



**SAC PLANNING & BUDGET MEETING
MINUTES – SEPT. 1, 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			
Vaniethia Hubbard			Student Representatives		
			Claire Lyle		
				Bold = present	
1. WELCOME and INTRODUCTIONS				Meeting called to order 1:40pm Meeting adjourned at 3:23pm	
	Welcome and introductions were made.				
2. PUBLIC COMMENTS	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	None				
3. BUDGET UPDATE	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	Mark Reynoso presented his Power Point presentation (attached here) on the items listed below. <ul style="list-style-type: none"> • FY 19/20 Budget Performance • FY 20/21 Budget Updates • FY 20/21 Adopted Budget Fund 11 and 13 • Fund 13 Spending Plan 				
4. OLD BUSINESS	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	William shared the Updated Planning & Budget Governance Structure document as the final version that was discussed at the last committee meeting.			Motion to approve the Planning & Budget Governance Structure as presented today was moved by	

		Monica Zarske and 2 nd by Roy Shahbazian. Motion was carried unanimously.
5. NEW BUSINESS		ACTIONS/ FOLLOW UPS
	<p>P & B Membership 20/21 – William Nguyen reminded the VP’s and the Academic Senate President to forward the names of the new committee members to Maria Cardona.</p> <p>SCFF Success and Supplemental Metrics – Dr. Hoffman reported that the District is in the process of forming a district-wide Enrollment Management Committee. This committee will discuss the success and supplemental metrics. Some one from SAC will be reporting to that committee on how we are doing in our success and supplemental metrics as well as our FTES. He added that we have a FTES Restoration Workgroup that formed plans and ideas that need to be implemented. He suggested that Student Success Formula and Metrics should be a standing item. This item would require regular reports and discussions from either Dr. Hubbard, Robert Manson or Mark Liang.</p> <p>COVID-19 Updates – Dr. Hubbard shared the CARES Act Fund (attached here). She stated that around \$2.1M of the \$2.7M has been spent, leaving \$600,000 to distribute to students. In August 3,267 students requested funds from the CARES Act account. The average amount distributed per student was about \$601 but that could vary. The remaining funds must be spent by April 2021. She added that some of the expenses were for Personal Protective Equipment (PPE) as well as student parking refunds and technology support. Dr. Hubbard added that it is her preference to make sure our campus needs are addressed. Each category in the CARES Act Fund have certain timelines. She reported that there is another fund that she just learned about that pertains to a block grant that came from the Chancellor’s Office with additional CARES Funds. It appears that there was \$120M dedicated to this block grant. The amounts pertaining to SAC and SCC are not known at this time. There will be a training that will explain what the funds can be used for.</p> <p>Fund 13 Rollover Narrative – Dr. Hoffman proposed to allow more flexibility so that under certain circumstances that funds can be used at a later fiscal year if they were not able to use them in the current fiscal year. This would allow to get items that are needed to support programs.</p>	
6. ENROLLMENT UPDATE	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	Dr. Lamb reported on the RG542 (attached here).	
7. STUDENT UPDATE	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	None at this time.	
8. SACTAC	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS

	John Steffens reported that the SACTAC membership was approved. There are currently two vacant positions; Student Representative and Academic Dean Representative.	
9. ACCREDITATION	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	Monica Zarske reported that there was a writing workshop held in July. In the upcoming months, they will be editing and finalizing the writings. She is currently working on a rubric and a timeline. She reported that the District is supporting their efforts and the goal is to have a first draft by December.	
10. APPROVAL OF MINUTES	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	Approval of June 2, 2020 minutes.	Motion to approve the minutes of June 2, 2020 was moved by Monica Zarske and 2 nd by Dr. Hubbard. Motion was carried unanimously.
11. FUTURE AGENDA ITEMS		
	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.rscsd.edu/Departments/Business-Operations/Pages/Fiscal-Resources-Committee.aspx	
NEXT MEETING	November 3, 2020	

Submitted by Maria Cardona