



**SAC PLANNING & BUDGET MEETING**  
**MINUTES – March 2, 2021**  
**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>William Nguyen, co-chair</b>	<b>Monica Zarske</b>	<b>Omelina Garcia</b>	<b>Mark Reynoso</b>	<b>Jennie Beltran</b>
<b>Jim Kennedy</b>	<b>Roy Shahbazian</b>	<b>Claire Coyne</b>	Jimmy Nguyen	<b>Tyler Johnson</b>	<b>Mark Liang</b>
<b>Jeffrey Lamb</b>	<b>John Zarske</b>				<b>John Steffens</b>
<b>Vaniethia Hubbard</b>			Student Representatives		
Robert Manson			<b>Claire Lyle</b>		
<b>Madeline Grant</b>					
				<b>Bold = present</b>	
1. WELCOME and INTRODUCTIONS					Meeting called to order 1:35pm 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 February 9, 2021 minutes				Motion was moved to approve the February 9, 2021 minutes by Monica Zarske and 2 <sup>nd</sup> by Claire Coyne. Motion carried unanimously.
4. BUDGET UPDATE	DISCUSSION/COMMENTS				ACTIONS/ FOLLOW UPS
	<b>Budget Updates</b> William Nguyen shared budget updates ( <a href="#">here</a> ). His first point is the importance for SAC to improve revenues and make fiscal commitments wisely. He noted that under the School Services of California Financial Projection Dartboard, CalSTRS and CalPERS employee rates increased from 2020/2021 through 2024/2025 as follows:				

	2020-21	2021-22	2022-23	2023-24	2024-25
CalSTRS Employee Rate	16.15%	15.92%	18.00%	18.00%	18.00%
CalPERS Employee Rate	20.70%	23.00%	26.30%	27.30%	27.80%

William stated that the increasing rates represent more expenses that need to be paid out and more the reason for SAC to improve its sources of revenue, improve the metrics and make fiscal commitments wisely.

His second point is that budget assumptions for FY 21/22 were discussed and approved by Fiscal Services. He explained that Fiscal Services takes last year’s budget assumptions and adds new revenues and by adding new sources of expenses. The 2021/2022 Tentative Budget Assumptions shows the new revenue at about \$2.7M which is mostly from Cost of Living Assumption (COLA), but the additional expenditures are about \$7.7M. After the May Revise, Fiscal Services will have a better idea of the dollar amounts and possible cuts if needed.

Lastly, at the last FRC meeting, discussion regarding the split revenue between SAC and SCC took place, it was recommended that a task force be created to explore an option that may be acceptable by both SAC and SCC.

**SCFF Comparison Reports**

Dr. Hoffman explained that the Student Center Funding Formula is comprised of three components, supplemental metrics, student success metrics and long standing FTES. We would like to have some type of report that will tell us how we are doing on a regular basis what efforts are being made to increase revenue based on the metrics. Mark Liang commented that the success metrics are not known until the end of the term.

**COVID-19 Updates: CARES ACT/Block Grant**

Dr. Hubbard reported that at the last Planning and Budget committee meeting there was a \$422,000 balance in the first round of CARES Act funds that needed to be spent by May 4, 2021. These funds have now been allocated. She shared a report ([here](#)) showing the two rounds of distribution from the CARES Act funds. The first round of CARES Act funds were about \$5.9M. The second disbursement of CARES Act funds will be about \$16M. The report shows the breakdown of how the funds will be distributed. The first-round funds have all been spent and the second round of funds have not yet been received. Dr. Hubbard added that there is a one-year deadline to spend the funds. Managers have been asked to work with their faculty and staff to submit their

Mark Liang will share revised data at the next meeting.

	<p>requests to their Deans and Vice President’s to be processed.</p> <p><b>SCFF Reports – Progress Toward Metric Improvement</b>  <b>Supplemental Metrics – Robert Manson – no report for this meeting</b>  <b>Student Success Metrics – Mark Liang</b></p> <p>Mark Liang stated that a lot of the metrics are success based, such as, using the number of students that completed English or Math and also certificates or degrees. Every time a student completes a class we certify the certificates, degree or transfer. This information comes in after the semester is over. Mark Liang shared the Fall 2020 Certificate and Degrees spreadsheet (<a href="#">here</a>) and the SCFF spreadsheet (<a href="#">here</a>) comparing 2018/19 and 2019/20. The Certificate and Degree spreadsheet is listed by major and by certificates of achievement and certificates of proficiency. The SCFF spreadsheet lists the percentage of degrees completed in comparison from 2018/19 to 2019/20. It reports that the Associates Degrees increased by 58% and the Bachelor’s degrees decreased by 48%. Dr. Hoffman commented that these reports are very helpful. Dr. Hoffman asked Dr. Lamb if there is anything else that can assist us in improving our numbers. Dr. Lamb would like to see a report run before the end the semester. By running the report mid-semester, we can see what can be done to increase the numbers. William Nguyen suggested to break down the data by semester to get more insight. Dr. Hoffman added that previous data be shared term by term in order to see a trend.</p> <p>Dr. Hubbard reported that Robert Manson will also provide financial aid data based on term to term. She added that the certificate and degree data should be reviewed by the enrollment management group for improvements.</p> <p>John Steffens reported that a report from Research showing the impact on retention for Starfish Early Alert Systems will be presented at the next College Council meeting.</p>	
5. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p><b>RAR Reallocation of Funds</b></p> <p>Mark Reynoso reported that RARs are submitted with the intention of purchasing a specific item or for a specific purpose. However, sometimes a request is made to change the initial RAR request and allocation of funds to be used for a different purpose. Currently there is no reference on what changes can or cannot be allowed. Therefore, I created a draft RAR Special Circumstances document for review (<a href="#">here</a>). The purpose of the document is to not allow changes to RARs unless it is determined to be a special circumstance and approved at President’s Cabinet.</p> <p>After discussion, it was agreed that the draft will be reworded and brought back to this committee for review and approval.</p>	<p>Mark Reynoso will reword the draft and bring back to the committee for review and approval.</p>

6. NEW BUSINESS		ACTIONS/ FOLLOW UPS
	<p><b>Budget Priorities Recommendations</b>  Mark Reynoso reported that last month the 2021/2022 Budget Priorities (<a href="#">here</a>) were presented to this committee for review and approval. The following items were added to the document at the last committee meeting. Mark also reported that he sent out the current RARS without the two items that were added. The 2021/2022 Budget Priorities were approved with the addition of the two items below.</p> <p style="padding-left: 40px;"><b>Technology Investment (computer replacement plan)</b>  <b>Strategic Faculty Hiring</b></p> <p><b>Student Survey</b>  Tyler Johnson let the committee know if they would like any student survey and results presented, he would present in the future.</p>	<p>Motion to approve the 2021/2022 Budget Priorities as present was moved by Claire Coyne, and 2<sup>nd</sup> by Roy Shahbazian.</p>
7. ENROLLMENT UPDATE	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Dr. Lamb shared the RG542 report (<a href="#">here</a>). He reported that there was a significant drop in headcount. There is a need to attract more students. There was a decline of about 800 FTES compared to this time last year. This is a moment in time comparison that shows comparison from 2020 and 2021. There is a huge growth in the online formats, declines in the short-term, face-to-face courses and a 40% decline in the weekly student contact courses. There is a 16% decline in positive attendance and a 9% decline in combined non-credit and credit courses.</p> <p>Dr. Lamb added that the management enrollment group is working on a first draft plan that will be completed soon. This will help dive into some data points around different components of the SCFF.</p> <p><b>SAC-CEC Enrollment Update</b>  The SAC Noncredit target for Spring 2021 is 1,417 FTES which the college has exceeded. The current projection for SAC Noncredit spring is 2,001 FTES. As of <b>March 1, 2021</b>, SAC Noncredit was at <b>1,753</b> FTES compared to last year at a similar point in the term when SAC Noncredit was at <b>610</b> FTES. The SAC Noncredit established target for 2020-2021 was 3,231 FTES which the college has already exceeded having earned <b>3,635</b> FTES year to date. SAC Noncredit is projecting that it will earn 4,001 FTES for the year which if achieved will represent a three year high in noncredit FTES generation for the college.</p> <p style="text-align: center;">RSCCD Noncredit Totals  Year to date Noncredit FTES = 5,499  2020-2021 projected FTES = 6,300</p>	

8. STUDENT UPDATE	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	None to report.	
9. SACTAC	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	John Steffens shared his report ( <a href="#">here</a> ). He reported that at the last SACTAC meeting the need for computer replacement for the next fiscal year was discussed. He also added that his report reflects the computers that will need to be replaced to maintain standards and this will be reviewed by Mark Reynoso as he plans Fund 13 budget for the next fiscal year.	
10. ACCREDITATION	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	Monica Zarske reported that the editors are reviewing the reports. She thanked the faculty, staff and administrators for their work and participation. There is still a bit of work to be done as the editors review the reports for accuracy. There will be an accreditation meeting this week. She anticipates that the financial section of the report will be sent to this committee for review. The report must be sent to the Board by June and hopefully be approved in July and then off to ACCJC in August.	
11. FUTURE AGENDA ITEMS		
	<ul style="list-style-type: none"> <li>• Strategic Planning – Dr. Hoffman</li> </ul>	
GENERAL INFORMATION		
	<a href="https://www.rscgd.edu/Departments/Business-Operations/Pages/Fiscal-Resources-Committee.aspx">https://www.rscgd.edu/Departments/Business-Operations/Pages/Fiscal-Resources-Committee.aspx</a>	
NEXT MEETING	April 16, 2021	

Submitted by Maria Cardona