

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	Jarek Janio
Jim Kennedy	Jim Isbell	Jenny Beltran	Mark Ou	Jimmy Nguyen	Kevin Leeds
Jeffrey Lamb	John Zarske	Kelly Nguyen		Mark Reynoso	Madeline Grant
Vaniethia Hubbard	Merari Weber	Reza Mirbeik	Student Representatives	John Steffens	
Robert Manson	Doug Benoit	Brandon Rocke	Georgina Galindo		
Mark Liang					
				Bold = present	
1. WELCOME and INTRODUCTIONS					Meeting called to order 1:30 pm Meeting adjourned at 2:45 pm
	Welcome and introductions were made.				
2. PUBLIC COMMENTS	DISCUSSION/COMMENTS				ACTIONS/FOLLOW UPS
	<p>Jarek Janio, ESL Department Chair at Centennial Education Center (CEC) reported on the physical condition of CEC. When he was hired in 2007, he was told that new buildings/infrastructure would take place in the near future. He stated that the current bungalows used for classes were built in the 1980's and would last about 10 years. He added that the biggest obstacle for setting up new buildings was the land lease, which prohibit the district from making any major improvements at CEC. Many students, staff, faculty, and community members attended numerous City of Santa Ana Council meetings to plead the case of extension of the land lease. Chancellor Martinez even joined the meetings and the efforts paid off. The lease extension was granted.</p> <p>He added that the District Office promised that site improvement would be on the ballot measure to be voted on in the Fall of 2022. This idea fell apart and we are left with dilapidating facilities just like decades ago. Classrooms and offices are in desperate need of renovations. The problem with weathered facilities is compounded by a chronic shortage of custodial staff. CEC has heavy traffic of staff, faculty and students, and the office, classrooms, and bathrooms are not cleaned regularly. Some administrators were washing walls and windows before the first day of school. Jarek's plea is to prepare a plan for the people who study and work at CEC to feel proud of their location.</p>				

3. APPROVAL OF MINUTES	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	Approval of December 6, 2022 minutes	Motion was moved to approve the minutes as amended by Merari Weber, 2 nd by Jenny Beltran. Motion passed unanimously.
4. UPDATES/REPORTS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>Budget Update and Student Centered Funding Formula (SCFF) Description – Dr. Hoffman reported that the Governor’s Proposed FY 22.23 Budget reflected a deficit of \$22.5B. Several months ago, we were looking at a \$100B surplus. The budget also proposes an additional \$771M to the California Community Colleges. That translates to a rough estimate of \$461M after funding changes and adjustments. The State recognizes that the Community Colleges do good work. The great news is that the additional funding includes an 8.13% cost of living adjustment (COLA) for the SCFF, Adult Education, and certain categorical programs as well as \$28.8M in SCFF growth funds. To receive growth funds, the college district cannot be on hold harmless. For Districts that lost FTES during the pandemic, the State’s hold harmless provision ensures that they will receive funding at least equal to what they earned in FY 2017.2018. As a result of everyone’s hard work at SAC and Rancho Santiago Community College District is not on hold harmless and is projected to receive \$6.2M in growth revenue. SAC’s percentage share of the revenue increased from 67.11% to 69.32%, over a 2% increase in our revenue share. There are more dollars to capture. Keep up the good work. You are all doing a tremendous job.</p> <p>Dr. Hoffman provided a description of the Student Centered Funding Formula. SCFF was implemented in the 2018.2019 Academic Year to create financial incentives for desired outcomes. Prior to the SCFF, the State funded college districts based on their enrollment. Under this new formula, only 70% of the revenue is based on enrollment level and 20% is determined by the number of students who receive federal or state financial aid or are undocumented. The remaining 10% revenue is based on student achievement of success outcomes, such as degree attainment or transfer to universities. The SCFF is designed to incentivize college districts to increase equity focused outcomes.</p> <p>Dr. Lamb reported that in the Enrollment Management Committee is doing a deeper dive into the SCFF to get a better understanding of some of the metrics associated with the 20% and 10% referenced above. The goal is to be able to set targets for enrollment and the 10% and 20% factors. In order to do that, you need to know the points that you get for certain activity, which ends up being how we are compensated or funded based on the work we are doing. If you are interested in knowing more, you are invited to join the Enrollment Management Committee meeting.</p> <p>Quarter 2 Budget Performance Report (Fund 11 & Fund 13) – Mark Reynoso shared the Fund 11 report. He stated that year-to-date (YTD) the expenditures are around \$49M</p>	

	<p>compared to last year at \$44M. Even though we are a little over budget, our budget has increased due to COLA and new hires. YTD, we have spent 49% of our budget. The part-time adjunct cost is roughly \$6.5 YTD compared to last year at \$5.8M. We are over due to the growth that SAC continues to have. Our utility costs have increased due to the new buildings that have come online. We will need to budget accordingly next year. There is an additional \$300K in Fund 13 to help with electricity costs. We also allocated funds for gas expenses in Fund 13 under unexpected expenditures. Last year our general fund received \$1.8M in indirect costs, YTD we have received \$77K. Last year we charged a lot of HEERF indirect costs, but this year we are not. Last year there was a transfer of \$1M for unfunded liabilities for the Health Science Center and the Campus Entrance Improvement project but those projects are now fully funded, and we do not anticipate transferring out any funds for this FY. We are anticipating on having an ending balance of roughly \$1.9M at the end of this FY. Last year we had an ending balance of \$2.3M.</p> <p>Mark Reynoso shared the Fund 13 report. He reported that we have currently spent about \$1M compared to \$662K last year. There is an overall budget of \$7.1M, but \$1.3M is set aside for institutional contingency, which leaves about \$5.7M as our overall expenditure budget. We have spent 15% of our budget YTD. We estimate having an ending balance of \$2.8M this year, compared to last year's ending balance of \$2.6M.</p> <p>Dr. Lamb asked if this was the first full academic year that we have allocated out budget for adjunct salary line with a little more precision. Mark Reynoso confirmed that his statement was correct. Dr. Lamb requested a breakdown of those expenditures by Division/Departments for Academic Affairs. He would like to get a handle on where those expenditures are coming from.</p> <p>COVID-19 Updates: CARES ACT/HEERF – Dr. Hoffman reported that there are no changes at this time. All funds have been accounted for and spent.</p>	
5. SCFF REPORTS	DISCUSSION/COMMENTS	
	<p>FTES Metrics – Dr. Lamb shared his several Enrollment reports. Enrollment Reports. He reported that the goal is to reach a 20,000 FTES. They plan to be at 7.5% to 8% growth in the credit side. Dr. Lamb shared the 2023SP College Credit Enrollment Comparison report. This report compares headcounts, FTES, Enrollment, etc. for Spring 2022 and Spring 2023. The last report that he shared was the Research Team's Daily Enrollment Report for Spring 2023. This is an interactive report that shows credit and noncredit together.</p> <p>SCFF Reports – End of Semester Metrics – No reports currently. This item will be moved to the next meeting agenda.</p> <p>Dr. Lamb reiterated that in the Enrollment Management Committee is leaning specifically on the topics of setting metrics for the SCFF. They are working on deeper dives to target different populations of students and how to pursue them.</p>	Move to the next meeting agenda.

6. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
7. NEW BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	<p>CEC Facilities Improvement – Dr. Kennedy reported that in 2019 an 85-year lease was granted by the City of Santa Ana. Centennial Education Center (CEC) has seven one-story buildings, 28 classrooms, and three student labs, a Child Development Center, outdoor quad with vending machines and two public restroom facilities.</p> <p>Dr. Kennedy shared a CEC Facilities Needs report that shows history and current configuration, site usage, facility issues, site enhancements, and recommendations.</p> <p>The recommendations that were listed are:</p> <ul style="list-style-type: none"> • Secure funding for CEC updates through District Scheduled Maintenance Funds and Continuing Ed Growth • Hire two additional full-time custodians to work at CEC • Develop Permanent Plan for Renovation of the site <p>Dr. Kennedy also reported that they will be submitting a large reorganization request for a permanent staffing structure of CEC.</p> <p>Dr. Hoffman reported that there are District Scheduled Maintenance Funds and \$1.6M has been dedicated for the roof repairs, interior and exterior painting and flooring. However, it has been requested by the State that the District give 25% of the scheduled maintenance dollars back. The CEC’s facilities needs were ranked very high when prioritizing SAC’s needs.</p> <p>John Zarske suggested that Dr. Kennedy present this report to the Facilities and Safety Committee as well. And these needs should be on the Facilities Master Plan.</p> <p>Madeline Grant stated that we need to provide a positive environment for learning that is healthy and safe for students, faculty and staff.</p> <p>Mark Ou asked how CEC is doing with skilled maintenance activities. Dr. Kennedy reported that CEC can use some support with skilled maintenance and landscaping. He added that he would like to see increased numbers of skilled maintenance staff and grounds staff for the entire College.</p>	
8. STUDENT UPDATE	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	No report.	
9. SACTAC	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	John Steffens reported that SACTAC has not met yet this month. Their meetings are held at	

	<p>the end of the month. The District Technology Advisory Group (TAG) did meet and there were budget related items discussed. John Steffens shared a report showing pandemic related expenditures. During the pandemic a lot of technology related items were purchased especially for Distance Education, such as virtual science labs platform, Cranium Café for virtual Student Services, and other student engagement platforms. Since the HEERF funds are coming to an end, Information Technology (IT) Department is coming to TAG and SACTAC to request funding to continue these programs for online learning. At the TAG meeting, TAG passed a recommendation to find multiple funding sources to support these systems.</p> <p>He also stated that the projected amount from IT that is unfunded for the next year for these systems is \$735,000. They are making an effort to get rid of Cranium Café because it is the most expensive system. John reported that his office will be looking at alternatives this semester to try to get rid of the Cranium Café system.</p> <p>John clarified that the costs shared on the report are purchased centrally because a lot of the purchases are with the State which made it an ease of procurement. Every Spring IT reaches out to Distance Education Department at both colleges and asks what level of usage they expect for these particular services, and they ask them to assist in putting together an order then order is submitted to the State.</p>	
10. ACCREDITATION	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS
	Monica Zarske reported that the core team meet just to regroup and are planning to meet again this semester to talk about future planning. More information will be reported at the next meeting.	
11. FUTURE AGENDA ITEMS		
	<ul style="list-style-type: none"> • Approval of Meeting Calendar for next AY • Presentation – Technology Replacement Plan • Presentation – SAC/CEC Marketing Plan 	
GENERAL INFORMATION		
	Physical Resources Committee (rsccd.edu)	
NEXT MEETING	March 7, 2023	

Submitted by Maria Cardona