



SAC PLANNING & BUDGET MEETING
MINUTES – Dec. 1, 2020
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	William Nguyen, co-chair	Ben Hager	Omelina Garcia	Kevin Kawa	John Steffens
Jim Kennedy	Roy Shahbazian	Monica Zarske	Jimmy Nguyen	Doug Manning	Mark Liang
Jeffrey Lamb	John Zarske	Claire Coyne			
Vaniethia Hubbard			Student Representatives		
Robert Manson			Claire Lyle		
Madeline Grant					
				Bold = present	
1. WELCOME and INTRODUCTIONS				Meeting called to order 1:42pm Meeting adjourned at 3:05pm	
	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 3, 2020 minutes			Motion was moved to approve the November 3, 2020 minutes, as amended by Monica Zarske to correct name of Ashly Bootman and 2 nd by Madeline Grant. Motion carried unanimously.	
4. BUDGET UPDATE	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	Budget Updates William Nguyen shared the attached document. He explained that although State-level updates sound promising, it does not mean that SAC will get more money. He added that FRC approved the Budget Allocation Model (BAM) with the understanding that there will be continued discussions regarding revenue split. William pointed out that the percentage used to calculate split between SAC and SCC depend on metrics each campus generates (FTES, success &			Motion moved to approve adding the “Language Regarding Hold Harmless for Inclusion in the Budget Allocation Model” by Roy Shahbazian, 2 nd by Dr. Hubbard. Motion was carried unanimously.	

	<p>supplemental metrics). Some metrics have a greater impact than others. He also reviewed information that may help understand how metrics play a part in calculations and percentage splits.</p> <p>Resource Allocation Requests (RAR) Summary Dr. Hoffman shared the RAR summary (here). He added that there were a significant number of requests. The requests resulted in over \$10M. Due to our current fiscal uncertainty, we only had so much to allocate to the RARs. We will fund only about \$4M. Not all requests were funded.</p> <p><u>COVID-19 Updates: CARES ACT/Block Grant</u> Dr. Hubbard reported on the status of the COVID-19 SAC grants. She shared the beginning and current available balances as of 11/30/2020. COVID-19 Block Grant – Federal – must be spent by Dec. 30, 2020 Beginning balance: \$440,896 – Available balance: \$0 Institutional Portion of Grant – must be spent by May 4, 2021 Beginning balance: \$2.7M – Available balance: \$1.9M MSI Portion of Grant - must be spent by June 3, 2021 Beginning balance: \$379,989 – Available balance: \$69,920 COVID-19 Block Grant – State – must be spent by June 30, 2022 Beginning balance: \$1.4M (State portion of our Block Grant has not yet been split between the three cost centers)</p> <p>Some of the CARES ACT institutional portion expenditure had to be shifted to our Block Grant to ensure we spend down our allocated balance by December 30, 2020. Discussions have taken place to spend the institutional portion of the grant on items such as computer replacement plan, academic and student services division expenses, ongoing PPE equipment, such as digital thermometers, Owl cameras and library platform, etc. MSI funds have been used for professional development and reimbursement items. Discussion and questions followed.</p> <p>Dr. Hoffman added that the District has taken the lead on the funding of the State portion of the COVID-19 Block Grant. Both Colleges are working through the District Office relative to the expenditures pertaining to this grant.</p>	
5. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Student Centered Funding Formula (SCFF) Quarterly Reports – Robert Manson and Mark Liang Robert Manson reported that they are still working on trying to increase the supplemental programs and trying to modify their policies and procedures so that when we are at a non-hold harmless status, we are ready to go. He added that before the SCFF they were focused on avoiding audit findings, improving student services and getting student fee waivers. Now we want to obtain more Pell Grants to students. We are changing our Satisfactory Academic Progress policies and procedures</p>	

	<p>to increase the number of students who are eligible for Pell Grants. Once we have degree audits working, we can capture a large number of students eligible for financial aid. Automation of degree audits would help us capture the eligible students quicker.</p> <p>Mark Liang added that Admissions and the Graduation Office developed the degree audits. The degree audits is operating properly, however it does require an annual setup. We have to keep up with the archiving of the curriculum for the prior year when the student is petitioning for graduation to graduate them out of their particular catalog year. Currently, there is not enough people to help input curriculum and update degree audit for it to function fully. It is crucial to update and maintain the degree audit process. We are caught up for 2020, and 30% complete for 2021. We are currently working with other departments to create a product that will help us automate this process and connect directly with the functions required in the degree audit. The product name is NextGen Dynamic Forms. With this new product, we can automate and track the petitions and forms.</p>	
6. NEW BUSINESS		ACTIONS/ FOLLOW UPS
	<p>District-wide Budget Allocation Workgroup – Dr. Hoffman This Workgroup will start in January. It will consist of the current SAC representatives on the Fiscal Resource Committee (FRC) and district representatives as well as our sister college representatives.</p> <p>How Are Transfer Students Completing Transfer Level Math and English? – Dr. Kevin Kawa Dr. Kawa shared a report (here) that reflects English 101 with and without support. They reflected that continuing and transfer students due generally better. He also shared reports of successful completion rates for Math 219 compared to Math 140 (here). Within each math course, transfer students tend to be the second highest performing group relative to the other groups; continuing, first time and K-12.</p>	
7. ENROLLMENT UPDATE	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	Dr. Lamb shared the current enrollment report (here). The report reflects 2020-2021 FTES compared to targets as well as 2020-2021 FTES compared to 2019-2020 FTES. There is an upward trend in the full-term and short-term online courses and a downward trend in the remote live and face to face courses. We will be reducing our target due to our poor Fall 2020 performance.	
8. STUDENT UPDATE	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	Claire Lyle stated that she was very interested in Dr. Hubbard’s report regarding the purchasing of hotspots, online tutoring and ITS assistance for students. She added that internet connection is the lifeline of education at this time.	
9. SACTAC	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS

	<p>John Steffens reported that SACTAC had two actions at their last meeting; 1) adoption of the committee's goals and 2) referring the computer replacement needs to this committee. He shared that their current computer replacement plan is to replace 104 I-sided desktops, 83 I-sided laptops and hope to replace 45 N-sided laptops. Funding for laptops from grants has been identified. There is discussion whether or not the grant funds can fund non-instructional laptops that are needed. That leaves 243 computers that are not currently funded for replacements, which comes to about \$589,000. We will be looking into next year replacements. Any computers that are purchased this year, will be rolled out next year.</p>	
10. ACCREDITATION	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Monica Zarske reported that they are still plugging away and she has been meeting with several of the teams. They continue to finalize and meet the deadline of December 20th and hope to have the bulk of the accreditation draft document completed. There will be a Steering Committee meeting tomorrow to discuss further updates.</p>	
11. FUTURE AGENDA ITEMS		
	<ul style="list-style-type: none"> • Strategic Planning – Dr. Hoffman • Student Survey – Janice Love 	
GENERAL INFORMATION		
	<p>https://www.rscdd.edu/Departments/Business-Operations/Pages/Fiscal-Resources-Committee.aspx</p>	
NEXT MEETING	February 2, 2021	

Submitted by Maria Cardona