways” language because: <ul style="list-style-type: none"> <li>Original funding stream has ended</li> <li>Current work is now merged into the Comprehensive Educational Plan and Equity initiatives</li> <li>Bart Hoffman strongly supported the suggestion and noted it will be incorporated into the next draft and discussed again in December</li> </ul> </li> </ul>	
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	<p>C. Next Steps</p> <ul style="list-style-type: none"> <li>Committee members may: <ul style="list-style-type: none"> <li>Review the draft priorities</li> <li>Send suggestions or edits to Norma</li> </ul> </li> <li>Second read and final approval scheduled for December meeting</li> </ul> <p><b>Resource Allocation Request (RAR) Summary</b></p> <p>Process Overview</p> <ul style="list-style-type: none"> <li>Completion of 25–26 RAR Cycle <ul style="list-style-type: none"> <li>Request and approval process is complete for FY 25–26.</li> <li>Involves program review submissions, RAR entries, VP and President approvals.</li> <li>Emphasized as a long, detailed, multi-step process.</li> </ul> </li> </ul> <p>Total Requests Submitted</p> <ul style="list-style-type: none"> <li>Approx. \$116 million requested <ul style="list-style-type: none"> <li>Academic Affairs: \$7.4M</li> <li>Student Services: \$700K</li> <li>CEC: \$107M (includes a single \$100M facilities improvement request)</li> <li>President’s Office: \$849K</li> <li>Administrative Services: \$361K</li> </ul> </li> </ul> <p>Total Approvals</p> <ul style="list-style-type: none"> <li>Approx. \$ million approved <ul style="list-style-type: none"> <li>Academic Affairs: \$1.1M</li> <li>Student Services: \$410K</li> <li>CEC: \$1.4M <ul style="list-style-type: none"> <li>Includes ~\$700K personnel funding approved at start of year.</li> </ul> </li> <li>Administrative Services: \$260K</li> </ul> </li> </ul> <p>Additional Funding Beyond RAR</p> <ul style="list-style-type: none"> <li>Strong Workforce + CTEA: ~\$2.9M</li> <li>Equity one-time funds: ~\$319K</li> <li>Total Funding Across All Sources: ~\$6.4M for FY 25–26</li> </ul> <p>Process Reminders &amp; Next Steps</p> <ul style="list-style-type: none"> <li>Approved RARs and budget account numbers posted on the Admin Services website.</li> <li>Requesters advised to submit purchase requisitions early to avoid delays and budget adjustments.</li> <li>College-wide announcement email already sent.</li> </ul> <p>Large Facility Requests (CEC \$100M)</p> <ul style="list-style-type: none"> <li>There was concern whether RAR is an appropriate place to record very large long-term facilities needs.</li> <li>John Zarske stated large requests may belong in the Facilities Master Plan rather</li> </ul>	
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	<p>than RAR.</p> <ul style="list-style-type: none"> <li>James Kennedy agreed and plans to remove the \$100M request from next year's cycle.</li> <li>Mark Reynoso stated: <ul style="list-style-type: none"> <li>Program review requires documenting needs somewhere.</li> <li>Significant facility needs may increasingly appear in program reviews.</li> <li>Long-term requests will go through Facilities &amp; Safety → Planning → President's Cabinet.</li> </ul> </li> </ul> <p>Equity &amp; CEWD Funding Transparency</p> <ul style="list-style-type: none"> <li>Claire Coyne asked where can staff view approval summaries for Equity and CEWD funds?</li> <li>Response: <ul style="list-style-type: none"> <li>Strong Workforce and CTEA: totals gathered internally, not always posted.</li> <li>Equity: approvals usually emailed to individual requesters.</li> <li>Mark will check whether a consolidated summary exists.</li> </ul> </li> </ul> <p>Facilities Master Plan Concerns</p> <ul style="list-style-type: none"> <li>Kristi Blackburn stated aging buildings cannot support technology needs and impact enrollment competitiveness.</li> <li>Current RAR requests (~\$100K annually) do not address long-term, large-scale needs.</li> <li>Requests a structured long-range facilities plan rather than yearly "patchwork."</li> <li>Bart Hoffman confirmed District Facilities Planning typically leads master plan updates.</li> <li>Bart will communicate need to update or "dust off" the Facilities Master Plan and acknowledged its importance, especially with no bond measure expected soon.</li> </ul> <p>RAR Deadlines &amp; SOP Changes</p> <ul style="list-style-type: none"> <li>John Steffens' reminded the committee and guests that faculty RARs for personnel, technology, and facilities are due in November, not June.</li> <li>He is concerned that some faculty are unaware of deadline changes.</li> <li>Mark Reynoso confirmed categories with November deadlines.</li> <li>He requested help spreading the message; presented changes at multiple meetings.</li> </ul>	
<b>STUDENT UPDATE</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/FOLLOW UPS</b>
	No student update to report.	
<b>6. PERIODIC REPORTS</b>	<b>DISCUSSION/COMMENTS</b>	
	No periodic reports to report.	
<b>7. UNFINISHED BUSINESS</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/FOLLOW UPS</b>
	<p><b>Categorical Funds (Academic Senate Inquiry) – Mark Reynoso</b></p> <p>Fund 12 Overview (Categorical + Restricted Funds)</p>	

	<ul style="list-style-type: none"> <li>• Total Fund 12 budget: \$57M <ul style="list-style-type: none"> <li>○ 15% Federal: \$8.4M</li> <li>○ 80% State: \$45M</li> <li>○ 5% Local: \$3M</li> </ul> </li> </ul> <p>Fund 12 Personnel Breakdown</p> <ul style="list-style-type: none"> <li>• Management: \$4M (7%)</li> <li>• Faculty: \$11M (20%)</li> <li>• Classified: \$20M (35%)</li> </ul> <p>Share of Total Institutional Funds</p> <ul style="list-style-type: none"> <li>• Fund 12 = 27% of combined Funds 11, 12, and 13.</li> <li>• Tommy Strong appreciated transparency and visuals and highlighted this discussion as shared governance in action.</li> <li>• Tommy noted Fund 12 represents ~25% of total funding; 80% of it is state-funded.</li> <li>• Tommy requested clarity on how the 80% state allocation is distributed and managed.</li> </ul>	
<b>8. NEW BUSINESS</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/FOLLOW UPS</b>
	No new business to report.	
<b>9. FUTURE AGENDA ITEMS</b>		
	<p><b>Goals Work Group &amp; Committee Updates</b></p> <ul style="list-style-type: none"> <li>• Next Goals Work Group Meeting has been scheduled for November 6, 2025.</li> <li>• Progress on Goals <ul style="list-style-type: none"> <li>○ Bart stated the first step is to finalize goals.</li> <li>○ He stated currently, only Section 1 completed out of 4 sections.</li> <li>○ Next steps: First and second reads of goals, followed by discussion of task assessment on committee calendar.</li> </ul> </li> </ul>	
<b>GENERAL INFORMATION</b>		
	<p><b>Fiscal Resources Committee</b></p> <ul style="list-style-type: none"> <li>• Next meeting scheduled for December 2, 2025.</li> <li>• <a href="https://rscdd.edu">Fiscal Resources Committee (rscdd.edu)</a></li> </ul> <p><b>New Resource for Program Review – John Steffens</b></p> <p>Overview</p> <ul style="list-style-type: none"> <li>• John introduced a pilot bot to support administrators in program review.</li> <li>• Available via Nuventive resources page on the faculty and staff homepage.</li> </ul> <p>Capabilities</p> <ul style="list-style-type: none"> <li>• Trained on: <ul style="list-style-type: none"> <li>○ Integrated resource process and SOPs</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ Facilities Modification Request (FMR) process</li> <li>○ Nuventive software system</li> <li>○ Administrative templates for program review</li> </ul> <ul style="list-style-type: none"> <li>• Can respond to questions on: <ul style="list-style-type: none"> <li>○ FMRs</li> <li>○ RAR processes and deadlines</li> <li>○ Mapping RAR requests to program review</li> <li>○ Administrative use of Nuventive</li> </ul> </li> </ul> <p>Next Steps</p> <ul style="list-style-type: none"> <li>• John plans to expand bot support for faculty after receiving feedback.</li> <li>• Encouraged committee members to try it out and provide input.</li> </ul> <p>Feedback/Testimonial</p> <ul style="list-style-type: none"> <li>• Mark Reynoso stated bot works “amazing,” answering questions effectively, similar to ChatGPT.</li> </ul>	
<b>NEXT MEETING</b>	<b>December 2, 2025</b>	

Submitted by Norma Castillo