



SAC Planning and Budget Committee  
 February 6, 2024  
 1:30pm - 3:00pm  
 Zoom Meeting

*THE PLANNING AND BUDGET COMMITTEE is the participatory governance committee responsible for recommending budget priorities, procedures, and processes to the College Council. The Planning and Budget Committee also functions as a community liaison for fiscal affairs with the college community.*

*Santa Ana College Participatory Governance Structure Handbook (May 27, 2015)*

Agenda

1. Welcome and Introductions	
2. Public Comments	
3. Approval of Minutes December 5, 2023	ACTION
4. Updates/Reports <ul style="list-style-type: none"> <li>• Quarter 2 Budget Performance Report</li> <li>• COVID 19/Block Grant Update – Dr. Hubbard (5 min)</li> </ul>	INFORMATION
5. Periodic Reports <ul style="list-style-type: none"> <li>• SCFF Metrics Reports – Robert Mason/Mark DeAsis</li> <li>• SACTAC – Dr. Hoffman</li> </ul>	DISCUSSION
6. Old Business <ul style="list-style-type: none"> <li>• <a href="#">Goal Setting Template</a> Workgroup Status – Meeting: Feb. 22, 24 – 2:30pm</li> </ul>	ACTION
7. New Business	INFORMATION
8. Student Update (5 min)	INFORMATION
9. Accreditation – Monica Zarske (5 min)	INFORMATION
Future Agenda Items <ul style="list-style-type: none"> <li>• Assess Tasks on Committee Calendar</li> <li>• FTES 101 PowerPoint – Dr. Nery, Presenter</li> <li>• Discrepancies between SCFF Metrics and MIS Data – Dr. Martinez</li> </ul>	INFORMATION
General Information <a href="https://www.rscdd.edu/Departments/BusinessServices/Pages/Fiscal-Resources-Committee.aspx">https://www.rscdd.edu/Departments/BusinessServices/Pages/Fiscal-Resources-Committee.aspx</a>	INFORMATION
Next Meeting: March 5, 2024	

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

**Planning and Budget Committee  
AY 23-24**

**Membership**

- VP, Admin Services Co-Chair or voting alternate – Bart Hoffman
- Academic Senate Co-Chair – Jorge Lopez
- VP, Academic Affairs or voting alternate – Jeff Lamb
- VP, Student Services or voting alternate – Vaniethia Hubbard
- VP, Continuing Education or voting alternate – Jim Kennedy
- Academic Senate President – Claire Coyne
- Senate VP Community Operations – Merari Weber
- Up to 6 faculty representatives appointed by Academic Senate President, 3 in even years and 3 in odd years.
  - Kelly Nguyen
  - Kelvin Leeds (Fall 2023)
  - Brandon Rocke (Spring 2024)
  - John Zarske
  - Jennie Beltran
  - Reza Mirbeik
  - Luis Pedroza
- Up to 4 Classified representatives – Omelina Garcia, Mark Ou, Jimmy Nguyen
- Student Representative – Julia Guerrero
- **A Dean or Manager from Academic Affairs** –
- A Dean or Manager from Student Services – Robert Manson

**Planning & Budget Committee  
Meeting Schedule  
AY 23-24  
(1:30pm -3:00pm)**

**September 5, 2023**

- Membership for Current Academic Year
- SCFF Reports – End of Semester and Year Metrics
- Budget Reports – (Year End Budget & Adopted Budget)

**October 3, 2023**

- Review P&B Committee Goals

**November 7, 2023**

- Quarter 1 Budget Performance Report
- Budget Priorities for RAR Process (1<sup>st</sup> read)
- Resource Allocation Request (RAR) Summary

**December 5, 2023**

- Budget Priorities for RAR Process (2<sup>nd</sup> read)

**February 6, 2024**

- SCFF Reports – End of Semester Metrics
- Quarter 2 Budget Performance Report

**March 5, 2024**

- First Read of Meeting Calendar for next AY
- Presentation – Technology Replacement Plan

**April 12, 2024 – 11:30am (2<sup>nd</sup> Friday)**

- Presentation – SAC/CEC Marketing Plan
- Approval Meeting Calendar for Next AY
- Technology Replacement Plan Update
- Digital Dons

**May 7, 2024**

- Tentative Budget & Fund 13 Expenditure Plan presented (recommendations discussed for AB)
- Quarter 3 Budget Performance Report
- Assessment of Committee Goals

**May 28, 2024**

- State Budget Update (May revision)