



**SAC PLANNING & BUDGET MEETING**  
**MINUTES – December 5, 2023**  
**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	
<b>Bart Hoffman, co-chair</b>	<b>Jorge Lopez, co-chair</b>	Monica Zarske	<b>Omelina Garcia</b>	<b>Nicole Gallegos</b>	<b>Daniel Martinez</b>
<b>Jim Kennedy</b>	<b>Claire Coyne</b>	<b>Jennie Beltran</b>	<b>Mark Ou</b>	<b>Jennifer Valencia</b>	
<b>Jeffrey Lamb</b>	<b>John Zarske</b>	<b>Kelly Nguyen</b>	<b>Jimmy Nguyen</b>	<b>Tim Winchell</b>	
<b>Vaniethia Hubbard</b>	<b>Merari Weber</b>	<b>Reza Mirbeik</b>			
Robert Manson	<b>Luis Pedroza</b>	<b>Kelvin Leeds</b>	Student Representatives		
	Brandon Rocke		<b>Julia Guerrero</b>		
				<b>Bold = present</b>	
1. WELCOME and INTRODUCTIONS				Meeting called to order 1:35 pm Meeting adjourned at 3:03 pm	
	Welcome and introductions were made.				
2. PUBLIC COMMENTS	DISCUSSION/COMMENTS			ACTIONS/FOLLOW UPS	
	Dr. Kennedy emphasized the need to hire more full-time faculty in continuing education based on their program review. Also need to consider non-FON positions as well as FON positions. He shared his program review in the chat. The School of Continuing Education (SCE) is now at 28% of FTES that is generated by SAC, which is a significant part of the college. SCE is in desperate need of hiring more full-time faculty to continue the growth and development of the programs.				
3. APPROVAL OF MINUTES	DISCUSSION/COMMENTS			ACTIONS/FOLLOW UPS	
	Approval of November 21, 2023			Motion moved to approve the November 21, 2023, minutes by Luis Pedroza and 2 <sup>nd</sup> by Dr. Hubbard.	
4. UPDATES/REPORTS	DISCUSSION/COMMENTS			ACTIONS/FOLLOW UPS	
	<b>COVID 19/Block Grant Update</b> – no updates currently.				

5. SCFF REPORTS	DISCUSSION/COMMENTS	
	None	
6. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p><b>Goal Setting Template 2<sup>nd</sup> Read</b> – A workgroup was formed to complete the template. More participants are welcomed.</p> <p><b>Budget Priorities for RAR Process</b> – Action to approve Budget Priorities.</p>	<p>Meetings will be scheduled. Contact Maria Cardona if you are interested in participating.</p> <p>Motion moved to approve the 2024-2025 Budget Priorities by Jorge Lopez, 2<sup>nd</sup> by Reza Mirbeik.</p>
7. NEW BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p><b>FON Recommendation</b></p> <ul style="list-style-type: none"> <li>○ <a href="#">California Community Colleges Fall 2023 Compliance FON</a></li> <li>○ <a href="#">ACBO FON Presentation</a></li> <li>○ <a href="#">Chancellor’s FON Message</a></li> </ul> <p>Dr. Hoffman reviewed and explained the documents linked above. This committee is charged with providing a recommendation on how many faculty to hire based on the Faculty Obligation Number (FON). We are well beyond the FON; we do not have to hire anyone to be in compliance. The current FON number does not include faculty members that have retired or resigned.</p> <p>Dr. Lamb explained that growth is a primary component to the calculations of the FON. However, it is also impacted by the number of full-time faculty already on campus. It is also impacted by the part time faculty hired as backfill and reassigned time. The calculations do get a bit complicated. If FTES go up, the FON goes down due to the number of faculty hired, replaced or backfilled, as well as other metrics. There are about 2,000 FTES in the non-credit space that may affect the FON.</p> <p>Jorge Lopez stated that when Dr. Nery presented to this committee regarding the FON, she spoke about the FON as the floor-minimum number of faculty we are supposed to have. She also mentioned that she wanted this committee to be ready for the growth we are expecting. Based on the current Fall 2024 FON, we are over our FON, therefore, there is no need to recommend hiring anyone at this time. Jorge’s understanding of this committee is to recommend how many faculty should be hired even if it is more than the minimum. It is a trivial request to recommend hiring anyone based on the FON. He is asking for clarification on what this committee is supposed to recommend.</p> <p>Dr. Hoffman reported that we can recommend hiring replacements for faculty that have resigned and/or retired. Dr. Lamb added that if this committee makes a recommendation beyond</p>	<p>Motion moved to replace faculty separations and support the hiring needs of the School of Continuing Education per their Program Review by John Zarske, 2<sup>nd</sup> by Luis Pedroza.</p>

	<p>those that have resigned or retired this year, we will need to confirm where the funds will come from. Jorge Lopez added that this committee can only recommend a number. Dr. Hoffman stated that this committee can take further steps and dig into the weeds of numbers, costs, and budget to see how the cost will be allocated. However, a recommendation from this committee is needed based on the FON from the District. We need to consider non-credit, non-FON faculty needs as well.</p> <p>Jorge Lopez stated that the salaries for the faculty that retire or resign are already in the budget, therefore, new money will not be needed to replace them. He added that we may not be able to get the exact number of replacements currently, but a recommendation can be made to replace all faculty that retire, and a number can be determined later. It would be to replace the same number of faculty that retired, not necessarily in the same position.</p> <p>Merari Weber reported that when Chancellor Martinez' message came out regarding the FON, she asked him to not forget the non-credit side. He said, "at the rate non-credit is growing, there is a need to hire more full-time tenured faculty to support the growth. Non-credit has traditionally survived on the hiring of adjunct faculty. You cannot sustain the tremendous growth you are experiencing with only adjunct faculty. I believe SAC will hire more full-time faculty in the non-credit area this year." She added that she hopes this is the case. She stated that as long as she has been in the ESL department, there have been four faculty retirements without being replaced.</p> <p>Jorge Lopez said that he feels that this committee does not get a say on who gets hired, whether credit or non-credit faculty. Luis Pedroza agrees with Jorge's comments, but that this committee can give a number of faculty to hire. Reza Mirbeik added that we need to support both credit and non-credit, not just retirement replacements based on the FON.</p> <p><b>Recommendation to move SACTAC Report to Periodic Reports</b> – recommendation to move SACTAC Reports under Periodic Reports on the agenda.</p>	<p>Motion moved to move SACTAC Reports to Periodic Reports on the agenda by Luis Pedroza, 2<sup>nd</sup> by Claire Coyne.</p>
8. STUDENT UPDATE	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	None	
9. SACTAC	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	None	
10. ACCREDITATION	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	None	
11. 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>	
GENERAL INFORMATION		
	<a href="http://rscdd.edu">Physical Resources Committee (rscdd.edu)</a>	
NEXT MEETING	February 6, 2024	

Submitted by Maria Cardona