



**SAC PLANNING & BUDGET MEETING**  
**MINUTES – October 3, 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	Omelina Garcia	<b>Mark Reynoso</b>	<b>Mark DeAsis</b>
<b>Jim Kennedy</b>	<b>Claire Coyne</b>	<b>Jenny Beltran</b>	<b>Mark Ou</b>	<b>Bill Reardon</b>	
<b>Jeffrey Lamb</b>	<b>John Zarske</b>	<b>Kelly Nguyen</b>	<b>Jimmy Nguyen</b>	<b>Daniel Martinez</b>	
<b>Vaniethia Hubbard</b>	<b>Merari Weber</b>	<b>Reza Mirbeik</b>			
<b>Robert Manson</b>	Luis Pedroza	<b>Kelvin Leeds</b>	Student Representatives		
	Brandon Rocke				
				<b>Bold = present</b>	
1. WELCOME and INTRODUCTIONS				Meeting called to order 1:32 pm Meeting adjourned at 2:52 pm	
	Welcome and introductions were made.				
2. PUBLIC COMMENTS	DISCUSSION/COMMENTS			ACTIONS/FOLLOW UPS	
	None				
3. APPROVAL OF MINUTES	DISCUSSION/COMMENTS			ACTIONS/FOLLOW UPS	
	Approval of September 5, 2023			Motion moved to approve the Sept. 5, 2023 minutes by Claire Coyne and 2 <sup>nd</sup> by Reza Mirbeik.	
4. UPDATES/REPORTS	DISCUSSION/COMMENTS			ACTIONS/FOLLOW UPS	
	<b>Updates/Reports</b> <b>Budget Update</b> Mark Reynoso reported that the Board approved the Adopted Budget on September 11 <sup>th</sup> . Budgets are not frozen anymore. A few weeks ago, we had our annual Foundation site visit conducted by external auditors, which went well. All approved Resource Allocation Requests (RARs) have been received by the Budget Office for FY23.24. During the next few weeks, we will allocate funds per approved line items. The approved RARs will then be posted on the Administrative Services website.				

	<p>Mark added that the Budget Office is currently working on approved Fund 11-General Fund budget allocations for SAC's \$7.2M Supplement Retirement Program (SRP) and growth allocation. Some key funding items will be:</p> <ul style="list-style-type: none"> <li>○ New personnel</li> <li>○ Increases to 13 and 14 XXX accounts</li> <li>○ Increase to utilities</li> <li>○ Ongoing allocation for technology and mediation upgrades</li> </ul> <p>The approved technology and mediation upgrade plan has now been fully funded based on this committee and SACTAC's recommendation, which was roughly about \$2.6M. This was funded from a mix of funding sources such as lottery funds and Fund 11. We are waiting for updated quotes from ITS so that Purchase Requisitions can be created and upgrades can soon be distributed.</p> <p>Mark continued reporting that the COVID-19 retention and enrollment funds are currently being spent down. SAC and CEC were allocated \$1.1M. This includes numerous marketing efforts for both SAC and CEC, such as, the College Tour Campus Stop, Virtual College Tour new website, and online radio and tv ads.</p> <p>Mark explained that the Budget Office received the approved RARs from the Vice Presidents and the Budget Office will go line-by-line and include an account number for each approved item. An email will go out to all users informing them that the approved RARs have been posted on the Administrative Services website.</p> <p><b>COVID 19/Block Grant Update</b></p> <p>Dr. Hubbard reported that an intentional effort was made to spend down the COVID-19 HEERF funds. The focus for these funds was on the Cash for Credit Program as well as the Debt Relief Project. Funds were also utilized for health and wellness support for non-credit students, as they do not pay into the health fees on campus. There will be another Cash for Credit disbursement in November. Research efforts will continue to see the effectiveness of the Cash for Credit initiative. Over the years, this initiative has been successful, in that students are enrolling in more units and longer student retention. Updates will be communicated once the data is reviewed.</p>	
5. SCFF REPORTS	DISCUSSION/COMMENTS	
	<p>Dr. Lamb reported that the Enrollment Management Workgroup is working on ways to develop targets in the 10% and 20% and we are developing meaningful data reports. He added that credit enrollments continue to increase at about 6% compared to last year, in both headcount and FTES. There is a big push for the Late Start courses and the college has begun its marketing campaign. Dr. Lamb added that he reached out to Dr. Daniel Martinez for a bottleneck study on students that are at about 80% completed and identify which General Education course they need, which is then overlaid with the courses that are offered in Late</p>	

	<p>Start and ensure that there is open space for the classes they need. Student Services will be calling students letting them know that they are close to completion and that classes are open and offered to them. Additional sections have been added for Late Start.</p> <p>Dr. Kennedy reported that non-credit is up by 28% compared to last year. There are 1,423 FTES compared to 1,110 FTES last year. The unduplicated headcount is up by 24%. Most of that growth is seen in the census-based courses, which is the online program and is up by 38%, and positive attendance courses are up by 4%.</p>	
6. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	None	
7. NEW BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p><b>Review P&amp;B Committee Goals</b> – Goals will be sent to the committee members for review.</p> <p><b>Goal Setting Template</b> – The Goal Setting Template will be distributed to committee members for completing current goals and added goals.</p> <p><b>Participatory Governance Handbook</b> – The Participatory Governance Handbook will be distributed to committee members for reviews and edits.</p> <p>Claire Coyne expressed her concern on what the goals are aligning with. Ask if there was a due date for these goals? She added that knowing the trajectory of the college might dictate what the goals should be or could be. This will help with completing the Goal Setting Template. Jorge Lopez commented that his understanding is that most of the committees are supposed to have goals and the goals must be evaluated just as faculty do for their classes. He added that the name of this committee defines what is done by the committee. This committee needs to keep an eye on the budget and make sure that the budget is working. Any new goals added should not change dramatically, unless the college becomes different to what it currently is. Claire added that the purpose of this committee is outlined and one of those purposes is to recommend budget priorities to College Council. In her time on College Council, she did not recall seeing a recommendation from this committee for budget priorities. This committee does report out but not necessarily budget priority recommendations. Dr. Lamb stated that everything that our college committees do, especially those in participatory governance, are helping the college move towards the direction of its mission and Ed Master Plan and strategic goals. The annual goals of reporting committees to College Council should change as necessary. College Council would direct reporting committees to do things and to review and make recommendations based on issues that come into the college. He added that the Planning Summit that is scheduled for October 13<sup>th</sup> is designed specifically to present how we plan (short term-long term) to the campus community. There is also an assessment that went out with the invitation for all to fill out for welcome feedback. In the Spring there will be further assessment more</p>	<p>Current committee goals, Goal Setting Template and Participatory Governance Handbook will be sent to committee members for review, comments, and recommendations as first read.</p> <p>Motion moved to amend the committee calendar to add the Assessment of Committee Goals on May 7, 2024, by Merari Weber, 2<sup>nd</sup> by Dr. Kennedy.</p>

recommendations for improvement.

John Zarske reported this committee does not make many recommendations to College Council. This committee usually reports out. He stated that there are times that the committee finds out about items after the fact, or after a decision has been made. He would like to see this committee make more recommendations and find out things in a timelier manner before a decision is made.

Dr. Hoffman explained that link between this committee and Fiscal Resource Committee (FRC) is that the FRC has expectations for the colleges such as 1) the college will work within their budget; 2) the college is responsible for managing their budget and ensuring that fiscally prudent expenditures are made with a positive balance. Having a positive balance is one of our goals. He added that the assessment of our committee goals need to be reviewed and discussed by the end of the school year.

Dr. Martinez commented that the Participatory Governance Handbook states that goal setting should happen at the start of each academic year. Goals must be attainable and measurable. Assessment of the goals must be reported to College Council each year.

Dr. Martinez further explained that the Participatory Governance Handbook explains that when a goal is set, it should be assessed, and determined if it has been met. There is also an assessment of the committee to see how well it works and to see if they have the necessary representation and adequate resources.

Dr. Weber included in the chat, that the goals should be reviewed midterm as a formative assessment checkpoint.

Jorge Lopez expressed his concern regarding all the new and necessary tasks that this committee is taking on and how it will take away from other functions that are supposed to be carried out. It will be difficult to increase the tasks without increasing the time to do the tasks. He asked what would be cut out, to make time for the new tasks. This is not only happening in this committee but across the academic programs.

Dr. Hoffman recommended holding off some of the standing reports in the future to get other tasks done during regularly scheduled meetings.

Jennie Beltran commented that we are limited to the amount of time we have. She agrees that this committee's work needs to be assessed but also figure out how much time it is going to take and be reported out. She added that workgroups are great, but someone still needs to lead them. Faculty members already put in five hours of committee work.

Dr. Hoffman recommended assessing the calendar to see what will be done during each monthly meeting. Items added to the calendar can be specific and detailed.

	<b>District Planning Design Manual and Department Portfolios</b> This manual is located on the RSCCD website under District Planning. Dr. Hoffman reported that this document details how the District functions supports the colleges.	
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		
	Dr. Weber commented that the items in this section should be tied into the committee goals. This will allow the committee to reconnect to the goals and possibly meet them. She recommended to include on the agenda, any goal(s) that have been met next to an agenda topic in parenthesis.	
GENERAL INFORMATION		
	<a href="http://rsccd.edu">Physical Resources Committee (rsccd.edu)</a>	
NEXT MEETING	November 7, 2023	

Submitted by Maria Cardona