

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	Monica Zarske	Omelina Garcia	Mark Reynoso	Mark Liang
Jim Kennedy	Jim Isbell	Jennie Beltran	Jimmy Nguyen	John Steffens	Teresa Mercado-Cota
Jeffrey Lamb	John Zarske	Brandon Rocke		Claire Coyne	Dalilah Davaloz
Vaniethia Hubbard	Merari Weber	Joshua Mandir	Student Representatives	Carrie Cornwall	Amberly Chamberlain
Robert Manson	Kelly Nguyen				
Madeline Grant					
				Bold = present	
1. WELCOME and INTRODUCTIONS				Meeting called to order 1:30pm Meeting adjourned at 3:07pm	
	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 May 4, 2021 minutes			Motion was moved to the May 4, 2021 minutes by Monica Zarske and 2 nd by Dr. Kennedy.	
4. BUDGET UPDATE	DISCUSSION/COMMENTS			ACTIONS/ FOLLOW UPS	
	<p>Budget Updates Dr. William Nguyen shared the budget updates attached (here). He gave emphasis to the following topics:</p> <ol style="list-style-type: none"> 1. FY 20/21: FTES percentages for both SAC and SCC 2. FY 21/22: RSCCD Adopted Budget; Supplemental Retirement Plan (SRP) funds; FTES boosting effort <p>FY 20/21 Year End Report Mark Reynoso shared his Year End Report (here). Some highlights he touched on were:</p> <ol style="list-style-type: none"> 1. FY 21/22 Budget Updates 				

	<p>2. FY 20/21 End-of-Year Budget Performance Reports (Fund 11 & 13) 3. FY 21/22 Adopted Budget (Fund 11 & 13) 4. Fund 13 Carryover Balance</p> <p>District Impact: Roughly \$12.5 million awarded to the District to address deferred maintenance/ instructional equipment needs. Funds must be expensed by 6/30/23. SAC to receive roughly \$1M for instructional equipment. Dr. Hoffman added that roughly a half million dollars is going to our sister college for instructional equipment and the balance of roughly \$11M is going to scheduled maintenance which is deferred maintenance relative to our facility that need to be updated, repaired or renovated. There was concern from the committee regrading why the CEC Renovation/Replacement cost of \$50,000,000 was listed under the estimated unfunded liability budget. Dr. Hoffman explained that it is not necessarily a forced cost like other unfunded liability items. It was agreed that future budget reports will not include items that have yet to be vetted by the committee, such as the \$50M replacement cost for CEC.</p> <p>FY 21/22 Fund 13 Spending Plan Mark Reynoso shared SAC’s FY 21/22 Fund 13 Spending Plan (here). Some items listed on this report are ongoing expenses that must be funded on an annual basis. This spending plan is presented at Presidents Cabinet for review and discussion. After Cabinet’s review, the spending plan is presented to this Committee for comments. Professor Nguyen added that this Committee should pay close attention to the Tentative Budget and make any comments or recommended changes before it goes to the District for approval.</p> <p>COVID-19 Updates: CARES ACT/HEERF HEERF balances and important dates can be seen in the report shared above on page 9.</p>	
5. SCFF REPORTS	DISCUSSION/COMMENTS	
	<p>FTES Metrics Dr. Lamb shared a semester-to-semester report (here). The report shows a 6% growth in headcount compared to last year. There was also a slight decline in FTES. He also shared a SAC Enrollment Monitoring report (here). This report indicates some growth in the short term and full term online courses. It also shows a decline in the full term weekly courses. The credit and non-credit combined for summer were down less than 1%. For fall term, non-credit was up by 6%. A plan is in place to try to increase about 900 FTES per term to reach a 20,000 target.</p> <p>End of Semester Supplemental Metrics – Robert Manson End of Semester Student Success Metrics – Mark Liang</p>	<p>Motion to table Supplemental Metrics reports until next meeting due to lack of time moved by John Zarske, 2nd by Madeline Grant.</p>
6. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	None	

7. NEW BUSINESS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>Marketing Plan – Madeline Grant, Teresa Mercado-Cota, Dalilah Davalos & Carrie Cornwall Presentation was shared (here) to promote a Marketing Strategy Overview. The main goals of the presentation are to increase enrollment, improve perception, and prioritize retention & communication. the need for marketing funds and how they will be distributed.</p> <p>P & B Committee Meeting Calendar – Prof. Nguyen</p> <p>P & B Committee Membership – Prof. Nguyen</p> <p>Review P & B Committee Goals – Prof. Nguyen</p>	<p>Motion to approve \$200,000 for general marketing expenses for this year moved by Monica Zarske and 2nd by Madeline Grant.</p> <p>Motion to approve P & B Committee Meeting Calendar moved by Monica Zarske and 2nd by Jim Isbell.</p> <p>P & B Committee Membership has been tabled until the next meeting.</p> <p>Discussion to revise goals and be presented at the next meeting.</p>
8. STUDENT UPDATE	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	None	
9. SACTAC	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
10. ACCREDITATION	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
11. FUTURE AGENDA ITEMS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
GENERAL INFORMATION	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	<p>https://www.rscdd.edu/Departments/Business-Operations/Pages/Fiscal-Resources-Committee.aspx</p>	
NEXT MEETING	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
	November 2, 2021	

Submitted by Maria Cardona