

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	Mark Reynoso	Kevin Leeds
Jim Kennedy	Jim Isbell	Jenny Beltran	Mark Ou	Bill Reardon	Madeline Grant
Jeffrey Lamb	John Zarske	Kelly Nguyen	Jimmy Nguyen	Daniel Martinez	Ron Gonzalves
Vaniethia Hubbard	Merari Weber	Reza Mirbeik			
Robert Manson		Brandon Rocke	Student Representatives		
Mark Liang			Georgina Galindo		
				Bold = present	
1. WELCOME and INTRODUCTIONS				Meeting called to order 1:36 pm Meeting adjourned at 3:02 pm	
	Welcome and introductions were made.				
2. PUBLIC COMMENTS	DISCUSSION/COMMENTS			ACTIONS/FOLLOW UPS	
3. APPROVAL OF MINUTES	DISCUSSION/COMMENTS			ACTIONS/FOLLOW UPS	
	Approval of April 14, 2023 minutes			Motion was moved to approve the minutes by Merari Weber, 2 nd by John Zarske. Motion passed unanimously.	
4. UPDATES/REPORTS	DISCUSSION/COMMENTS			ACTIONS/FOLLOW UPS	
	Budget Update – Mark Reynoso shared the 2022.2023 FTES Estimated Actuals report. This report showed FTES as of April 12, 2023 or Principle 2 (P2). This report was also presented at the last Fiscal Resource Committee (FRC) meeting. Mark reported that our funding is based on a percentage of the overall apportionment revenue from the District. The total FTES came in at roughly 25,602. The estimated percentages of revenue for SAC and SCC are 69.70% and 30.30% respectively. Compared to last year’s numbers, SAC was at 68.44% and SCC at 31.56%. Dr. Lamb added that it would be nice if the committee knew what the percentages meant in dollars.			Mark Reynoso will report at the May 30 th meeting the conversion of percentages to dollars for both colleges.	

	<p>Mark Reynoso shared the Rancho Santiago Community College District Simulated Revenue report for Principle 1 (P1). The report shows increases to the base and rates for all colleges in the California Community College System. The closeout revenue for last fiscal year, as a district, was roughly about \$183M. There was a boost to the Cost-of-Living Adjustment (COLA) of 6.56%. The estimated closeout revenue for FY22.23 will be roughly \$202M. The increase from last year is due to the increase in our funding base. The base for FY21.22 was about \$12.7M and for FY22.23 the base is \$16.8M. This report also shows the increase of rates. Last year the rate for the credit side was about \$4,212 compared to this year at \$4,840. Mark Reynoso added that the additional revenue is going to help with the new hires.</p> <p>Bill Reardon asked what the best way is to figure out the generated FTES for specific areas to calculate the apportionment. Mark Reynoso referred him to Dr. Daniel Martinez for more accurate numbers. Dr. Lamb commented that the district borrowed FTES from FY22.23 for FY21.22 to bolster the numbers that helped get us out of hold harmless and into stability. This may look like an enrollment decline but it is not the case.</p> <p>Quarter 3 Budget Performance Reports (Fund 11 & 13) – Mark Reynoso shared a snapshot of Budget Performance Report for Funds 11 and Fund 13 as of March 31, 2023. The Fund 11 report showed the current budget of about \$100M. The expenditures to date are about \$75M. Last year’s expenditures were around \$90M. Mark added that the 1300 accounts are increasing due to increasing FTES. He also pointed out the electricity and gas costs have increased. There is an estimated ending balance of about \$1.9M and an estimated 98% budget spent. The Fund 13 report showed a current budget of about \$7.6M and as of March 31, 2023 about \$2.2M was spent or 29% of the budget used. There is an estimated ending balance of about \$4M. Last year we spent about 62% of the budget.</p> <p>Mark Liang asked what the primary source of Fund 13 is. Mark Reynoso answered that the carryover balance of the general Fund 11 goes into fund 13 and whatever is not spent from Fund 13 remains.</p> <p>Fund 13 FY 23.24 Expenditure Plan – Mark Reynoso reported that this report is not ready to be shared.</p> <p>COVID Recovery Block Grant/HEERF Update – No report.</p>	
5. SCFF REPORTS	DISCUSSION/COMMENTS	
	<p>FTES Metrics – Dr. Lamb shared an Enrollment Report that compared headcount from Spring 2022 to Spring 2023. The report showed a 1.36% increase in headcounts and a 9.80% increase in FTES. This could be attributed to positive attendance. On track to seeing a 9% growth during the Spring term. The report shows that students are being served at the same or less cost. The average class size is slightly better. He also shared that the comparison of Summer 2022 to Summer 2023 shows an increase of 11.28% in headcount and an increase of almost</p>	

	<p>15% in FTES. It is still early to see final numbers, but students are enrolling now for Summer. Dr. Kennedy shared CEC's Enrollment Report. He reported that CEC's non-credit headcount enrollment increased about 20% and an increase of about 7.30% in FTES. He added that in P2 the non-credit numbers for this year are at 5,120 compared to last year's number at 4,329. This is a growth of 791 FTES. He added that for non-credit they get paid for straight FTES, there are no success metrics involved. Therefore, the growth of the 791 FTES will translate directly at the FTES rate, bringing in a significant revenue. There are two funding rates for non-credit, career development college preparation rate and the base non-credit rate. As a result of this growth, it will generate about \$4M additional revenue.</p>											
6. OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS										
	<p>Presentation – ITS/Digital Dons/Marketing Asking of Funds for Approval</p> <p>At the previous Planning and Budget meeting the following funds were requested:</p> <table style="margin-left: 40px;"> <tr> <td>ITS Mediation Upgrades (SAC)</td> <td style="text-align: right;">\$ 569,988</td> </tr> <tr> <td>Computer Replacement Plan</td> <td style="text-align: right;">\$ 878,605</td> </tr> <tr> <td>Marketing Projects</td> <td style="text-align: right;">\$ 100,000</td> </tr> <tr> <td>Digital Dons</td> <td style="text-align: right;"><u>\$ 160,000</u></td> </tr> <tr> <td>SUB-TOTAL</td> <td style="text-align: right;">\$ 1,708,593</td> </tr> </table> <p>Dr. Lamb asked if this cost will be set aside as an expenditure ongoing? Ron Gonzalves added that he would like to see this item as a yearly occurrence for this committee. He would like to see a computer and audio video replacement plan every year.</p> <p>Dr. Kennedy stated that this would be a great long-term plan to get institutionalized into the budget under Fund 13. In the meantime, it would need to be funded out of Fund 13 as a one-time allocation.</p> <p>Mark Liang asked if there is an inventory list of all equipment to help support the argument for funding. Ron Gonzalves stated that he created a list of every piece of technology in every classroom.</p>	ITS Mediation Upgrades (SAC)	\$ 569,988	Computer Replacement Plan	\$ 878,605	Marketing Projects	\$ 100,000	Digital Dons	<u>\$ 160,000</u>	SUB-TOTAL	\$ 1,708,593	<p>Motion moved to approve the funding by Dr. Kennedy, 2nd by Reza Mirbeik.</p> <p>Amendment moved by John Zarske to include CEC's computer replacement cost to SAC's ITS/Digital Dons/Marketing ask of funds for approval, 2nd by Merari Weber.</p> <p>Motion moved to approve the grand total cost. Motion was passed unanimously.</p>
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7. NEW BUSINESS	DISCUSSION/COMMENTS	ACTIONS/FOLLOW UPS										
	<p>Computer Replacement Plan for CEC – Ron Gonzalves shared a presentation showing CEC's Classroom Technology Refresh. The presentation highlighted 2023-2024 Refresh/Upgrade Planning, CEC Classroom Count and Forecast-Classroom Technology.</p> <table style="margin-left: 40px;"> <tr> <td>CEC Computer Replacement Cost</td> <td style="text-align: right;">\$ 808,764.</td> </tr> <tr> <td><u>GRAND TOTAL COSTS</u></td> <td style="text-align: right;">\$ 2,517,357</td> </tr> </table> <p>Dr. Lamb asked if this is the normal way of asking for funds from the Budget and Planning Committee. Mark Reynoso explained that these types of asks have been brought to this committee in the past. Jim Kennedy added that the ITS ask goes to SACTAC before it comes to</p>	CEC Computer Replacement Cost	\$ 808,764.	<u>GRAND TOTAL COSTS</u>	\$ 2,517,357							
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	<p>this committee.</p> <p>Procedure to Identify the Aging of Mediation Equipment – Ron Gonzalves shared that they use the serial numbers on each piece of mediation equipment to determine the age. Another way is through the manufacture and model numbers. His team also keeps documentation on updated classroom equipment. They also look at the number of incidents and work orders received for equipment. CEC and the I Building have high utilization rates.</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
	Dr. Lamb reported that the Accreditation Subcommittee has been meeting to talk about things to learn from the last self-evaluation to improve and apply strategies. Two Annual Reports were submitted to the Commission. One was a Fiscal report and the other was a narrative report. Data relative to headcount and FTES was submitted. He shared the Annual Fiscal report that was submitted.	
11. FUTURE AGENDA ITEMS		
GENERAL INFORMATION		
	Physical Resources Committee (rscdd.edu)	
NEXT MEETING	May 30, 2023	

Submitted by Maria Cardona