

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

| Administrators | Academic Senate | | Classified | Guests | |
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| Bart Hoffman, co-chair | Jorge Lopez, co-chair | Monica Zarske | Omelina Garcia | Bill Reardon | Kevin Leeds |
| Jim Kennedy | Jim Isbell | Jenny Beltran | Mark Ou | Greg Toya | Madeline Grant |
| Jeffrey Lamb | John Zarske | Kelly Nguyen | Jimmy Nguyen | John Steffens | Amanda Farah |
| Vaniethia Hubbard | Merari Weber | Reza Mirbeik | | Maria Dela Cruz | Dalilah Davaloz |
| Robert Manson | Doug Benoit | Brandon Rocke | Student Representatives | Daniel Martinez | Ron Gonzalves |
| Mark Liang | | | Georgina Galindo | | |
| | | | | Bold = present | |
| 1. WELCOME and INTRODUCTIONS | | | | | Meeting called to order 1:32 pm Meeting adjourned at 2:45 pm |
| | Welcome and introductions were made. | | | | |
| 2. PUBLIC COMMENTS | DISCUSSION/COMMENTS | | | ACTIONS/FOLLOW UPS | |
| | <p>Dr. Weber commented on the issues with technology during their Student Success Conference. Media Services was there to assist; however, the technology is very outdated. She suggested that better technology equipment be included when Media Services submit their Resource Allocation Request (RAR)s. This will better support the college's events.</p> <p>Kelvin Leeds added that the Math Department is in the process of getting new computers and he would like to see that they are touch screen computers. Touch screens are very helpful when teaching online classes, it allows you to write on the screen and the students can see what the instructor is writing. It makes writing math symbols more effective.</p> | | | | |
| 3. APPROVAL OF MINUTES | DISCUSSION/COMMENTS | | | ACTIONS/FOLLOW UPS | |
| | Approval of March 7, 2023 minutes | | | Motion was moved to approve the minutes by Merari Weber, 2 nd by Monica Zarske. Motion passed unanimously. | |

| 4. UPDATES/REPORTS | DISCUSSION/COMMENTS | ACTIONS/FOLLOW UPS |
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| | <p>Quarter 3 Budget Performance Report – Dr. Hoffman reported that at next committee meeting there will be a very comprehensive report.</p> <p>COVID Recovery Block Grant/HEERF Update – Dr. Hoffman reported that nothing has changed from what has been reported in prior meetings. It is understood that all funds have been accounted for.</p> | |
| 5. SCFF REPORTS | DISCUSSION/COMMENTS | |
| | FTES Metrics – No report. | |
| 6. OLD BUSINESS | DISCUSSION/COMMENTS | ACTIONS/FOLLOW UPS |
| | <p>Presentation – Technology Replacement Plan – Ron Gonzalves presented on the 5 Year Aging Report for Computers. He reported that they are asking for \$878,605 for computer replacement costs. The replacement cost includes instructional desktops, instructional laptops, lectern computers, non-instructional desktops, and non-instructional laptops.</p> <p>Dr. Weber asked if the non-instructional desktops include desktops that Media Services would use for events on campus. Ron explained that the non-instructional desktops are for staff use, such as classified staff and managers. The instructional desktops are in the classrooms for faculty use.</p> <p>Madeline Grant asked if there is a process to engage with faculty to see if their preference is to have a laptop versus a replacement desktop, based on how their teaching may have changed? Ron responded that it would be something that needs to be addressed. He added that he tries to reach out to the Deans about twice a year to find out their technology needs. The start of the computer replacement cycle would be a good time to engage with faculty regarding their needs. Madeline suggested reaching out to faculty letting them know that their computer is up for replacement and asking them if they would like a replacement desktop or a laptop. Direct communication with the faculty would be helpful. Ron stated that he has a list of all full-time faculty.</p> <p>Kelly Nguyen asked if faculty could request a laptop with an option to write on the screen so that the students can see when working remotely. Ron reported that the district has set standards for our laptops and equipment which can be found on the District Website. He added that the Surface Pro laptop tablet has writing capabilities. The computer replacement plan explains that it replaces like-for-like. However, for example, if a faculty want to replace a desktop with a laptop, that would be a different process. This would go under the RAR process.</p> <p>Dr. Kennedy inquired about CEC laptop requests from part-time faculty that are teaching online, how will additional laptops be provided? John Steffens stated that he has also heard about this need at SACTAC, and they have referred this to the Technology Advisory Group</p> | <p>Ask of \$878,605 was requested by ITS for computer/equipment replacement costs.</p> <p>Recommendation for Ron Gonzalves to present a process or procedure identifying the aging of mediation equipment at a future meeting.</p> |

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| | <p>(TAG), because it's a districtwide need. TAG will be looking at the standards for teaching remotely and the laptop needs for faculty. John added that discussion of the standards is on the agenda for the next TAG meeting. The general feeling is that if we cannot get full funding for the replacement of existing equipment, how will we realistically expand the ability to provide equipment for the part-time faculty. Dr. Hoffman added that we need to know about this need in terms of funding. This committee should be aware that we are growing and are receiving additional funding. New staff and faculty are being hired. We received an increase in the amount per FTES. We are pursuing restoration dollars as well as growth dollars. He would like to make sure that this committee knows the computer needs are and if there is funding available, we will fund the equipment.</p> <p>Dr. Hoffman would like to see the process for equipment for part-time faculty after it has gone through TAG and SACTAC, then brought to this committee for review.</p> <p>Ron Gonzalves presented on the 2023 – 2024 Refresh/Upgrade Planning. The presentation highlighted on the need to upgrade various classrooms, replacement of old equipment and replacement of spare parts.</p> <p>Dr. Kennedy asked if CEC was included in this forecast? Ron Gonzalves responded that a separate forecast was prepared for CEC. He stated that he can present the CEC forecast at the next Planning and Budget Committee meeting.</p> <p>Approval of Meeting Calendar (First Reading) for Next AY – Meeting Calendar was approved.</p> | <p>Ron Gonzalves will present media forecast for CEC at the next committee meeting.</p> <p>Motion was moved to approve the meeting calendar by Dr. Kennedy and 2nd by John Zarske.</p> |
| 7. NEW BUSINESS | DISCUSSION/COMMENTS | ACTIONS/FOLLOW UPS |
| | <p>SAC/CEC Marketing Plan – Dalilah Davaloz shared SAC Marketing Strategy presentation. The presentation highlighted current and recent deliverables for FY 2022.2023 to support marketing goals. It also listed SAC's upcoming strategies for FY 2023.2024. An ask of \$100,000 was requested by Dalilah for FY 2023.2024 marketing strategies.</p> <p>Digital Dons – Dr. Maria Dela Cruz presented a Digital Dons Loan Program Overview for 2023. The Digital Dons Program loans laptops, webcams, and hotspots for students to fulfill their classwork. In order to replace broken or unreturned equipment, Dr. Dela Cruz is asking for funding of \$160,000 for 200 laptops.</p> <p>Kelly Nguyen asked if a student has a damaged computer, is a new one provided? Dr. Dela Cruz responded, if the student is in good standing, another one is provided to the student.</p> <p>John Zarske asked if there are any HEERF funds to pay for this ask? Dr. Hubbard responded that the HEERF funds will expire on June 13, 2023, and all the funds are accounted for.</p> | <p>Ask of \$100,000 was requested for 2023-2024 marking campaign.</p> <p>Ask of \$160,000 was requested for 200 new laptops for the Digital Dons Program.</p> |

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| | It was explained that it is communicated to the students that the laptops must be returned. If they are not returned, a hold is placed on their account, and they cannot register for classes. They are aware of what is expected on the onset of borrowing a laptop. | |
| 8. STUDENT UPDATE | DISCUSSION/COMMENTS | ACTIONS/FOLLOW UPS |
| | No report. | |
| 9. SACTAC | DISCUSSION/COMMENTS | ACTIONS/FOLLOW UPS |
| | No report. | |
| 10. ACCREDITATION | DISCUSSION/COMMENTS | ACTIONS/FOLLOW UPS |
| | Monica Zarske reported that the Accrediting Commission for Community and Junior Colleges (ACCJC) annual Accreditation Report is due today. The report consisted of questions that are heavily data driven. This was an opportunity to look at our data when answering the questions. The report was not very long but it will allow the Commission to ask us questions and keep accreditation conversations at the forefront. | |
| 11. FUTURE AGENDA ITEMS | | |
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| GENERAL INFORMATION | | |
| | Physical Resources Committee (rscdd.edu) | |
| NEXT MEETING | May 2, 2023 | |

Submitted by Maria Cardona