



SAC PLANNING & BUDGET MEETING
MINUTES – December 6, 2022
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	Jorge Lopez, co-chair	Monica Zarske	Omelina Garcia	Bill Reardon	
Jim Kennedy	Jim Isbell	Jennie Beltran	Mark Ou		
Jeffrey Lamb	John Zarske	Kelly Nguyen			
Vaniethia Hubbard	Merari Weber	Reza Mirbeik	Student Representatives		
Robert Manson	Doug Benoit		Georgina Galindo		
Mark Liang					
				Bold = present	
1. WELCOME and INTRODUCTIONS				Meeting called to order 1:35 pm Meeting adjourned at 2:41 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 November 1, 2022 minutes			Motion was moved to approve the minutes as amended by Monica Zarske, 2 nd by Jim Isbell. Motion passed unanimously.	
4. UPDATES/REPORTS	DISCUSSION/COMMENTS			ACTIONS/FOLLOW UPS	
	COVID-19 Updates: CARES ACT/HEERF – Dr. Hubbard reported no updates at this time for the HEERF funds. The status of HEERF fund balances will be reviewed after the holidays. Any outstanding funds will be placed in a large pot and then be determine how to disburse the funds in the Spring. Dr. Hubbard reported that regarding the COVID Recovery Block Grant, there is about \$17M that is coming to our District. However, we do not know how much of the \$17M is coming to SAC.			Both the outstanding HEERF balances and the COVID Recovery Block Grant amount will be discussed at the next meeting.	

5. SCFF REPORTS	DISCUSSION/COMMENTS	
	FTES Metrics – No report due to Dr. Lamb’s absence.	
6. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	Second Read FY23.24 Budget Priorities - amended version linked here	Motion was moved to approve the FY23.24 Budget Priorities as amended by Monica Zarske, 2 nd by Merari Weber.
7. NEW BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>Recommendation to Increase District Reserves</p> <ul style="list-style-type: none"> o CCCCO Memo o Board Presentation o BP 6250 and AR 6305 <p>Dr. Hoffman reported that Chancellor’s Office is recommending that the district follow the Government Finance Officers Association budgeting best practices. The CCCCCO Memo linked above states, “The Chancellor’s Office recommends that the districts adopt formal policies to maintain sufficient unrestricted reserves with a suggested minimum of two months of total general fund operating expenditures”. Dr. Hoffman also shared the Board Presentation (linked above) which shows that an increase to district reserves would represent more than a 100% increase based on the 2022.2023 proposed adopted budget. The reserves amount would be close to \$55M.</p> <p>Dr. Hoffman reported that President Nery requested that this not move forward until this committee had an opportunity to discuss and comment on this topic. However, it was reported that the increase to district reserves was approved yesterday at the District Council meeting.</p> <p>Jim Isbell reported that he attended the District Council meeting, and it was not a clear how and where the monies were coming from. He added that there were no guidelines to follow on obtaining the funds.</p> <p>Many committee members were not in agreement with the increase. They felt that the money would be sitting in an account that cannot be utilized to assist student education. Another concern was the time to achieve this goal was not clear and the term “one-time revenues” was uncertain of what funds would be funding this increase. It was also mentioned that the reserves have not been dipped into in the past. Therefore, the \$55M will be just sitting in an account when it can be better utilized.</p>	Motion moved for Dr. Nery to carry forward the opposition of the current proposal to increase reserves and to request for more information and clarification of the BP an AR requirements by Reza Mirbeik, 2 nd by Georgina Galindo

	<p>Another concern voiced was that the district has already made the decision regarding the increase for reserves without this committee’s input. Therefore, discussing this issue would be a moot point.</p> <p>Dr. Hubbard added that this committee’s feedback does matter, and this discussion can be taken to President’s Cabinet by Dr. Hoffman on behalf of this committee. Jim Isbell added that the students may have the loudest voice and the student’s concerns do matter. Mark Ou stated that departments are shorthanded (staff) and seeing such a large number of reserves sitting there and not being able to use it to help students is unreasonable.</p> <p>Comments were also made on the vagueness of the Board Policy and Administrative Regulation. There was concern that the BP can take ending fund balances away and put them towards this contingency reserve. Another concern voiced was if SAC increases their revenue, an increase to the reserve will also need to take place.</p> <p>Dr. Kennedy stated that one of the biggest financial liabilities the district has is the condition of Centennial Education Center (CEC). He would like to advocate that it also be included when looking at future liabilities because CEC generates a lot of revenue for the district. Therefore, the facilities need to be available and ready to serve students.</p> <p>Monica Zarske stated that just because the State has made the recommendation to increase reserves does not mean that it should apply to our district. The district should look at our reserve’s history and our specific budgets and our specific campuses.</p> <p>Jim Isbell added that he does not think that anyone on this committee is not thinking of increasing our reserves, but to what extreme.</p>	
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 reported that there will be a regroup meeting with the leads that served on the Accreditation Committee last year. This meeting is to finalize details and to create an on-going committee.	
11. FUTURE AGENDA ITEMS		

GENERAL INFORMATION		
	Fiscal Resource Committee Information	
NEXT MEETING	February 7, 2023	

Submitted by Maria Cardona